

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 15 February 2018 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 and GH Taylor (7.02pm) **Clerk:** Mrs J Wardle

**Other attendees:** County Cllr L Dupre and four parishioners.

**146/17** **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Dist. Cllrs A Bailey and M Bradley.  
**NO APOLOGIES** – Cllr KO Winters.

**147/17** **TO RECEIVE DECLARATIONS OF INTEREST**

1.1 Cllr CE Hall declared a prejudicial interest in item 152/17.1.1 (Application 18/0041/FUL) because she owns the land.

7.02pm Cllr GH Taylor arrived.

**148/17** **PUBLIC FORUM** – No comments

**149/17** **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. County Cllr Dupre's monthly report was received prior to the meeting and emailed to members for information. Paper copies were available at the meeting. In addition, Cllr Dupre informed that many of the obstacles blocking the droves and Byways in Pymoor had now been removed; a petition set up to request gates on the droves had around 213 signatures but she was not aware of its current status; gates preventing access to fields could contravene conditions of the Basic Payment Scheme and CCC recommended farmers to register with Rural Countryside Action Team (RCAT) and Countryside Watch, rather than rely only their own local network. She was aware that the parish council was discussing the matter later in the meeting and would be pleased to know of their comments and decisions in due course.

7.11pm A parishioner arrived.

7.14pm County Cllr Dupre was thanked for her report and left the meeting.

2. Reports in their absence from Dist. Cllrs A Bailey and M Bradley were received prior to the meeting and issued to members via email and copies were available at the meeting. In relation to the Ouse Washes SLBB Strategy, Cllr Bradley reported that the issue was considered so serious that the District Councillors had tabled a motion (attached at end of report) to ECDC Full Council to appoint a Champion, so that Ward residents would have a voice and that ECDC would be that voice. He had also arranged for the Environmental Agency to present and discuss its report at an ECDC Councillors' Seminar on 26/04/18.

**150/17** **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** unanimously that the minutes of 18 January 2018 were correct and to be signed by the Chairman as a true record.

**151/17** **MATTERS TO REPORT**

1. **(Min.137.17.3) Pymoor Telephone Kiosk** – BT had accepted the Expression of Interest and requested the signed contract and a £1 cheque payable to BT Payphones. Following receipt of the contract and cheque, a completion notice was received by the Clerk earlier that day informing that the Council would become responsible for the kiosk in five days. Formal papers and a signed copy of the contract would follow in due course.

**152/17** **PLANNING MATTERS**

1. **Planning correspondence -**

7.18pm Cllr CE Hall left the meeting.

1.1 **18/00041/FUL** Mr B Buey, Halls Transport, Black Bank Road, Lt Downham – Change of use to car sales

**Resolved** - Little Downham Parish Council had no concerns regarding this application.

7.21pm Cllr CE Hall returned to the meeting.

- 1.2 **18/00103/FUL** Mr P Morgan & Ms C Steele, 18 Kiln Close, Lt Downham – Single storey rear extension  
**Resolved** - Little Downham Parish Council had no concerns regarding this application.
- 1.3 **18/00126/VAR** C & SJ Taylor, 39 Main Street, Pymoor – Variation of condition 3 (Materials) of previously approved 16/00865/FUL to demolish existing building and erect 1no. 2 bed chalet bungalow  
**Resolved** - Little Downham Parish Council had no concerns regarding this application.

**For information only:**

- 1.4 ECDC - Applications approved: 17/01310/FUL, 17/02063/FUL, 17/002150/FUL, 17/02229/AGN,

**153/17 FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs MAC Seidler and GJ Hayter-Smith.
2. **LGSS Pension Service – Enquiry re monthly returns by direct debit** – LGSS was making initial enquiries regarding a proposal to set up a direct debit system whereby pension payments would be taken directly from employers' nominated account following submission of the monthly pension schedule. The Direct Debit Guarantee would protect the Council and secure Direct Debit payments. The Council had no objections to setting up a direct debit for the monthly pension payments to LGSS if it would be a benefit to the Clerk's duties.
3. **To approve bills and other items for payment** – It was proposed by Cllr MAC Seidler and seconded by Cllr GJ Hayter-Smith.  
**Resolved** unanimously to approve BACS payments 686 – 693 and direct debits for the total sum of £4522.80.

**154/17 COUNCIL MATTERS**

1. **Council Vacancy update** – It was formally recorded that a letter of resignation was received from Cllr RS Martin on 29/01/2018. He had resigned due to ill health and living in a care home. Notices to inform the electorate of the two Parish Council vacancies were posted on notice boards at the end of January. On 09/02/18, ECDC notified the Clerk that 11 electors of the Parish had requested an election and a Bye-Election would be held on 12/04/18. Formal election notices would be issued on 06/03/18. ECDC Returning Officer
2. **CAPALC – Notification of Lobby Day – 20/03/18** – Noted. No motions to lobby.

**155/17 PARISH MATTERS**

1. **Conservation Group Meeting Report (Cllr JW Barker)** – Cllr Barker reported from the meeting held on 24/01/18. The Chairman was still not well enough to attend, so a member was elected to chair the meeting. The Group was going to request that their stall at the Fete in June be in a better place this year because they didn't do well last year. A toy sale at the school raised £50.90 for the Conservation Area and funding had been donated by Sanctuary Housing for Hedgehog Hotels in Pingle Wood. The Group was still discussing the issue of excess water in the south end of Pingle Wood and the beehives need cleaning. They were waiting on the dog fouling signs [the clerk informed that she was waiting for approved wording]. An Easter Egg Hunt was being held on 31/03/18. The wild flower scheme was going ahead and the seeds will be planted in 2019. Pruning in the Orchard is to take place on 24/02/18 and volunteer helpers will be welcome. The hedgerow was being trimmed by Bill Kester. The two students that achieved their Bronze Duke of Edinburgh Award by assisting the Conservation Group are going on to do their Silver Award. The next meeting is the AGM to be held on 28/03/18 and Robin Pearl is to give a talk on his trip to the Arctic.

**156/17 HIGHWAYS**

1. **Replies re matters reported from previous meetings:**
- 1.1 **Downham Common, Lt Downham** – CCC Local Highways Officer has sourced some funding for work to be done to improve the bad dips along the road. Hopefully work will be completed by the end of March.
- 1.2 **LHI 2018/19 application** – The Clerk attended the interview on 29/01/18 and the LHI Panel confirmed that mobile sign would show the actual speed, as like the one at Littleport, and the Council will be permitted to move it.
- 1.3 **B1411** – It appears that grips have been done along the verge between Orwell Pit Farm and Ely Tool Centre.

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

**2.1 Junction of Station Road and Black Bank Road, Lt Downham** – large pothole.

**3. Blocked Drovers in Pymoor** – The Chairman and the Clerk had no other information about the Drovers to report that County Cllr Dupre had not already informed of. CCC Rights of Way had informed that a Traffic Regulation Order and installation of gates on a Byway would cost in the region of £5500+ if more than one set of gates was required. At the Chairman's discretion, members of the public informed the Council of hare coursing issues during the past few months. One suggested speaking to the CCC Rights of Way officer, as he recalled she had mentioned a fast track way to install gates on a Byway. The Clerk was instructed to contact Karen Champion.

8.11pm Four parishioners left the meeting.

**157/17 EXCLUSION OF PUBLIC AND PRESS**

8.12pm **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 158/17 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.**

**158/17 PARISH COUNCIL LAND AND ASSETS**

**1. To consider tenders for grass cutting 2018** – Four contractors were invited to tender. The quotes between Truelink Ltd and East Cambs Trading Company (ECTC) were very competitive. It was felt that ECTC was a relatively new company and references would be required before awarding a contract. It was decided to accept Truelink Ltd's quote on a one-year contract and obtain references for next year.

**Resolved unanimously to approve the tender from Truelink Ltd and to award a one-year contract as per the Grass Cutting Annual Specifications 2018.**

**2. Tenders for 2018 Grazing Season:**

**2.1 Myles Meadow** - Two tenders were received for the grazing of Myles Meadow. One was for £152.60 and the other was for £680.

**Resolved unanimously to accept the tender of £680 from Mrs RM Taylor for cattle grazing in Myles Meadow from 01/05/18 to 30/09/18 inclusive.**

**2.2 Holts Meadow** – One application to tender of £100 was received from Mr S Hensby.

**Resolved unanimously to accept the tender of £100 from Mr S Hensby for sheep grazing in Holts Meadows from 01/05/18 to 30/09/18 inclusive.**

**159/17 REQUEST OF ITEMS FOR FUTURE CONSIDERATION**

1. Little Downham Litter Pick – The clerk will contact EDCD re kits for proposed date 07/04/18.

There being no further business, the meeting was closed at 8.45 pm.

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