

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 23 March 2017 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, CE Hall, LEA Joel, MM Oldfield, G Ord, MAC Seidler, BL Taylor, GH Taylor and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: County Cllr L Dupre.

153/16 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE – Cllrs RS Martin and Dist. Cllrs A Bailey and M Bradley.

154/16 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr BL Taylor** declared an interest in item 159/16.1.1 (Application 17/00414/FUL) because the applicants are a relation and friend. (Declaration 004-2017).
2. **Cllr GH Taylor** declared an interest in item 159/16.1.1 (Application 17/00414/FUL) because the applicants are a friend and relation. (Declaration 005-2017).

155/16 PUBLIC FORUM – no comments.

156/16 COUNTY AND DISTRICT COUNCILLORS' REPORTS

1. County Cllr Dupre updated on the launch of the new 'East Cambs Connect' pre-booked minibus service on 03/04/17. The Little Downham 125 service will continue, but the Thursday bus from Wardy Hill and Coveney through Little Downham to Ely will cease at the end of June. A road safety study of the A142 following another fatal accident at Mepal last Christmas is not expected to report until the end of June. Lorna plans to continue liaising with officers regarding school place planning in response to the district council's Further Draft Local Plan because spreading growth broadly across the district makes school place planning more difficult, in addition to the loss in budgets. The County Health Committee agreed to develop a number of projects to improve air quality across the county. Due to the 'Purdah' period during the local elections, Lorna will not be holding any councillor surgeries in April.

7.19pm Lorna was thanked for her report and left the meeting.

157/16 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved unanimously that the minutes of 23 February 2017 be signed by the Chairman as a true record.**

158/16 MATTERS TO REPORT

1. **(Min.143/16.1) Lt Downham Conservation Group – Ditch cleaning along Pingle Wood south boundary** – The Conservation Group issued drawings of the proposed French drainage and informed it was obtaining quotes.
2. **(Min.143/16.2) RPA Basic Payment Scheme** – BPS 2015 – a claim statement was received confirming the payment of £962.08. BPS 2017 would be submitted online by 15/05/17 deadline.
3. **(Min.131/16.3.5) New Cemetery Land** – ECDC had acknowledged receipt of the Pre-application Planning Enquiry Request and a response was expected by 22 March. An email enquiry prior to the council meeting stated that a response would be sent out next week.
4. **(Min.139/16.1.3) Network Rail Level Crossing Reduction Order** – It was reported that Network Rail had sent a copy of the Closure Order and accompanying location maps. Cllr Winters expressed an interest in the Order and signed to take the two large lever arch files home to read.

159/16 PLANNING MATTERS

1. Planning correspondence -
 - 1.1 **17/00264/FUL** Mr & Mrs Smart, 62A Ely Road, Lt Downham – Demolition of existing single storey garage building and erection of 1.5 storey garage building with home office and shower room above.
Resolved - Little Downham Parish Council had no concerns regarding this application.
 - 1.2 **17/00347/FUL** Mr Norman Wilson, 82 Ely Road, Lt Downham – New three bedroom 'chalet' bungalow with integral garage .
Resolved - Little Downham Parish Council had no concerns regarding this application.

- 1.3 **17/00414/FUL** Mr & Mrs Norman Golding, Land Adjacent Lane Farm Pymoor Lane Pymoor - 2no four bedroom dwelling both with double garage and drive way **POTENTIAL DEPARTURE. Resolved** - Little Downham Parish Council had no concerns regarding this application.

For information only:

- 1.4 **ECDC - Applications approved:** 16/01270/OUT, 17/00041/FUL, 17/00392/AGN

160/16 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs LEA Joel and GH Taylor.
2. **To approve bills and other items for payment** - It was proposed by Cllr LEA Joel and seconded by Cllr GH Taylor.
Resolved unanimously to approve BACS payments 563 – 570 and Direct Debits for the total sum of £4717.14.

161/16 **COUNCIL MATTERS**

1. **CAPALC New Draft Membership** – No comment was suggested on the new draft agreement.

162/16 **PARISH COUNCIL LAND AND ASSETS**

1. **Voluntary Registration of Parish Council land and registered common land – update (Min.147/16.4)** - All members received a copy of Christine Battersby's letter dated 21/06/13 and Karl Irons update letter dated 28/02/17 in their agenda pack. Karl Irons' update was discussed. It was noted that an application to register the green spaces at Church Way/Lawn Lane, Pond Lane and Townsend had been submitted to Land Registry on 27/10/16 and confirmation was expected within the next month or two. He was enquiring with Land Registry about the land at Coffue Drove and will report back to the council in due course. In relation to the Main Street Bus Shelter lease and suggestions to update the Parish Council's address on current registered titles, it was proposed by Cllr LEA Joel and seconded by Cllr MM Oldfield that the Council should go ahead with the registration of its land and update the Council's address on previously registered land, as required. **A recorded vote result was as follows: In favour (7) Cllrs JW Barker, CE Hall, LEA Joel, MM Oldfield, G Ord, MAC Seidler, JL Waters, Against (1) – Cllr KO Winters, Abstention (2) – Cllrs BL Taylor, GH Taylor.**
Resolved by a majority decision to approve the following actions in relation to the registration of Little Downham Parish Council land:
- **Lease of Bus Shelter Site in Main Street – The Rectory is not registered, so a caution against first registration will be applied as notification when the property is registered;**
 - **Parcels of Land on the West Side of Hurst Lane - To change the address of the Parish Council to 30 New Close Road, Little Thetford, Ely, Cambs CB6 3HQ;**
 - **The Land at Clayway - To change the address of the Parish Council to 30 New Close Road, Little Thetford, Ely, Cambs CB6 3HQ.**

163/16 **PARISH MATTERS**

1. **To consider Parish litter picking** – Two parishioners expressed concerns regarding litter on the B1411 to Ely and offered to litter pick when the Parish Council next arranges a public event. It was agreed to hold a public litter picking on the weekend of 20th -21st May, if the litter picking equipment is available from ECDC. It was suggested buying some high-vis jackets for children.
2. **East Cambs Consultation – Proposal to extend Market Street Taxi Rank – 05/04/17** – The use of public parking spaces were discussed. It was proposed by Cllr GH Taylor and seconded by Cllr JL Waters to object to the loss of 2/3 public parking spaces on Market Street in order to extend the Taxi Rank. **A vote result was as follows: In favour - 7, Against - 3.**
Resolved by a majority decision that Little Downham Parish Council objected to the proposed extension of the Market Street Taxi Rank by the removal of the existing 2/3 free 30 minutes parking bays situated in the same location.

164/16 **HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings:**
- 1.1 **Lawn Lane Interactive Speed Sign, Lt Downham (Min.149/16.2.2)** – The sign was reported. It was not flashing on 17/03/17 at 7.45 pm, but was unduly flashing on 20/03/17 at 11.30 am.
- 1.2 **Beild Drove, Lt Downham** – Planings have been requested and work on Beild Drove will be looked at when the new year budgets are given.

- 1.3 **Flytipping on Pymoor Lane, Pymoor** – A cream 2-seater sofa and blue cushions were reported to ECDC via its website. It was noted that similar items had been dumped on a Beet Pad at The Hythe too.
2. **To report current matters of concern:**
 - 2.1 **Cannon Street, Lt Downham** – An overgrown hedge was reported. Cllr Hall offered to speak to the home owner to request that it be trimmed back.
 - 2.2 **Cowbridge Hall Road, Lt Downham** – Potholes of varying sizes need filling. Some are 8-10 inches deep and could be a hazard.

165/16 EXCLUSION OF PUBLIC AND PRESS

8.25pm It is hereby resolved in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Item 166/16 & 167/16 it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

166/16 PARISH COUNCIL LAND AND ASSETS

1. **Tenders for 2017 Grazing season: Myles Meadow** – The Clerk reported that Mr Yarrow had withdrawn his tender and no other applications had been received. It was proposed to re-advertise for cattle grazing or the cutting of hay. The Council will review applications at the 20/04/17 meeting.
2. **Tenders for repairs to Pymoor bus shelter roof** – Part of the EPDM rubber roofing has come off and the timbers are rotten. At the time of the meeting, only two quotes were received from with three contractors. As the repairs are considered urgent, the Council decided to award the contract and get the work is done as soon as possible.
Resolved unanimously to accept the quote of £1350 (no VAT) by Ely Roofing Company.
3. **Non-agenda item – urgent repairs to place a missing pane at Lawn Lane bus shelter:**
Resolved unanimously to accept a quote of £280.36 + VAT from N&C Glass.

167/16 HUMAN RESOURCES

1. **Book Café Manager – review salary and hours** - The national living wage is to increase to £7.50 per hour on 01/04/17. Avril's working hours vary from 6 to 6.5 hours per week.
Resolved unanimously to increase the Book Café Manager's salary to the National Living Wage hourly rate of £7.50 per hour with effect from 01/04/17 and to continue the Clerk's authorised assessment of the Book Café Manager's timesheets approving hours of up to 6.5 hours per week, per timesheet, to avoid an accumulation of TOIL hours. Hours worked in excess of 6.5 per week are to be taken as Time Off In Lieu. Consideration of overtime will be given to occasional events where the Book Café Manager is showcasing the Book Cafe.
2. **Local Government Pension Scheme Employer Contributions rates for 2017-2020** - A copy of the Cambridgeshire Pension Fund Draft Employer Results Report: Valuation as at 31/03/2016, the Lt Downham Parish Council Formal Valuation – Draft Results and new Employer Contributions Rates 2017-2020 were issued to members with their agenda. LGSS (jointly owned by Cambridgeshire & Northamptonshire County Councils and Milton Keynes Council) informed that the fund is currently running at a deficit and new rates have been set to return the employer to at least a 75% funded position over a period of 15 years. It was proposed by Cllr JL Waters and seconded by Cllr MAC Seidler to accept the new rates. **A vote result was as follows: In favour - 9, Abstention - 1.**
Resolved to accept the new LGPS Employer combined Primary and Secondary Contributions Rates of 33.4% (2017/18), 35.1% (2018/19) and 36.8% (2019/20).

168/16 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 8.44 pm.

Signed (Chairman) Date