



*Little Downham  
Parish Council*

# Annual Report 2018/19

## **Chairman's Introduction**

I would like to present this Annual Report to provide you with information about the Parish Council's activities during 2018/19.

My name is Joanne Waters and I was elected as Chairman of the Parish Council after the previous Chairman had completed 3 consecutive years in this position 2016/17. I have found the role quite challenging, but rewarding. This was my last year serving as Chair, as I have now completed my third consecutive year. Elections were recently held in May and I decided to continue as a Parish Councillor.

We as a council continue to work on two large projects; the refurbishment of the pavilion facilities in Little Downham and the purchase of new burial land in and for the Parish. I'm happy to say that the refurbishment of the pavilion has now been fully completed to a very high specification and has made a massive difference already to the teams that use this facility. We are still continuing to look for burial land with some options open to us. 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 provide excellent facilities and interests in the community for people of all ages.

Finally, as always special thanks must go to our Clerk, Jackie Wardle, who through dedication to her job allows the Council to maintain such high standards, she often works over 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 2028 (Electoral Register 01/02/2019).

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. The Council employed Canalbs Ltd to carry out the Internal Auditor duties for 2018/19.

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 a Thursday evening in the Committee Room (Book Café) of Little Downham Village Hall. Planning meetings, public meetings and extraordinary meetings are held as required if urgent business needs discussing, or deadlines dictate, prior to the next Full Council meeting. Occasionally Working Groups 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](http://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 and manages the Local Nature Reserve (consisting of Pingle Wood, Myles Meadow and The Holts Spinney and Meadows), Community Orchard (60-year lease from Cambridgeshire County Council) 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 (June 2019)

Name	Address	Phone no.
<b>PARISH COUNCILLORS:</b>		
John Barker	5 Third Drove, Lt Downham	07545 885538
Amber Collins	20 Cross Lane, Lt Downham	07411 205285
Graham Hayter-Smith	55 Ely Road, Lt Downham Email: ldvhallbursar@gmail.com	07887 525393
Richard Maxey	44 Cannon Street, Lt Downham Email: richardmaxeyldpc@mail.com	07770 953293
Marilyn Oldfield (Chairman)	12 Eagles Lane, Lt Downham Email: marilynoldfieldpc@gmail.com	01353 699473
Dale Parson	Laurel Farm, Main Drove, Lt Downham Email: daleparsonpc@gmail.com	07785 972705
Gail Taylor	Willow Farm, Pymoor Common, Lt Downham	01353 698555
Mark Taylor	Carlisle Farm, Main Drove, Lt Downham Email: Mark.taylor.pc11@gmail.com	07831 810052
Ross Taylor	Westmoor House, 68 Main Street, Pymoor	07774 554077
Jo Waters (Vice Chairman)	56A Cannon Street, Lt Downham Email: 666jo@live.co.uk	07879 687197
Owen Winters	C/o Valhalla, Third Drove, Lt Downham	01353 699246
<b>CLERK:</b>		
Jackie Wardle	30 New Close Road, Lt Thetford, Ely, Cambs CB6 3HQ Email: ltdownhampc@btinternet.com	01353 649499
<b>DISTRICT COUNCILLORS:</b>		
Anna Bailey	40 Cambridge Road, Ely, CB7 4HL Email: anna.bailey@eastcambs.gov.uk	01353 663253
<b>COUNTY COUNCILLOR:</b>		
Lorna Dupre	Inglefield, 119 High Street, Sutton CB6 2NW Email: lorna@lornadupre.org.uk	07930 337596

**LITTLE DOWNHAM PARISH COUNCIL**  
**INCOME & EXPENDITURE**

<b>Year Ended 31 March 2018</b>		<b>Year Ended 31 March 2019</b>
	<b>INCOME</b>	
78,724.00	PRECEPT	79,904.00
196.04	FINANCE & GRANTS	2,437.38
3,052.03	HIGHWAYS & PARISH MAINTENANCE	2,904.53
1,500.00	RECREATION FACILITIES	1,471.00
0.00	GENERAL ADMINISTRATION	20.00
1,709.18	CONSERVATION AREA	875.45
<b>£85,181.25</b>	<b>TOTAL INCOME</b>	<b>£87,612.36</b>
	<b>EXPENDITURE</b>	
1,612.00	FINANCE & GRANTS	817.00
650.00	CAPITAL PROJECTS	74,316.25
13,147.83	HIGHWAY & PARISH MAINTENANCE	9,456.83
1,106.69	CONSERVATION AREA	1,049.78
3,004.00	RECREATIONAL FACILITIES	2,992.00
6,288.41	GENERAL ADMINISTRATION	11,193.48
49,830.20	STAFF	51,506.65
<b>£75,639.13</b>	<b>TOTAL EXPENDITURE</b>	<b>£151,331.99</b>
	<b>GENERAL FUND</b>	
<b>165,123.21</b>	Balance at 1 April 2018 >	<b>173,755.93</b>
85,181.25	<b>Add</b> Total Income	87,612.36
250,304.46		261,368.29
75,639.13	<b>Deduct</b> Total Expenditure	151,331.99
174,665.33		110,036.30
909.40	Transfers to/from Earmarked Funds	- 52.20
<b>£173,755.93</b>	Balance at 31 March 2019 >	<b>£110,088.50</b>

## What we did in 2018/2019

- A total of 13 Full Council meetings and one extraordinary meeting were held;
- Considered and commented on 55 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 2019/20. (Due to an increase in the number of dwellings in the parish, this actually resulted in an increase of 0.5% on the local element of the Council Tax compared to the previous year);
- Received an unqualified (successful) external audit on Accounts 2017/18;
- Financed the Little Downham Book Café along with a £1471 (50%) contribution from the Downham Feoffees Charity for room hire fees;
- Approved £500 Grant for the Citizens Advice Rural Cambs;
- Funded and updated the Parish Website: [littledownham.net](http://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 2018/2019 cont...**

- Carried out a refurbishment of Little Downham Pavilion using Parish Council funds. The refurbishment included replacement windows and doors, the removal of toilets in the front changing rooms and extending the shower areas, replacement of all sanitaryware, extending the kitchen and installing new storage units and appliances, installation of a disabled toilet, re-establishing a referee's room with shower facilities, decorating, re-wiring the electrics and new flooring throughout the building.

## **What we did in early 2019/2020**

- Parish Council Local Elections were held on 2nd May 2019 and eight existing councillors applied and were elected unopposed. The council co-opted three new councillors in early June 2019.
- Thanks have been expressed to Carole Hall, Michele Seidler and Graeme Ord who decided not to be Parish Councillors for a new four-year term. Carole had served a total of 17 years; Michele served a term of four years and Graeme served for three years.

## **Parish Council Plans for 2019/2020**

- Proceed with the enquiries and provision of new burial land in the parish;
- Refurbish Little Downham Pavilion fascia and soffit;
- 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 2018/19, 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 recreation field and 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](http://littledownham.net) 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](http://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](mailto:ltdownhampc@btinternet.com)