

**MINUTES of a General Meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 18<sup>th</sup> October 2018 commencing at 7.00pm.**

**Councillors present:** JL Waters, in the chair, and JW Barker, GJ Hayter-Smith, R Maxey G Ord, DR Parson, MAC Seidler and GH Taylor. **Clerk:** Mrs J Wardle

**Other attendees:** Three parishioners.

**82/18** **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Cllrs CE Hall, MM Oldfield, and KO Winters, Dist. Cllrs A Bailey and M Bradley and County Cllr L Dupre.

**83/18** **TO RECEIVE DECLARATIONS OF INTEREST** – None received.

**84/18** **PUBLIC FORUM**

1. Mr Cusick expressed objections to item 88/18.1 and reminded the Council that ECDC Planning Committee had not made a decision on the original application because it was waiting for a Great Crested Newt Survey to be carried out in the spring. He was concerned that if this amendment was approved, it would allow contractors to work on site before full permission was granted.

**85/18** **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

1. Monthly reports from Dist. Cllr Bailey and County Cllr Dupre were distributed to members via email or as a hard copy for those who didn't have email addresses.

**86/18** **TO APPROVE MINUTES OF PREVIOUS MEETING**

1. **Resolved** that the minutes of 20 September 2018 were correct and be signed by the Chairman.

**87/18** **MATTERS TO REPORT**

1. **(Min.49/18.4) MAGPAS donation** – Thanks were expressed from Magpas for the donation.
2. **(Min.77/18.1) To consider site for Airfields of Britain Conservation Trust Granite Plaque in commemoration of Lt Downham Airfield (April 1916 - March1919)– WWI plaque** – Thanks were expressed to Cllr Hayter-Smith for installing the WWI plaque at the front of the village hall. Due to concerns regarding its location on the flowerbed brick wall, it was removed for health and safety reasons. Members expressed that the plaque should be installed in time for the Centenary of Armistice Day on 11<sup>th</sup> November 2018. Cllr Parson offered to arrange provision of a black painted steel frame for the heavy Granite plaque and to pay for it. It was suggested that the plaque be installed in the middle of the flower bed and Cllr Maxey offered to dig out the soil. As the plaque did not specify the location of the Airfield, the Clerk was instructed to order an engraved brass plaque of the location details that would be fixed to the frame.  
Non-agenda item:  
**Resolved unanimously to accept Cllr Parson's offer to arrange and pay for a new steel frame for the Granite Plaque and to reimburse Cllr Hayter-Smith for his materials used in the first installation.**

**88/18** **PLANNING MATTERS**

1. **Planning correspondence** -
  - 1.1 **18/00775/FUL** Mr Jason Constable, 51 Cannon Street, Lt Downham – Proposed demolition of existing and erection of 2no. 4 bedroom dwellings fronting Cannon Street, 3no. 2 bedroom dwellings, and 1no. 3 bedroom dwelling fronting White Horse Lane – **AMENDMENT** – amended access and clarified parking arrangements  
**Resolved** - Little Downham Parish Council had concerns regarding the amended application dated 02/10/2018 and unanimously recommended outright refusal for the following reasons:
    1. The amended application does not address all the concerns that the Parish Council has previously stated with this proposed development.
    2. The developer should not be permitted to submit piecemeal applications. No amendments should be considered or approved until the ECDC Planning Committee's requirement of an Amphibian (Great Crested Newt) Survey has been completed, which cannot take place until Spring 2019 when the Great Crested Newts come out of hibernation in March/April.

- 1.2 **18/01258/OUT** Mr Oliver Scott, Site north east of Downham Lodge, Second Drove, Lt Downham – 2no. four bed dwellings with double garages.

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

- 1.3 **18/01335/VAR** Clients of MWS Architectural Ltd, Land to south of 65 Main Street, Pymoor - To vary condition 1 (Plans and Drawings) of the previously approved application 16/01776/RMA for the erection of 4 no. dwellings and associated works including scale, layout, appearance, access and landscaping **POTENTIAL DEPARTURE.**

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

**For information only:**

- 1.4 ECDC - Applications approved: 18/00694/ARN, 18/01095/FUL, 18/01096/LBC

- 1.5 ECDC - Applications refused: 18/01146/FUL

7.50pm One parishioner left.

**89/18 FINANCE**

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

2. **To review annual insurance renewal 2018-19** - The Council reviewed its list of assets and replacement values. It was noted that this was year 3 of the 3-year term agreement with Zurich.

**Resolved unanimously to approve the Asset list, replacement values and Zurich policy premium of £1464.56 including IPT for annual insurance to cover for the period 27/10/2018 - 26/10/2019.**

3. **To approve bills and other items for payment** – It was proposed by Cllr GJ Hayter-Smith and seconded by Cllr GH Taylor.

**Resolved unanimously to approve BACS payments 772 – 783 and direct debits for the total sum of £7301.40, as listed below:**

Online payments:

Digital River Ltd (Kaspersky)(cc)	Computer Internet Security	59.99
Travis Perkins (cc)	Lt Downham Zipwire maintenance	16.66
Travis Perkins (cc)	Pymoor play area maintenance	14.83
Truelink Ltd	Grass cutting - Parish	690.78
Truelink Ltd	Grass cutting - Verges	270.00
Little Downham Village Hall	B/Café Meetings & sessions	240.00
Little Downham Village Hall	Conservation Group meetings	16.00
Little Downham Village Hall	Council meetings	24.00
Viking	Stationery	38.74
Zurich	Annual EL & PL insurance	1464.56
September staff salary payments and expenses		2405.20
September pension payments		1,243.92
HM Revenue & Customs	PAYE & NI contributions	770.34

Direct Debits

EDF Energy	LD Rec Utilities	37.00
Anglian Water	LNR Utilities	9.38

**90/18 COUNCIL MATTERS**

1. **Cambridgeshire Local Councils Conference 2018 Huntingdon, 23/11/18** – No-one was available to attend.

2. **To review all council policies** – The policies below were reviewed and updated as required. It was noted that policies relating to GDPR were reviewed and adopted 24/05/2018.

**Resolved unanimously to approve the following new adopted and updated policies:**

<b>Name of Policy</b>	<b>Status</b>
CCTV Policy	Updated
Child and Vulnerable Adult Protection Policy	New version adopted
Code for Handling General Complaints	Updated
Complaint Handling procedure for any breach of the Code of Conduct	Updated

Conflicts of Interest Policy	Updated
Credit Card Policy	Updated
Crime and Disorder Policy	Updated
Dignity at Work/Bullying & Harassment	New and adopted
Disability Discrimination Policy	Removed - included in Equality Policy
Disciplinary & Dismissal Procedure	Updated
Equality Policy	Updated
Financial Regulations	Updated
Freedom of Information Application Policy	Updated
Freedom of information Publication Scheme	Updated
Grants Policy	Updated
Grievance Procedure for Employees	New and adopted
Health & Safety Policy	Updated
Investment & Loans Policy	New and adopted
Lt Downham Recreation Area Access Statement	Review after Pavilion Refurbishment
Online Payment Policy	Updated
Pavilion Use Policy	Review after Pavilion Refurbishment
Pavilion Conditions of Hire	Review after Pavilion Refurbishment
Permission to advertise on Parish Council Land and Assets	Updated
Policy Statement on the Recruitment of Ex-Offenders	New and adopted
Press and Media Policy	New and adopted
Sickness Absence Policy	New and adopted
Staff Recruitment Policy	New and adopted
Standing Orders	Updated
Training Statement of Intent	Updated
Valuing of Parish Council Assets Policy	Updated

- Members will be given a copy of all the new and updated policies.
- Employees will be given copies of the Child & Vulnerable Adults Protection Policy, Disciplinary & Dismissal Procedure, Grievance Procedure for Employees, Health & Safety Policy, and Sickness Policy.
- Members and employees will be given a copy of the Dignity at Work/Bullying & Harassment Policy for their reference and be asked to sign a copy for the Council's records.

8.36pm Cllr Parson gave apologies and left the meeting to go to work.

#### **91/18 PARISH COUNCIL LAND AND ASSETS**

1. **Lt Downham Pavilion Refurbishment – update** – Following confirmation after the last meeting that all windows were included in the quote, Andy Knott Construction Ltd (AKC Ltd) were awarded the contract. AKC Ltd was yet to confirm a start date. The Council require the work completed by Christmas.  
**Resolved unanimously for the Chairman and the Clerk to liaise with the contractors regarding day-to-day issues with the Pavilion Refurbishment.**

#### **92/18 PARISH MATTERS**

1. **Cambridgeshire ACRE AGM 25/09/18 - Reports by Cllrs GH Taylor & KOW Winters** – Cllr Taylor read her report of the meeting, which included information about Cambs ACRE's support to village halls and councils, provide networking for national housing and extended planning and support Neighbourhood Planning and offer expert funding advice. Defra provides funding to Cambs ACRE.
2. **East Cambridgeshire Local Plan Examination Stage 2 Hearing – Report Cllr KO Winters** - This item was deferred to the next meeting for Cllr Winters to give his report.
3. **Lt Downham Village Hall – invitation to have a stall to advertise the Council** – The Village Hall would be funding an event on 27/01/2019 from 10am to 1pm for all village hall users to 'advertise' their group. The Council agreed to have a stall and hold a 'Council surgery' for parishioners to ask questions or express concerns on Council matters.

8.45pm Two parishioners left.

**93/18 HIGHWAYS**

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

- 1.1 (Min.19/18.6) Black Bank Road verge widening** – The local highways officer agreed with the idea of reflector posts and would see what she could do.
- 1.2 Info about Black Bank Road:** Anna Bailey reported that repairs had been arranged for the dip in the road outside Wood Fen Lodge and for the cracking near the railway crossing. The work would be carried out by two different crews so not necessarily completed at the same time.
- 1.3 Main Drove and Third Drove, Lt Downham** - Work is being assessed to rectify the issues reported, which could take up to 3 months depending on the location and severity. If deemed to present a safety concern, they will be attended to much quicker.
- 1.4 Overgrown hedges** – Hedges reported on Cannon Street and Matthew Wren Close were trimmed back by residents.

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

- 2.1 Black Bank Road near junction with Downham Common, Lt Downham** – Extreme concern was expressed regarding a 6-7 ft deep ditch much lower than the road that had been dug out adjacent to the north west side of the carriageway leaving no support for the road. Wider cracks had appeared. The Council requested that a named engineer should report on this and confirm if it is considered safe. The Council believed the structure of the road was compromised and unsafe, especially at this time of the year when HGVs are travelling on Black Bank Road with Beet and Potatoes loads.

**94/18 EXCLUSION OF PUBLIC AND PRESS**

9.00pm **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 95/18 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.**

**95/18 PARISH COUNCIL LAND AND ASSETS**

- 1. To consider quotes for Lt Downham Recreation Area height restriction bar** – Three quotes were received for the supply and installation of the height restriction bar. The council was keen to have the bar installed as soon as possible.  
**Resolved unanimously to award the contract to R Palmer & Sons Ltd for the supply and installation of a height restriction bar and resting post at Little Downham Recreation Area gate on the proviso that the specifications met or exceeded the Council’s requirements of a height restriction of 2.1m from ground level, 6m bar length and posts to be painted yellow and box sections to be 150mm x 150mm and 100mm x 100mm respectively with 5mm thick gauge steel.**

**96/18 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None**

There being no further business, the meeting was closed at 9.25 pm.

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