

**MINUTES of a General Meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 20th September 2018 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and CE Hall, GJ Hayter-Smith, MM Oldfield, R Maxey G Ord, DR Parson (7.09pm) , GH Taylor, and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: Dist. Cllr A Bailey and two parishioners.

67/18 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Cllrs JW Barker and MAC Seidler, County Cllr L Dupre.

68/18 **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr GJ Hayter-Smith** declared a prejudicial and pecuniary interest in item 74/18.3 (Village Hall PAT Testing Services) because he works for the Village Hall and will carry out the PAT Testing. (Declaration 007-2018).

69/18 **PUBLIC FORUM**

1. Mr & Mrs Highnam requested the Council to appoint a representative to attend the ECDC planning committee meeting on 24/09/18 to reiterate the Council's objections to planning application 18/00775/FUL.

7.09pm Cllr DR Parson arrived.

70/18 **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. Dist. Cllr Bailey's monthly report was distributed to members via email prior to the meeting and hard copies were given at the meeting to those who didn't have email addresses. Cllr Bailey informed that the large dips on Black Bank Road had been reported to CCC Highways and that the trees officer was aware of the new trees strategy relating to woodland trees.

7.13pm Dist. Cllr A Bailey was thanked for her report and left the meeting. One parishioner also left.

7.14pm The parishioner returned.

71/18 **TO APPROVE MINUTES OF PREVIOUS MEETING**

1. **Resolved that the minutes of 16 August 2018 were correct and be signed by the Chairman as a true record following the insert of Cllr CE Hall as being present at the meeting.**

72/18 **MATTERS TO REPORT**

1. **(Min.47/18.2) Lt Downham Recreation Area gate** – It was reported that the recreation area gate was being opened and monitored by Witchford Colts FC on Saturday mornings. as a result of parking issues in the village hall car park and on Main Street from the vast number of vehicles attending the three football matches. The gate was locked immediately after the matches had finished.
2. **Break ins at Lt Downham Recreation Area** – At 10.30pm on 13/09/2018, the Council's green and white containers and the cricket shed were broken into. It appears that nothing was taken. Three offenders in baseball caps and scarves across their faces are seen on the Pavilion CCTV and a white Mercedes Sprinter van and the offenders can be seen on Village Hall CCTV. The footage would be passed to the police to assist with identifying the offenders. An attempt was made to the Pavilion and to the Fete Committee's container, but the container's padlock cover stopped the padlock from being cut off. The Police issued a crime number but due to a lack of positive identification, they would not be able to take further action at present.

73/18 **PLANNING MATTERS**

1. Planning correspondence -

- 1.1 **18/01093/FUL** Mrs Ann Wilson, 4 Tower Road, Lt Downham – Replacement driveway with turning space in front garden.

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

- 1.2 **18/01095/FUL** Mr & Mrs Nye, Hollyoaks, The Hythe, Lt Downham – to convert open barn to bedroom with en suite and dressing.

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

- 1.3 **18/01096/LBC** Mr & Mrs Nye, Hollyoaks, The Hythe, Lt Downham – to convert open barn to bedroom with en suite and dressing.
Resolved - Little Downham Parish Council had no concerns regarding this application.
- 1.4 **18/01102/FUL** Mr Anthony Richardson, 10 Tower Road, Lt Downham – Erection of a wooden garden room.
Resolved - Little Downham Parish Council had no concerns regarding this application.
- 1.5 **18/01132/FUL** Clients of Mark Shirley, Land to rear of 67-73 Main Street, Pymoor – Change of use of agricultural land to residential garden.
Resolved - Little Downham Parish Council had no concerns regarding this application.
- 1.6 **18/01146/FUL** Mr & Mrs Nigel Garner, Site to north east of 20 Third Drove, Lt Downham – Resubmission for 2 No. four bed dwellings (phased development).
Resolved - Little Downham Parish Council had no concerns regarding this application.

For information only:

- 1.7 ECDC - Applications approved: 18/00823/FUL, 18/00829/FUL, 18/00972/FUL, 18/01122/AGN (Parish Council not consulted)
- 1.8 ECDC – Applications refused: 18/00891/OUT, 18/00973/ARN

2. **To consider appointing a representative to attend ECDC Planning Committee Meeting on 24/09/18 to object to application 18/00775/FUL** – Cllr MM Oldfield volunteered to attend the meeting. The Clerk would update ECDC with the Council's named representative.

7.38pm The two parishioners left the meeting.

74/18 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs MM Oldfield and JL Waters.

7.40pm Cllr KO Winters left the meeting. 7.41 pm Cllr Winters returned.

2. **Downham Conservation Group – to approve funding from Earmarked Countryside Account for preparation work for new Wildflower areas in Pingle Wood** – Cllr R Maxey reported that John Bennett and Cllr John Barker had discussed doing some of the work themselves. The Council deferred its decision because Cllr Barker was currently on holiday.

7.43pm Cllr GJ Hayter-Smith left the meeting before the next item was discussed.

3. **To consider using Lt Downham Village Hall PAT Testing Services (Min.36/18.1.3)** – Cllr Hayter-Smith had passed the PAT Testing Course. The Village Hall was offering PAT Testing @ £1.00 per item to charities and other village organisations. It was proposed by Cllr MM Oldfield and seconded by Cllr G Ord.
Resolved unanimously to appoint the Village Hall PAT Testing Services to carry out PAT testing on the Parish Council's portable appliances in the Pavilion and the Clerk's office @ £1 per item.

7.45pm Cllr Hayter-Smith was invited back to the meeting.

4. **To review BT contract for telephone and broadband services** – The Council's contract ended on 22/08/2018. It was agreed to continue with BT line rental and unlimited calls for the Council's office line on an 18 months contract and contribute to 50% of the Clerk's Superfast Fibre Plus Broadband @ £36. It was proposed by Cllr GH Taylor and seconded by Cllr GJ Hayter-Smith.
Resolved unanimously to approve an 18 months contract with BT for the Council's office line rental @ £24.60, unlimited calls @ £12 and a contribution of £18 towards the Clerk Superfast Fibre Plus broadband.
5. **To approve bills and other items for payment** – It was proposed by Cllr MM Oldfield and seconded by Cllr JL Waters.
Resolved unanimously to approve cheque no. 001093, BACS payments 760 – 771 and direct debits for the total sum of £5406.32, as listed below:

Cheque:

001093 - J Barker	Top soil for LD Rec field	26.40
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Online payments:

Screwfix (cc)	Pavilion Maintenance / repairs	34.98
Little Downham Village Hall	B/Café Meetings & sessions	248.00
Little Downham Village Hall	Council meetings	12.00
Truelink Ltd	Grass cutting - Parish	464.64
HEY Solicitors Ltd	Land Registry Solicitors' fees	120.00
Downham Feoffees	School Lane permission	50.00
September staff salary payments and expenses		2395.44
September pension payments		1,243.92
HM Revenue & Customs	PAYE & NI contributions	763.94
SLCC Cambs Branch	Clerk training	10.00

Direct Debits

EDF Energy	LD Rec Utilities	37.00
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The Clerk reported that EDF had automatically refunded the Council with £70.87 credit and increased the direct debit from £31.00 to £37.00 per month with effect from September. This was surprising because the Council's contract with EDF was due to expire end of December 2018.

75/18 COUNCIL MATTERS

1. **CAPALC AGM 11/10/2018 at 6.30pm Cottenham** - Cllrs JL Waters and MM Oldfield volunteered to attend.
2. **To review membership of CAPALC for 2019/20** – This item was deferred in order for Cllr Waters and Cllr Oldfield to report back from the CAPALC AGM.

76/18 PARISH COUNCIL LAND AND ASSETS

1. **Lt Downham Recreation area – to consider installation of a height restriction at the gate** – The Council agreed that a height restriction would allow the gate to be open, but restrict large vehicles from entering the recreation area. The Clerk had provided an example from the internet but would obtain further quotes for the council to consider.
2. **R Butcher [Mrs R Taylor] – Grazing extension request on Myles Meadow (Min.158/17.2.1)** – As permitted in the agreement, the grazier requested an extension to continue grazing cattle to the end of October. It was proposed by Cllr CE Hall and seconded by Cllr RA Maxey.
Resolved unanimously that the grazing agreement be extended to 31/10/2018 by which date all cattle must be removed from Myles Meadows.
3. **S Hensby – Grazing extension request on Holts Meadow (Min.158/17.2.2)** – As permitted in the agreement, the grazier requested an extension to continue grazing sheep to the end of October. It was proposed by Cllr CE Hall and seconded by Cllr RA Maxey.
Resolved unanimously that the grazing agreement be extended to 31/10/2018 by which date all cattle must be removed from Myles Meadows.
Cllr Maxey reported that the water trough in Holts Meadow was leaking, but the Conservation Group would look at it and carry out necessary repairs.
4. **To receive Annual Play Area Inspection Reports 2018 (Min.36/18.2)** – Wicksteed Leisure Ltd carried out inspections at Lt Downham and Pymoor on 31/07/2018. There were no high risks identified. The Clerk and Handyman had reviewed the reports and dealt with minor items raised in the report. The damaged edges of Funball Sphere had been trimmed level. A new Zipwire Sign had been attached. Tile safety surfacing would continue to be monitored with a view to the Council considering wet pour surfacing in the future. The Chairman reported a fall hazard between the Zipwire platform and the outer rails that the inspector did not notice. The Handyman would attach a lower rail on the inside of the posts to eliminate the risk. It was proposed by Cllr JL Waters and seconded by Cllr KO Winters.
Resolved unanimously to accept the annual play area inspection reports.
5. **HEY Solicitors – Land Registration update (Min.50/18.3)** – James Southward confirmed that he had updated land certificates CB185585 and CB185613 with the Clerk's address and registered Main Street Bus Shelter lease with the Land Registry. The Clerk reported that she was asked to find historical documents or Minutes references relating to Coffue Drove land. Sadly, she had not found anything and no rent had been requested from the Martins family for this land. It was noted that without evidence, Land Registry would not accept the Council's claim to it.

77/18 PARISH MATTERS

1. **To consider site for Airfields of Britain Conservation Trust Granite Plaque in commemoration of Lt Downham Airfield (April 1916 - March 1919) (Min.38/17.2 & 182/17.5)** – It was suggested that the village hall was a central location for the plaque. Cllr GJ Hayter-Smith informed that the village hall flower beds were overgrown and needed to be cleared out to make way for new Roses, which would be lovely setting for the plaque. He would put the suggestion to the Village Hall Committee. Cllr CE Hall offered to donate the Roses that would be near her husband's memorial seat.

78/18 HIGHWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Black Bank Road verge widening (Min.52/18.1.1)** – The Local Highways Officer was sorry to inform that due to a lack of funding the soft verge signs order had been cancelled, however, the Parish Council could consider purchasing the signs if they wished. It was decided not to purchase signs but to request reflector posts be installed along the carriageway where there was little or no verge.
 2. **To report current matters of concern:**
 - 2.1 **Chapel Lane, Lt Downham** – The verge adjacent to No. 54A Cannon Street is overgrown and needs trimming back but the residents don't know if it is their land or the highways. Also, the hedge at No. 54 needs trimming back because it restricts the view of traffic from the east.
 - 2.2 **Matthew Wren Close, Lt Downham** – The hedge of no. 2 is encroaching the pavement.
 - 2.3 **Third Drove, Lt Downham** – Very large dip near the junction with Main Drove.
 - 2.4 **Second Drove, Lt Downham** – Very large dip on the south side of the carriageway before House on the Common.
 - 2.5 **Main Drove, Lt Downham** – Around the corner from Carlisle Farm, the road has broken up in the middle and on both sides of the carriageway.
 - 2.6 **Ely Road, Lt Downham** – It was requested that the handyman trim some branches near the 30mph interactive speed sign.
3. **CCC voluntary footway gritting winter 2018-19** – No volunteers.

79/18 EXCLUSION OF PUBLIC AND PRESS

8.52pm

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 80/18 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.

80/18 PARISH COUNCIL LAND AND ASSETS

1. **To review CCTV equipment at Lt Downham Recreation Area** – It was decided to consider purchasing higher definition cameras when the Pavilion has been refurbished.
2. **To consider quotes for Pavilion Refurbishment (Min.168/17.1.2)** – Following notification from ECDC that the Pavilion Refurbishment was not eligible for funding from Regulation 123 and the Clerk was unable to find grant funding for the project, it was suggested that the Council considered funding the project from its own reserves. It was proposed by Cllr Winters and seconded by Cllr GH Taylor that the Council should write to the Downham Feoffees Charity to request a contribution. A plaque could be put up to recognise the contribution.
Resolved unanimously to request a contribution of funding for the Pavilion Refurbishment from the Downham Feoffees Charity.
- 2.2 Up-to-date quotes were presented from the three contractors (Andy Knott Construction Ltd, Ashco Building & Maintenance Services and Salmons Bros Ltd) that had quoted in January. All quotes were competitive. It was proposed by Cllr RA Maxey and seconded by Cllr GJ Hayter-Smith to award the contract to Andy Knott Construction Ltd. The Clerk expressed she was not sure if all the windows were to be replaced and included in the quotes. On reading the specifications, it was considered that they were. Cllr Winters proposed that the Council should request full estimates for all works required from all contractors. The proposal was not seconded. It was decided to award the contract to Andy Knott Construction because they offered the earliest start and completion dates and, on the proviso, that the windows were included.
Resolved unanimously to award the Pavilion Refurbishment contract to Andy Knott Construction Ltd on the proviso that the window replacement costs were confirmed as included in the quote, if not the matter would be referred back to the Council in October.

3. **To consider quotes for Lt Downham Recreation Area entrance height restriction** – The Clerk apologised that she had not received three quotes to present to the Council for consideration. The matter was deferred to the next meeting.
4. **Cemetery update and to consider appointing Cemetery Development Services** – The Clerk apologised that Cemetery Development Services had not submitted an updated quote and information pack in time for the meeting, as they said they would. The Council was therefore unable to consider the matter on this occasion. It was suggested that the Clerk contacts local architects to see if they would be able to produce the required reports and assist the Council in submitting a satisfactory planning application. The matter was deferred to the next meeting.

81/18 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 8.50 pm.

Signed (Chairman) Date

