

**MINUTES of a General Meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 21st June 2018 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, GJ Hayter-Smith, RA Maxey, MAC Seidler, GH Taylor, and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: County Cllr L Dupre.

27/18 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** - Cllrs CE Hall, MM Oldfield and DR Parson, Dist. Cllr A Bailey and Dist. Cllr M Bradley. No Apologies: Cllr G Ord.

28/18 **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr JL Waters** declared personal interest in item 33/18.1.2 (Application 18/00658/FUL) because the applicant is a friend (Declaration 005-2018).

29/18 **PUBLIC FORUM** – No comments

30/18 **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. County Cllr Dupre's monthly report was distributed to members prior to the meeting. The Council expressed thanks for the recent road resurfacing on Church Way and Ely Road but requested that she report back on the attitude of some of the workers. Some local residents had experienced rudeness from some workers when they asked for access to their properties where the road was not being worked on and that they were told to follow the diversion signs, but no signs had been put up. Cllr Dupre said she would look into it and report back to the Council.
7.07pm County Cllr Dupre was thanked for attending and left the meeting.

31/18 **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 24th May 2018 were correct and to be signed by the Chairman as a true record.

32/18 **MATTERS TO REPORT**

1. **(Min.19/18.3) Lt Downham field rent increases** – Witchford Colts confirmed acceptance of the rent increase.
2. **(Min.19/18.6) Parish Council VAT Claim 2017/18** – It was noted HMRC VAT Recovered payment had been credited to the Council's current account 08/06/18, although no notification or confirmation of claim had been received as a hardcopy or via email. The Clerk would notify Mrs Wallace, in order to complete her report.
3. **(Min.10/18.1.2) Little Downham Adult Pitch Goal Area** – It was reported that Cllr Barker had dispersed three tonnes of certificated top soil on the required areas soon after that last meeting and that the handyman had applied the grass seed.

33/18 **PLANNING MATTERS**

1. **Planning correspondence -**
 - 1.1 **18/00535/FUL** Mr Wilson and Grimsey, land adjacent 82 Ely Road, Lt Downham – New single storey dwelling and associated garage – **AMENDMENT** – revised site layout to provide on-site turning.
Resolved - Little Downham Parish Council had no concerns regarding the amended plan dated 29/05/2018 for this application.
 - 1.2 **18/00658/FUL** Mr Gary Fleet, 42 Main Street, Pymoor – Replacement of large garden shed.
Resolved - Little Downham Parish Council had no concerns regarding this application.
 - 1.3 **18/00631/FUL** Mr Phillip Henderson, 10 Townsend, Lt Downham – Replacement windows and doors. Notification was received from ECDC that this application had been withdrawn.

For information only:

- 1.4 ECDC - Applications approved: 18/00375/FUL, 18/00414/FUL, 18/00447/FUL,

34/18 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs GJ Hayter-Smith and MAC Seidler.

2. **To consider appointment of Internal Auditor 2018/19 (Min.21/18.3)** – The Clerk reported that a local accountant was not available to take on the Council's role of Internal Auditor. CanalBS Ltd provides an internal audit service @ £42.50 per hour and its director, Jacquie Wilson, is fully familiar with Parish Councils as she has been a councillor and worked for CALC in the past. It was agreed to approve the services of CanalBS in principle subject to acceptable references. The Clerk will request references from three Councils who use CanalBS.
3. **To update on bank signatories** – It was agreed to remove ex-Cllrs RS Martin and BL Taylor, but not to add Cllrs RA Maxey or DR Parson on this occasion because their terms of office expire next year when the election is due to be held. All account signatories will be updated then.
4. **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 BACS payments 728 – 737 and direct debits for the total sum of £6020.26.

35/18 **COUNCIL MATTERS**

1. **GDPR update (Min.22/18.1)** – The GDPR formally came into force in the UK on 25/05/2018. It has been noted by other clerks that Parish Councils have not been listed as Local Authorities and are therefore considered exempt from appointing a Data Protection Officer. The Clerk will continue to seek formal confirmation of that for the Council.
2. **To approve Data Audit Schedule (Min.22/18.1)** – The Clerk presented the LDPC Data Schedule, which is an inventory of personal data captured, stored and processed by the Council. It outlines the type, categories and reasons why personal data is held and any actions needed. The Clerk confirmed that she would contact all individuals and issue a privacy notice and would compile a list of all contracts that hold personal data.
Resolved unanimously to adopt the Data Schedule 2018.
3. **To consider holding Council meetings in Pymoor** – Cllr Maxey informed that during his election campaign in Pymoor residents commented that all meetings were held in Lt Downham and none in Pymoor. It was noted that meetings were already set and booked at Little Downham Village Hall for 2018. It was agreed that the Clerk would arrange meetings in Pymoor in March and September 2019 when setting next year's dates.
4. **Councillor Training** – With Council elections due to be held next year, it was agreed to consider whole council training in 2019. The Clerk offered to meet with Cllrs Maxey and Parson to provide information and training if required.

36/18 **PARISH COUNCIL LAND AND ASSETS**

1. **To review summary of Annual Risk Assessments (Min.9/18.2)** – Tony Payne (Adams-Payne Safety Ltd) carried out the Annual Risk Assessment of the Council's assets in May 2018 (delayed due to a death in the family). The Council reviewed the summary of actions required. It was noted that most recommended actions were regular checks completed by the clerk and handyman in their weekly/quarterly/annual duties. Other items were discussed by the council:
 1. **Lt Downham Recreation Area grass cutting** – It was noted that when the grass cutter mows the recreation field he is wary of people and their dogs and has a policy of not mowing near them. With five entrances to the field, it was witnessed that people and unleashed dogs enter the field behind the grass cutter and he might not be aware of them at that time. In order to ensure that people also take responsibility for themselves and their dogs, it was proposed to erect public notices stating: *Please be aware of grass cutting at various times.*
 2. **Village Sign on Church Green, Lt Downham** – The Clerk was still searching for a contractor to formally assess the sign. The handyman would continue to monitor its condition.
 3. **Portable Appliance Testing** – Cllr Hayter-Smith informed that, as Bursar to the Village Hall, the Village Hall committee was funding him on a PAT Course and buying the testing equipment. In a few months, he would be qualified to do the Council's PAT testing too.**Resolved unanimously to approve the 2018 Risk Assessments produced by Mr Payne, to address the actions required that were not dealt with by the Clerk or the Handyman's general duties and the reports to be signed by the Chairman and Vice Chairman.**
Thanks were expressed to Mr Payne for producing the reports and giving his time in this matter.
2. **To consider appointment of annual play area inspections** – **Resolved unanimously to appoint Wicksteed Leisure Ltd to carry out unaccompanied annual inspections in Lt Downham and Pymoor Play Areas @ £45 each + VAT.**

3. **To review Parish grass cutting (Min.25/18.2.1)** – Truelink Ltd responded to the Council's letter. The Clerk was instructed to write again informing that Truelink's comments were noted and:
 - that if any areas are not cut for whatever reason, the Clerk is informed as soon as possible;
 - the Council wishes to see tidy verges and open spaces;
 - strimming around the All Weather Court, seats and containers at Lt Downham recreation area;
 - the crocuses can be cut on Church Green as soon as the grass needs cutting in order to avoid the unsightly 'hay appearance' from it being left for too long;
 - in future, the Council will ensure that the planting of bulbs will be in specified areas and mapped for future reference.
4. **To review ineligible land parcels in Myles Meadow and The Holts** - Following an RPA random inspection on 14th June and subsequent meeting with the RPA inspector, it was highlighted that some small overgrown shrubs/scrub or woodland areas applied for under the Basic Payment Scheme have become ineligible. Also, the east boundary hedge of Myles Meadow is approximately 6-7m wide and had become an ineligible land parcel due to its size. It was also questioned if the Orchard was ineligible as permanent grassland now it was more established. The Council would await information from RPA.
5. **To consider build up of land at Myles Meadow trough and Holts Meadow gate** – Cllr Barker and Cllr Maxey will meet with members of the conservation group to discuss moving soil from near a pond in Myles Meadow to in front of the cattle trough.

37/18 PARISH MATTERS

1. **To update on Litter Pick event** – this matter was deferred for the time being.
2. **ECDC – Help us make East Cambs cleaner! Consultation - Public Space Protection Order for Dog Fouling** – It was agreed that members would submit individual comments.
3. **Littleport & Downham Internal Drainage Board Flood Risk Management Strategy Study** – This item was deferred to the next meeting.

38/18 HIGHWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Black Bank Road, Lt Downham (Min.25/18.2.2)** – CCC Highways Officer informed that the build-up of the verges had been referred to the Road Safety Team for consideration.
2. **To report current matters of concern** - None

39/18 EXCLUSION OF PUBLIC AND PRESS

9.25pm **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 40/18 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.**

40/18 PARISH COUNCIL LAND AND ASSETS

1. **New Cemetery Land – ECDC planning requirement update (Min.171/17)** – ECDC planning officer informed that the same reports were required even though a smaller area of land would be used as cemetery land.
Resolved unanimously to progress and the Clerk be authorised to look into obtaining the reports required to validate a planning application for the proposed new cemetery.
2. **Lt Downham Recreation Area – gate closure** – It was noted that travellers had set up illegal encampments locally and Lt Downham Recreation Area gate would be closed until further notice.
3. **Pymoor Recreation Area Gate – Resolved unanimously to install gates at Pymoor Recreation Area to protect Council land from unauthorised access or use.**

9.42pm Cllr Seidler gave apologies and left the meeting.

41/18 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 9.50 pm.

Signed (Chairman) Date