



*Little Downham
Parish Council*

Annual Report 2017/18

Chairman's Introduction

I would like to present this Annual Report to provide you with information about the Parish Council's activities during 2017/18.

My name is Joanne Waters and I was elected as Chairman of the Parish Council for 2017/18. I have recently been re-elected as Chairman for 2018/19 too. My aim is to continue to encourage the Parish Council to work together and look at new projects with a view to improving facilities for the benefit of all, as ultimately the Parish Council's aim is to serve, enhance and benefit the community.

We continue to work on two large projects, the refurbishment of the pavilion facilities in Little Downham and the purchase of new burial land for the parish. I'm happy to say that although slowly these are moving forward, we hope work will begin in the very near future. What I can promise you is that the Parish Council will continue to work on your behalf to improve our village in every way we can.

I would like to thank the members of the council for their hard work and commitment during the year. I wish to thank the previous members for their services to the parish and the parish groups and organisations that have provided excellent facilities and interests in the community for people of all ages. In early 2018, we had two vacant seats, sadly from the loss of Basil Taylor and Roger Martin. Both councillors will be greatly missed from our meetings for their knowledge and input.

Finally, again, I must thank Jackie Wardle, our Parish Clerk. As a Council we do depend heavily on her and I for one can say that she has never let us down. As always she goes above and beyond her official role to provide the best for our community.

Mrs Joanne L Waters

Chairman Little Downham Parish Council

Who and What is the Parish Council?

Little Downham Parish Council comprises of 11 voluntary Councillors who serve for a term of four years and represent an electorate of 2059 (Electoral Register 01/12/17).

The Council employs three part-time members of staff: Mrs Jackie Wardle, as the Parish Clerk, Responsible Financial Officer and Proper Officer; Mr Derek Mitchell as Parish Council Handyman and Mrs Avril Hayter-Smith as Book Café Manager. Mrs Caroline Wallace was the Internal Auditor for 2017/18 and received an honorarium for out-of-pocket expenses. Mr Robin Pearl is the editor of the Parish Website and regularly updates the site with information from the Clerk, parish organisations and businesses.

Parish Council meetings are generally held monthly on Thursday evenings in the Committee Room (Book Café) of Little Downham Village Hall. Planning meetings, parish meetings and extraordinary meetings are held if urgent business needs discussing, or deadlines dictate, prior to the next Full Council meeting. Occasionally Working Group are formed in order to gather information or research between meetings and provide reports to the full Council for decisions to be made.

Agendas and information about Council meetings are displayed on the Parish Council Notice boards that are located on the corner of the Village Hall, Main Street, Little Downham, and in the bus shelter, School Lane, Pymoor. The forthcoming agenda, approved minutes and other information about the Parish Council and the community can be seen on the parish website:

littledownham.net

Members of the public are welcome to attend meetings and may speak during Public Forum on matters that are on that meeting's agenda. Matters relating to items that are not on the agenda can be given to the Clerk in writing or via email for inclusion on the next relevant agenda. The Parish Council is not permitted to make a decision on matters that have not been duly advertised to the public, unless any matters are considered urgent, such as to relate to public health and safety, or are authorised in the Council's Standing Orders.

The Parish Council is responsible for parish grass cutting and its own street furniture. It owns the Local Nature Reserve (consisting of Pingle Wood, Myles Meadow and The Holts Spinney and Meadows), Community Orchard and the play and recreation areas in Little Downham and Pymoor.

At the Council's Annual General Meetings held in May, Parish Councillors elect a Chairman and Vice Chairman, and appoint a Staff Appraisal Officer, Lead Child Protection Officer and representatives on the following bodies:

Downham Parish Conservation Group
Downham, Pymoor & Coveney Parish Magazine Committee
Little Downham Book Café Committee
Little Downham Village Hall Committee
Downham Feoffees Charity (4-year term generally in the election year)

Parish Council Contact Details (May 2018)

Name	Address	Phone no.
PARISH COUNCILLORS:		
John Barker	5 Third Drove, Lt Downham	07545 885538
Carole Hall	2A Black Bank Road, Lt Downham	01353 860457
Graham Hayter-Smith	55 Ely Road, Lt Downham Email: ldvhallbursar@gmail.com	07887 525393
Richard Maxey	44 Cannon Street, Lt Downham Email: richard.maxey@cantab.net	07770 953293
Marilyn Oldfield	12 Eagles Lane, Lt Downham Email: marilyn.oldfield1@sky.com	01353 699473
Graeme Ord	99 Main Street, Lt Downham Email: graemeord69@gmail.com	07900 409483
Dale Parson	Laurel Farm, Main Drove, Lt Downham Email: daleparsonpc@gmail.com	07900 409463 01353 698289
Michele Seidler	104 Main Street, Lt Downham Email: michelesdlr@yahoo.co.uk	07752 779552
Gail Taylor	Willow Farm, Pymoor Common, Lt Downham	01353 698555
Jo Waters (Chairman)	56A Cannon Street, Lt Downham Email: 666jo@live.co.uk	07879 687197
Owen Winters (Vice Chairman)	C/o Valhalla, Third Drove, Lt Downham	01353 699246
CLERK:		
Jackie Wardle	30 New Close Road, Lt Thetford, Ely, Cambs CB6 3HQ Email: ltdownhampc@btinternet.com	01353 649499
DISTRICT COUNCILLORS:		
Anna Bailey	40 Cambridge Road, Ely, CB7 4HL Email: anna.bailey@eastcambs.gov.uk	01353 663253
Mike Bradley	Wychelms, High Street, Witcham CB6 2LQ Email: mike.bradley@eastcambs.gov.uk	01353 775208
COUNTY COUNCILLOR:		
Lorna Dupre	Inglefield, 119 High Street, Sutton CB6 2NW Email: lorna@lornadupre.org.uk	07930 337596

LITTLE DOWNHAM PARISH COUNCIL
INCOME & EXPENDITURE

Year Ended 31 March 2017		Year Ended 31 March 2018
	INCOME	
77,560.00	PRECEPT	78,724.00
8,864.80	FINANCE & GRANTS	196.04
3,891.97	HIGHWAYS & PARISH MAINTENANCE	3,052.03
1,000.00	RECREATION FACILITIES	1,500.00
10,000.00	CAPITAL PROJECTS	0.00
2,650.17	CONSERVATION AREA	1,709.18
<hr/> 103,966.94 <hr/>	TOTAL INCOME	<hr/> 85,181.25 <hr/>
	EXPENDITURE	
2,018.00	FINANCE & GRANTS	1,612.00
12,996.64	CAPITAL PROJECTS	650.00
8,895.80	HIGHWAY & PARISH MAINTENANCE	13,147.83
497.88	CONSERVATION AREA	1,106.69
2,979.00	RECREATIONAL FACILITIES	3,004.00
6,443.31	GENERAL ADMINISTRATION	6,288.41
49,247.52	STAFF	49,830.20
<hr/> 83,078.15 <hr/>	TOTAL EXPENDITURE	<hr/> 75,639.13 <hr/>
	GENERAL FUND	
145,143.54	Balance at 1 April 2017 >	165,123.21
103,966.94	Add Total Income	85,181.25
<hr/> 249,110.48		<hr/> 250,304.46
- 83,078.15	Deduct Total Expenditure	<hr/> - 75,639.13
<hr/> 166,032.33		<hr/> 174,665.33
- 909.12	Transfers to/from Earmarked Funds	<hr/> - 909.40
<hr/> 165,123.21 <hr/>	Balance at 31 March 2018 >	<hr/> 173,755.93 <hr/>

What we did in 2017/2018

- A total of 15 Full Council meetings and one extraordinary meeting were held;
- Considered and commented on 71 Planning Applications;
- Responded to documents and various consultations from other authorities;
- Continued to work towards refurbishing the Pavilion;
- Continued to work on the provision of new burial land;
- Reviewed the Council's Budget and Accounts during the year and resolved to increase the Precept by 1.5% for 2018/19. (Due to an increase in the number of dwellings in the parish, this actually resulted in an increase of 0.65% on the local element of the Council Tax compared to the previous year);
- Received an unqualified (successful) external audit on Accounts 2016/17;
- Financed the Little Downham Book Café along with a £1500 (50%) contribution from the Downham Feoffees Charity for room hire fees;
- Approved Grants for the Citizens Advice Bureau and Friends of Downham Feoffees Academy;
- Funded and updated the Parish Website: littledownham.net;
- Supported and funded Downham Parish Conservation Group, who work for and on behalf of the Parish Council overseeing the management and maintenance of the Local Nature Reserve and Community Orchard;
- Maintained the Local Nature Reserve and Community Orchard;
- Maintained Little Downham and Pymoor Recreation Areas and Play Areas and carried out weekly and annual inspections of the areas and equipment;
- Maintained and monitored CCTV equipment in Lt Downham Recreation Area;
- Arranged parish grass cutting of village verges and Parish Council land;
- Maintained Parish Council owned Street Lights;
- Carried out Annual Risk Assessments on Parish Council assets;
- Reported matters of concern to the Cambridgeshire County Council regarding Highways and Public Rights of Way;
- Reported matters of concern to East Cambs District Council regarding street nameplates, dog fouling, litter and dog waste bins, waste collections, recycling and fly tipping;
- The Clerk attended training sessions through the Society for Local Council Clerks to assist with her duties;

What we did in 2016/2017 cont...

- Sincere sympathies were expressed to the families of Councillor Basil Taylor and Councillor Roger Martin following their deaths in January and February 2018. Gifts of appreciation were given in commemoration of their 10 and 38 years of services respectively on the Parish Council.
- A By-Election was requested by 11 electors of the parish to fill the two Parish Council vacancies. Four candidates were nominated to stand in the By-Election held on 12th April 2018 and, following a turnout of 27.32%, Cllrs Richard Maxey and Dale Parson received the most votes to be duly elected by the Returning Officer of ECDC to fill the vacant seats. They signed their Declarations of Acceptance of Office and attended their first meeting on 26th April.

Parish Council Plans for 2017/2018

- Proceed with the provision of new burial land in the parish;
- Refurbish Little Downham Pavilion;
- Review Pymoor and Little Downham play area safety surfacing;
- Re-paint Pymoor and Little Downham Play equipment;
- Consider a scheme and submit a Local Highway Improvement bid;
- Consider setting up a new management Committee that would be responsible for the Little Downham Recreation field, Pavilion and All Weather Court;
- Continue to serve the community and maintain amenities for the benefit and enjoyment of parishioners.

Appreciations

For 2017/18, thanks were expressed to:

- Parish Councillors who attended Council meetings and carried out parish business voluntarily to maintain amenities and services on behalf of the community and received no remuneration for their time;
- Parishioners who carried out voluntary work for and on behalf of the Parish, such as Downham Parish Conservation Group and the Book Café, as well as those that supported other parish organisations, of which there are many and so varied to mention, but still as important in our community;
- Pymoor Cricket & Social Club for cutting Pymoor play area;
- District Cllrs Anna Bailey and Mike Bradley and County Cllr Lorna Dupre, who carried out their duties during the year on behalf of the parish in matters relating to East Cambs District Council and Cambridgeshire County Council;
- Robin Pearl, editor of the Parish website: littledownham.net; Caroline Wallace, who carried out the Council's Internal Audit 2017/18 in accordance with Audit Regulations and current legislation; and Jan Holland, as booking clerk for the All Weather Court.
- Parish Council staff: Jackie Wardle (Parish Clerk, Responsible Financial Officer and Proper Officer); Derek Mitchell (Parish Council Handyman) and Avril Hayter-Smith who managed the Book Café in accordance with Cambridgeshire Libraries agreement and arranged the cake and voluntary staff rotas.

Please note this list is not conclusive and apologies are made to anyone who feels that they have been missed out.

Copies in larger print can be requested from the Parish Council by telephone on 01353 649499 or printed from the document on the website:

littledownham.net

Enquiries regarding this publication can be made to:

Mrs J Wardle
Clerk to Little Downham Parish Council
30 New Close Road
Little Thetford
Ely
CB6 3HQ

Tel: 01353 649499
Email: ltdownhampc@btinternet.com