

**MINUTES of a General Meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 13th December 2018 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, CE Hall, GJ Hayter-Smith, RA Maxey, MM Oldfield, G Ord, DR Parson, GH Taylor and KO Winters **Clerk:** Mrs J Wardle

Other attendees: Three parishioners.

110/18 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE – Cllr MAC Seidler, Dist. Cllr A Bailey, M Bradley and County Cllr L Dupre.

111/18 TO RECEIVE DECLARATIONS OF INTEREST

1. **Cllr GJ Hayter-Smith** declared personal and prejudicial interests in item 124/18.1 (Book Café Manager's Appraisal Report) because the Book Café Manager is his wife (Declaration 011-2018).
2. **Cllr GT Taylor** declared personal and prejudicial interests in item 116/18.1.4 (Application 18/01628/FUL) because it is her daughter's planning application (Declaration 012-2018).

112/18 PUBLIC FORUM - No comments

113/18 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 an email address. Dist. Cllr Bradley's report included an item on the Ouse Washes, which some members of the Council would have **liked more information on**. It was agreed to invite Cllr Bradley to attend the January Meeting in order to answer questions or elaborate in more detail.

114/18 TO APPROVE MINUTES OF PREVIOUS MEETING

1. **Resolved** that the minutes of 22 November 2018 were correct and be signed by the Chairman.

115/18 MATTERS TO REPORT

1. **(Min.35/18.3) To consider holding Council meetings in Pymoor** – Following the issue of meetings dates for 2019, the Clerk confirmed that the March and September meetings were booked at Pymoor Social Club (no bar facilities).
2. **(Min.105/18.1) CAPALC AGM & Fees** – Draft AGM minutes of 11/10/2018 were received and confirmation of an 11% increase on Association fees in May 2019.
3. **(Min106/18.4) Pavilion capacity and fire safety occupancy** – Kate Peacock (Fire Protection Central Policy Team, Cambridgeshire Fire & Rescue Service) confirmed that up to 60 people could occupy the building. At least two exits should be provided if premises were to be occupied by more than 60 people. If more than 60 people were to use it at any one time, all doors on escape routes should open in the direction of escape and ideally be fitted with a safety vision panel. In light of the Pavilion having three exits and one being in the kitchen where a fire might originate, the building could have up to 100 persons capacity, however she acknowledged that it was very unlikely that 100 people could fit in the building unless 'packed in like sardines'. A notice will be put up in the Pavilion to inform all users and be included in the conditions of use.
4. **Christmas Tree on Church Green, Lt Downham** – It was reported that following a request by a parishioner on Facebook for a Christmas tree on Church Green in Lt Downham, a Christmas tree was donated by Cllr Parson, was decorated by village volunteers and battery-operated LED lights donated by ALS Autos Ltd. Arrangements have begun for a larger tree to be sited on the green Christmas 2019 at no cost to the Council. Thanks were expressed to all who contributed.

116/18 PLANNING MATTERS

1. **Planning correspondence -**
- 1.1 **18/01549/FUL** Ms Jacqueline Phebey, Riverside Cottage, Hundred Foot Bank, Pymoor – Change of use from agricultural land to paddocks and grazing.
Resolved - Little Downham Parish Council had concerns regarding this application and felt that the concerns could be addressed by amendments to the scheme.
Reasons:

1. The Council is of the opinion that paddock and grazing land is classified as agricultural land and confused as to why it is to be a change of use.
2. The papers accompanying the application did not provide sufficient information to give a reason for the change of use i.e. is it for horse grazing only or will there be a riding school?

- 1.2 **18/01627/FUL** Ms Jacqueline Phebey, Riverside Cottage, Hundred Foot Bank, Pymoor – Change of use from agricultural land to garden land as well as situating a mobile home on land.
Resolved - Little Downham Parish Council had concerns regarding this application and recommended outright refusal.

Reasons:

1. The Council is aware that there is a mobile home on the proposed site and therefore this application is in retrospect.
2. The land is in flood zone 3 and a mobile home is not considered a suitable dwelling to be in this location so close to the New Bedford River/Hundred Foot Drain.

- 1.3 **18/01605/FUL** Mr R Booth, 4 Lawn Lane, Lt Downham – proposed additions and alterations.
Resolved - Little Downham Parish Council had no concerns regarding this application.

8.00pm Cllr GH Taylor left the meeting

- 1.4 **18/01628/FUL** Marshall, Spinney End, 26 Straight Furlong, Pymoor – Construct a two-storey rear extension, a single storey side extension, convert attic, convert and extend the garage and internal alterations.
Resolved - Little Downham Parish Council had no concerns regarding this application.

8.07pm Cllr GH Taylor was invited back to the meeting.

8.08pm One parishioner arrived.

- 1.5 **18/01647/FUL** Mr N Hobbs, Land East of 21A Cannon Street, Lt Downham – Development of two bungalows with separate double garages and associated works. A recorded vote proposing that the Council had no concerns resulted as follows: In favour – (9) Barker, Hall, Hayter-Smith, Maxey, Oldfield, Ord, Parson Taylor, Winters. Against – None, Abstention – (1) Waters.
Resolved - Little Downham Parish Council had no concerns regarding this application.

- 1.6 **18/01670/OUT** Mr Peter Saberton, 7 Cannon Street, Lt Downham – Outline application for one dwelling.
Resolved - Little Downham Parish Council had no concerns regarding this application.

- 1.7 **18/01679/FUL** Mrs Amanda Wesson, 2 Tower Road, Lt Downham – Remove and replace existing driveway with same footprint.
Resolved - Little Downham Parish Council had no concerns regarding this application.

For information only:

- 1.8 ECDC – Applications refused: 18/01256/OUT,

117/18 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs JW Barker and MM Oldfield.
2. **To approve budget proposals and set Precept for 2019/20** – No amendments were made to proposed 2019/20 budget. It was proposed by Cllr DR Parson and seconded by Cllr CE Hall to set the 2019/20 Precept at £81,102.00, which is a 1.5% increase on the current precept.
Resolved unanimously to set the Precept at **£81,102.00** for 2019/20 financial year.
3. **To consider Lt Downham Recreation Area Electricity Contract** – Four tariffs for Scottish & Southern Electric and EDF were considered. All offered 7% discount on monthly direct debits.
Resolved unanimously to renew the Lt Downham Recreation Area Electricity contract with EDF expiring December 2022 and to continue with monthly direct debits
4. **To approve bills and other items for payment** – It was proposed by Cllr JW Barker and seconded by Cllr MM Oldfield.
Resolved unanimously to approve cheque no. 001096, BACS payments 793 – 803 and direct debits for the total sum of **£30,198.78** as listed below:

<u>Cheque(s)</u>		
001096 – G Hayter-Smith	Materials for WW1 Plaque on wall	21.20

Online payments:

Andy Knott Construction Ltd	Pavilion refurbishment interim pymnt	25000.00
Poppy Appeal Royal British Legion (cc)	Remembrance Day Wreath	16.00
Little Downham Village Hall	B/Café Meetings & sessions	279.00
Little Downham Village Hall	Conservation group meeting	18.00
Little Downham Village Hall	Council meetings	27.00
East Cambs District Council	Building Regs Inspection fee	192.00
J Wardle [cash reimbursement]	Main St LD bus shelter cleaning	25.00
September staff salary payments and expenses		2404.93
September pension payments		1,243.92
HM Revenue & Customs	PAYE & NI contributions	768.74
SLCC	Annual subscription	220.00

Direct Debits

Anglian Water	LNR Utilities	-100.84
Anglian Water	LNR Utilities	11.83
EDF Energy	LD Rec Utilities	37.00
Information Commissioner	ICO data protection register	35.00

(Min.104/18.5) Following an enquiry and leakage allowance assessment by Anglian Water, the water bill for £100.84 was reduced to £11.83 based on an estimate of the average consumption.

118/18 COUNCIL MATTERS

1. **East Cambs Parish Council Conference - Isleham 29/01/2019** – Cllrs RA Maxey, DR Parson, GH Taylor, KO Winters and the Clerk expressed an interest to attend the conference.

119/18 PARISH COUNCIL LAND AND ASSETS

1. **Lt Downham Pavilion Refurbishment – update (Min.106/18.1)** – Andy Knott Construction informed that work was progressing with a view to the Council being able to use the pavilion during the Christmas period for the New Year's Eve 10k race and Community Party (Min.106/18.4).
2. **To review grazing agreements for 2019 season** – Minor amendments were made to both agreements. Grazing tenders will be advertised on notice boards and in the February magazine. **Resolved unanimously to approve the grazing agreements for Holts Meadow with the inclusion that pedestrian access is not allowed in the enclosed area where sheep graze and for Myles Meadow with the inclusion of no cows with calves.**
Tenders will be invited on parish notice boards and in the February Parish Magazine.
3. **To review grass cutting specifications for 2019 season** – Following consultation and approval by the Conservation Group regarding the Conservation Area specifications, and the inclusion of cut and collect or mulch at Lt Downham play area, the 2019 specifications were agreed. **Resolved to approve the 2019 grass cutting specifications and invite tenders in early 2019.**

120/18 PARISH MATTERS

1. **Conservation Group Meeting Report (Cllr JW Barker)** – Cllr Barker reported from the meeting held at the end of November.

121/18 HIGHWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Second Drove, Lt Downham** – CCC had carried out some work to alleviate the problem, but it had not solved the problem of the dip in the road.
 - 1.2 **Proposed Works Orders** – Orders to stop vehicles access on Black Bank Road, California, Beild Drove and Second Drove will come into force during January 2019 until July 2020 for various road and railway issues. Access for local residents will be maintained and they will receive letters of notification prior to work beginning.
2. **To report current matters of concern:**
 - 2.1 **Third Drove, Lt Downham** – The dip near the junction of Main Drove is considerably worse and needs urgent attention.

- 2.2 **Black Bank Road, Lt Downham** (Min.93/18.1.1) – Reflector posts have not been installed yet. The Clerk was asked to enquire about them.
3. **To review Parish Council Streetlights (Min.108/18.3)** - Balfour Beatty is not permitted to replace lights on telegraph poles and will provide quotes for the Parish Council to consider LED street light columns in Little Street and Marshalls Lane. The clerk was waiting for quotes. It was recommended that the Council review its other four lights (1 in Pond Lane and 3 in School Lane).
4. **CCC removal of vehicle activated speed sign in Straight Furlong, Pymoor** – The sign had been removed because the contractor was unable to make it work and CCC would only provide basic maintenance of the signs. Parish Councils are required to operate such signs under Local Highway Improvement Schemes.
5. **LHI 2018/19 Pymoor Speed Limit Order and mobile vehicle activated speed sign (Min.64/18.3)** - CCC notified that the draft Order had been published for the proposed 30 mph speed limit on Main Street, School Lane, Straight Furlong and Pymoor Lane, Pymoor could be viewed on its website. Objections should reach CCC by 8 January 2019

122/18 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 123/18 & 124/18 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.

9.29pm Three parishioners left the meeting

123/18 PARISH COUNCIL LAND AND ASSETS

1. **To consider quotes for Lt Downham Pavilion fascia, soffit and guttering and downpipes** – Only one quote was received due to the identification of Asbestos Insulation Boards being used as soffit and two contractors deciding not to provide quotes. The Clerk was instructed to obtain at least two more quotes in the New Year and request a copy of the Asbestos Report from Andy Knott Construction.

Due to the lateness of the meeting, the Chairman deferred the following items to the January Meeting.

124/18 HUMAN RESOURCES

1. **To consider Book Café Manager’s annual staff appraisal (Cllr JL Waters)**
2. **To consider Handyman’s annual staff appraisal (Cllr JL Waters)**
3. **To consider Clerk’s annual staff appraisal (Cllr JL Waters)**

125/18 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 9.38 pm.

Signed (Chairman) Date

Members were invited to stay for mince pies, mulled wine and chocolate truffles provided by the Chairman and the Clerk.