

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

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

**Other attendees:** Dist. Cllr M Bradley, County Cllr L Dupre and one parishioner.

**105/17** **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** - Cllr RS Martin and Dist. Cllr A Bailey.

**106/17** **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CE Hall** declared a pecuniary interest in item 111/17.1.5 (Application 17/01992/FUL) because she is the applicant. (Declaration 029-2017).
2. **Cllr MM Oldfield** declared a personal interest in item 113/17 (Lt Downham Fete Committee Request) because she is a member of the Fete Committee. (Declaration 030-2017).
3. **Cllr G Ord** declared a personal interest in item 111/17.1.3 (Application 17/01941/FUL) because he is a friend of the applicant. (Declaration 031-2017).
4. **Cllr MAC Seidler** declared a personal interest in item 111/17.1.3 (Application 17/01941/FUL) because she lives a few doors up on Main Street. (Declaration 032-2017).
5. **Cllr JL Waters** declared a personal interest in item 111/17.1.2 (Application 17/01841/FUL) because she is a friend of the applicant. (Declaration 033-2017).

**107/17** **PUBLIC FORUM** – No comments

**108/17** **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. Dist Cllr Bradley informed that he has supported the Parish Council and parishioners with the Cannon Street/Ely Road planning application of 27 dwellings and that it would be considered by ECDC Planning Committee on 06/12/17. He updated on his enquiries regarding the Great Ouse Tidal River Strategy and the effects and implications it would have on the South Level Barrier Bank and Pymoor area. He provided interested members with copies of the Great Ouse Tidal River Baseline Report July 2017 (issued by the Environment Agency) and informed that he would be speaking to Steve Barclay MP about the concerns. He would continue to work on this in the new year and welcomes any guidance or comments from the Parish Council in due course.
2. County Cllr Dupre reported that the Mayor and Combined Authority had agreed to spend a further £4.5M on feasibility Studies and business cases for a large number of transport ideas. The House of Commons Transport Select Committee is mounting an inquiry following a recent DVSA licensing investigation into an individual Community Transport operator that could throw the future of community transport nationwide into disarray. Mepal Neighbourhood Watch has requested a roundabout on the A142. CCC has voted to remove £900,000 from the Children's Centres budget, including ceasing to maintain a children's centre in Sutton. The Local Urgent Care Services hub pilot at the Minor Injuries Unit, Princess of Wales Hospital, had been operating with GPs working alongside nurse practitioners and enabling a wider range of conditions to be treated rather than patients being referred back to their own GP or to A&E. The Ely Register office is to move to the new Cambridgeshire Archive building at the former Bowling Alley at The Dock, Ely. The specification for the new archive building is being reduced in order to match the available budget, and the County's collection of 250,000 flammable nitrate photographic negatives are to be stored in Oxfordshire rather than dedicated storage facilities in Ely. CCC is part of a multi-agency group developing a domestic violence strategy in Cambridgeshire. The Boundary Commission has published proposals for new parliamentary boundaries to reduce the number of MPs from 650 to 600, which locally would lose Littleport from North East Cambs. CCC has voted by a majority to hand over the driving wheel of restructuring of local government in Cambridgeshire to the Mayor and Combined Authority. The council's five-year development plan for local councils was launched on 17 November. Surgery dates and venues: 27/11/17, 6:30-7:30pm in Witchford, St Andrew's Hall; 01/12/17, 10:00-11:00am in Little Downham, Book Café; 12/12/17, 6:30-7:30pm, Sutton, school community room.

3. In her absence, Dist Cllr Bailey provided a report that covered information about the Waste Service Update 2018, fly-tipping, the new station car park at The Dock, Ely, Littleport Station Car Park, The Hive Leisure Centre near the Ely Leisure Village, the East Cambs Local Plan Consultation, North Ely Phase 1, Littleport and East Cambs Academy, Ely Southern Bypass, East Cambs Business Boost Event, Ely North Railway Junction and the Network Rail closure of railway crossings. She is happy to discuss details of any matters with individuals.

7.29pm County Cllr L Dupre and Dist. Cllr M Bradley left the meeting.

#### **109/17 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved that the minutes of 19 October 2017 were correct and to be signed by the Chairman as a true record.**

#### **110/17 MATTERS TO REPORT**

1. **(Min.96/17.6) Lt Downham Recreation Area** – ECDC informed that the travellers had moved out of the district and were heading north. The gate was now back to normal and open during daylight hours. A metal cover was welded on the gate to stop the padlock from being cut off.
2. **(Min.97/17.1.1) Planning application 17/00733/FUM, Works adjacent to 7 Cannon Street, Lt Downham – 27 2, 3 & 4 bedroom dwellings** – A minor amendment was received between meetings, but the comment deadline could not be extended. Following consultation with the Chairman, the Clerk submitted a comment on behalf of the Council that recommended amendments to the scheme and reiterated the Council's concerns regarding the lack of parking spaces and the narrow width of the road. Thanks were expressed for the relocation of bin collection point C.
3. **(Min.99/17) Vehicles parked on village greens** – The Clerk reported that she had spoken to the owner of the white van and informed him of the Parish Council's request not to park on Church Green or to drive across it. The owner was not pleased, but said he would consult his neighbour, who was his landlord. It was noted that the van was now parked opposite on the highway verge.
4. **(Min.22/17.4) Bank Accounts update** – Barclays Bank LD Rec Fund and the Countryside Savings Accounts are earning 0.2% interest as from 02/11/17.
5. **(Min.81/17.3) Pavilion Refurbishment** – Plans and specifications had been sent out to contractors. Quotes were requested by early January 2018.

#### **111/17 PLANNING MATTERS**

1. **Planning correspondence -**
- 1.1 **17/01787/FUL** Ms Jacqueline Phebey, The Cottage Four Balls Farm, Hundred Foot Bank, Pymoor – Erection of L shaped stables consisting of 5 stables, a tack room, hay store and storage area. The Council was confused with the application because included with the professional plans was a photograph of a stable block and a photograph of a hand-drawn plan depicting something like the new stable block, but with details of it as a residential dwelling. **A vote result to express outright refusal and concerns was: In favour: 9, Against: 1.**  
**Resolved Little Downham Parish Council had concerns regarding this application and recommended outright refusal because it was not clear what the development is to be used for and that the plans, photographs and application form do not match. Clarity is needed on the intended use of the proposed building.**
- 1.2 **17/01841/FUL** M Mark Turner, Hereward House, 66 Main Street, Lt Downham – First floor extension above existing ground floor, kitchen/conservatory.  
**Resolved - Little Downham Parish Council had no concerns regarding this application.**
- 1.3 **17/01941/FUL** Mrs Catherine Runciman, Bramley House, 100 Main Street, Lt Downham – Amend site access of previously approved 15/00460/FUL for construction of 3no.dwellings.  
**Resolved - Little Downham Parish Council had no concerns regarding this application.**
- 1.4 **17/01978/FUL** All Timber Construction Ltd, Head Fen Farm, Head Fen, Pymoor – Two storey side extension and single storey rear extension.  
**Resolved - Little Downham Parish Council had no concerns regarding this application.**

8.00pm Cllr CE Hall left the meeting

- 1.5 17/01992/FUL** Mrs C Hall, Land adjacent 2A Black Bank Road, Lt Downham – New dwelling and single garage. **A recorded vote to approve the application resulted as follows: In favour - (9)** Cllrs JW Barker, GJ Hayter-Smith, MM Oldfield, G Ord, MAC Seidler, BL Taylor, GH Taylor, JL Waters, KO Winters. **Against – (0).**  
**Resolved - Little Downham Parish Council had no concerns regarding this application.**

8.10pm Cllr CE Hall was invited back to the meeting.

**For information only:**

- 1.6** ECDC - Applications approved: 17/01353/FUM, 17/01440/FUL, 17/01747/AGN,  
**1.7** ECDC – Applications refused: 17/01628/OUT, 17/01631/OUT, 17/01632/OUT, 17/01550/FUL
- 2. East Cambs Local Plan – Third Stage Public Consultation 08/11/17 – 19/12/17 –** It was agreed to defer to the next meeting for formal comment.

**112/17 FINANCE**

- 1. Monthly Internal Audit** was carried out by Cllrs G Hayter-Smith and MAC Seidler.
- 2. To review current financial status 2017/18 & budget proposals 2018/19 –** The budget update 2017/18 and the 2018/19 proposed budget, issued to members with their agenda, was reviewed. The Clerk's supporting notes were discussed and minor amendments were agreed. The Council agreed it was willing to consider a 23% contribution towards a successful Local Highway Improvement application and it was suggested that the Chairman, Vice Chairman and Cllr GH Taylor be appointed with group delegated powers to consider the actual percentage the Council would contribute when the 2018/19 LHI Scheme costs are established by CCC Highways.  
**Resolved to appoint the Chairman, Vice Chairman and Cllr GH Taylor with group delegated powers to consider the Council's actual contribution towards the Local Highway Improvement application 2018/19 (Local Government & Rating Act 1997 s30).**

8.40pm Cllr BL Taylor left the meeting.

The Precept for 2018/19 was discussed. It was proposed by Cllr KO Winters, and seconded by Cllr JW Barker, to set the 2018/19 Precept at the same amount as 2017/18 @ £78,724.00. It was counter-proposed by Cllr MM Oldfield, and seconded by Cllr G Ord, to set the 2018/19 Precept at £79,904.00, which was an increase of 1.5% on 2017/18 Precept. **A recorded vote to approve the proposed Precept of £78,724.00 resulted as follows: In favour – (2)** Cllrs JW Barker, KO Winters. **Against – (7)** Cllrs CE Hall, GJ Hayter-Smith, MM Oldfield, G Ord, MAC Seidler, GH Taylor, JL Waters. **A recorded vote to approve the counter-proposal of a 1.5% increase of the Precept to £79,904.00 resulted as follows: In favour – (7)** Cllrs CE Hall, GJ Hayter-Smith, MM Oldfield, G Ord, MAC Seidler, GH Taylor, JL Waters. **Against – (2)** Cllrs JW Barker, KO Winters.

**Resolved by a majority decision to set the Precept at £79,904.00 for 2018/19 financial year.**

8.50pm Cllr KO Winters left the meeting.

- 3. To consider the purchase of a mower for grass cutting by the handyman –** Details of three self-propelled mowers were reviewed and discussed.  
**RESOLVED unanimously to purchase a Titan Pro 22" Lawnmower @ £399 plus delivery.**
- 4. To consider a transfer of funds from Deposit Account to Nationwide Account (Min.22/17.4) –** It was agreed to transfer an initial sum of £25,000 into the new Business Instant Saver A/c.  
**RESOLVED unanimously to transfer £25,000 from the Lloyds Deposit Account to the Current Account and as a BACS payment to the new Nationwide Business Instant Saver Account.**
- 5. Smaller Authorities Audit Appointments Ltd – email notification of external auditor appointment 2017/18 and additional information to financial year end 2022 (Min.131/16) –** The auditor appointments for smaller authorities in Cambridgeshire for the five financial years from 2017/18 to 2021/22 would be PKF Littlejohn LLP (who is the existing external auditor). The Annual Return, renamed as the *Annual Governance and Accountability Return*, will be sent out electronically, which can be completed electronically or printed off and completed manually.

6. **To approve bills and other items for payment** – It was proposed by Cllr GJ Hayter-Smith and seconded by Cllr MAC Seidler.

**Resolved unanimously to approve cheque no. 001088, BACS payments 651 – 662 and direct debits for the total sum of £6348.07.**

The clerk reported that the invoice from TMMF for £309.98 was considered excessive and being questioned with a request for it to be reduced. The BACS payment would be withheld until a breakdown of the costs or an acceptable credit note was received.

**113/17 PARISH COUNCIL LAND AND ASSETS**

1. **Lt Downham Fete Committee – request permission to hold a Fete on Saturday 02/06/18 in Lt Downham recreation area** – The Council approved the request.

**114/17 COUNCIL MATTERS**

1. **CAPALC AGM 07/12/17 Impington at 7.00 pm** – No members expressed an interest to attend.

9.00pm Cllr KO Winters returned to the meeting.

**115/17 PARISH MATTERS**

1. **Pymoor Telephone Box** – Due to a lack of use, BT disconnected and removed the telephone facility from Pymoor Telephone Kiosk in August 2017. Mrs Belam asked the Council to adopt the kiosk on behalf of the residents of Pymoor and she and five other residents would maintain it for use as a book swap and information centre and a village feature for village children to decorate at Christmas, Easter, etc. **A recorded vote to approve the adoption of Pymoor Telephone Kiosk resulted as follows: In favour - (8)** Cllrs JW Barker, CE Hall, GJ Hayter-Smith, MM Oldfield, G Ord, MAC Seidler, GH Taylor, KO Winters. **Against – (1)** Cllr JL Waters.

**Resolved by a majority decision to express an interest to BT regarding the adoption of Telephone Kiosk in Pymoor.**

2. **Conservation Group Meeting Report (Cllr JW Barker)** – Two children and a teacher attended the group meeting on 22/11/17. They suggested a dipping pond in the conservation area, offered to produce posters to request people to take litter home and to pick up after their dogs, and are to hold a toy sale on 05/12/17 with the proceeds going towards the dipping pond. A new bench, bird boxes and wood for critters to live in with a magnifying glass for children to look at them more closely are planned for Pingle Wood, along with obtaining a grant of £1500 from Sanctuary Housing for hedgehog houses. Sadly, the Fun Run in Myles Meadow on 29/10/17 was attended by only one adult and a child. Extra grass cuts are needed in the Community Orchard and wild flowers are to be planted in two triangular areas in the Orchard and Pingle Wood. The problem of dog fouling in the conservation area was very much a matter of concern. Members of the conservation group have made Quince and Apple Jelly and next year will consider sloes and blackberries. An apple pruning day is being held on 02/12/17. The next meeting is on 24/01/18.

**116/17 HIGHWAYS**

1. **Replies re matters reported from previous meetings:**

1.1 **Black Bank Road, Lt Downham** – The dip has been filled.

1.2 **New dog bin at upper Townsend, Lt Downham** – The bin cannot be turned round unless a new post is purchased.

1.3 **97 Main Street, Lt Downham** – The homeowner has agreed to cut the hedge back.

2. **To report current matters of concern:**

2.1 **Weekly refuse collections** – It was reported that refuse collectors are not picking up litter that falls out of black bin bags on collection days. The litter is left on the roads.

**117/17 EXCLUSION OF PUBLIC AND PRESS**

**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 118/17 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.**

9.29pm One parishioner left the meeting.

**118/17 TREE WORKS**

- To consider tenders for various tree work areas** – Four tenders were received and considered. It was noted that the Clerk was waiting for a response from UK Power Network regarding the removal of the trees on Cub Green adjacent to the electricity substation and that the Lime tree that overhangs the play area in Little Downham Recreation Area also needs adding to the specifications.

**Resolved unanimously to accept the tender of £1350 + VAT from Truelink Ltd for tree work as specified in the areas of Beild Drove, Cub Green, Lt Downham Recreation Area and Townsend in Little Downham and at Straight Furlong, Pymoor.**

**119/17 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None**

There being no further business, the meeting was closed at 9.37 pm.

Signed ..... (Chairman) Date .....

