

**MINUTES of a General Meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 21st February 2019 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, CE Hall, GJ Hayter-Smith, RA Maxey, MM Oldfield, DR Parson (7.07pm), MAC Seidler, GH Taylor and KO Winters **Clerk:** Mrs J Wardle

Other attendees: Dist. Cllr and one parishioner.

141/18 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE – Cllrs G Ord and KO Winters, Dist. Cllrs A Bailey, M Bradley and County Cllr L Dupre.
No apologies: Cllr MAC Seidler [apologies were emailed to the Clerk at 21.08pm].

142/18 TO RECEIVE DECLARATIONS OF INTEREST - None

143/18 TO ADJOURN FOR PUBLIC FORUM – No comments

144/18 COUNTY AND DISTRICT COUNCILLORS' REPORTS

1. **Monthly reports from Dist. Cllr Anna Bailey and County Cllr Lorna Dupre** were distributed to members via email or as a hard copy to those who didn't have an email address.
2. **Dist. Cllr Bradley's report** reiterated what he said at the previous council meeting, that he was very concerned about the longer-term safety of the Southern Level Barrier Bank (SLBB) and it was something that needs watching.

145/18 TO APPROVE MINUTES OF PREVIOUS MEETING

1. **Resolved** that the minutes of 17 January 2019 were correct and be signed by the Chairman.

146/18 MATTERS TO REPORT

1. **(Min.133/18.3) Ely Runners refund of donation** – Ely Runners thanked the Council for the offer but declined to accept the refund, as they are a community organisation and are happy to contribute to Lt Downham's facilities.
2. **(Min.131/18.1) Height Restriction bar at LD Rec update** – Posts are in place and the bar will be fitted within the next two weeks.
3. **(Min.135/18.2) WCFC Goal holes** – Cllrs Parson and Barker planned to install the new sockets on 23/02/19. WCFC representatives could not be present, but would mark positions on 22/02/19.
4. **(Min.107/18.3) ECDC Dog Fouling Signs** – New signs were received from ECDC. When put up, ECDC requested that they be publicised to highlight the new Order and fines.

147/18 PLANNING MATTERS

1. **Planning correspondence -**
 - 1.1 **18/01770/FUL** 14 Second Drove, Lt Downham – Change of use for existing agricultural storage shed to B2 (Retrospective). **Resolved** - **Little Downham Parish Council had concerns regarding this application and recommended outright refusal for the following reasons:**
 1. **Agricultural type storage shed** – The Parish Council considers that the applicant has deliberately misled the Local Planning Authority to obtain planning permission for a vehicle workshop. The original application (18/00177/FUL) made no reference to the building being used for this type of business, nor were any details submitted in relation to employment and hours of opening. More specifically, "Agricultural Storage only" was stated at item 22 of the application form that described the activities and processes to be carried out on the site and the end products including plant, ventilation or air conditioning. The photograph below [showing two cars on ramps in the workshop] was seen on social media by members of the council. It was promoting the business being carried out there and clearly shows that the building is not being used for agricultural storage.
 2. **Detrimental effect on local residents** – Local residents have reported to the Parish Council of recoveries taking place during late evenings/early mornings causing disruptions to sleep and light pollution at unsociable times. The application form states that hours of opening are unknown, which means that local residents could be disturbed at any and numerous times 24/7 if planning permission is granted. Another photograph pictured below on social media showed a recovery vehicle and stated it was taken back to the workshop.
 3. **Second Drove Highway**– The Parish Council was of the opinion that the original

proposed agricultural type storage shed was for the storing of vehicles that would have resulted in minimal vehicle movements. If permission is granted for this application it would result in frequent vehicles movements that would be in addition to an established similar business situated across the road. Inevitably, the expansion of the applicant's business in time will result in increased traffic on Second Drove and cause highways issues for this 1.4 miles of single-track road, as there are only designated passing places either side of the railway crossing.

Additional comment

4. The Parish Council considered its comments following representations from local residents expressing objections to the application.

1.2 19/00022/FUL 7A Tower Road, Lt Downham – Rear extension plus canopy and porch. RESUBMISSION of 18/00355/FUL.

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

1.3 19/00178/FUL 35 Ely Road, Lt Downham – Proposed single storey rear extension

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

For information only:

1.4 ECDC - Applications approved: TPO E/07/18, 18/00242/ARN, 18/01426/FUL, 18/01549/FUL, 18/01628/FUL, 18/01734/FUL, 18/01507/CLE (LDPC not consulted), 18/01679/FUL,

1.5 ECDC – Applications refused: 18/00775/FUL, 18/01627/FUL, 18/01647/FUL, 18/01670/OUT

148/18 FINANCE

1. Monthly Internal Audit was carried out by Cllrs CE Hall and GJ Hayter-Smith.

2. To approve EDF Energy Direct Debit payments following Pavilion refurbishment – EDF issued a six-monthly electricity bill for the Pavilion and notified that the Council's monthly direct debit would be increased to £154 per month. The Clerk contacted EDF to inform of the one-off refurbishment work and that EDF had not implemented the correct tariff that was renewed 31/12/2019. Following receipt of a revised bill, it was negotiated that the council would pay the £269.94 bill during February and the monthly direct debit payments remain at £37. Monthly payments would be revised again in August.

Resolved unanimously to approve the one-off direct debit payment of £269.94 to EDF for the Pavilion Electricity bill dated 31/07/2018 – 25/01/2019 and the continued monthly direct debit payments of £37.

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

Resolved unanimously to approve BACS payments 816 – 825 and direct debits for the total sum of £35624.65 as listed below:

Online payments:

Andy Knott Construction Ltd	Stationery	30000.00
Qian Long Ltd (cc)	Pavilion provisions	11.96
Nisbets Ltd (cc)	Pavilion provisions	156.52
Stationery Outlet Ltd (cc)	Pavilion provisions	45.40
Wilko (cc)	Pavilion provisions	54.15
Tesco Stores (cc)	Pavilion provisions	1.80
Little Downham Village Hall	Meetings & Sessions	270.00
Little Downham Village Hall	Council meetings	22.50
Little Downham Village Hall	Conservation Group meeting	18.00
Pettitt Sports	LD Rec goal sockets	88.50
February staff salary payments and expenses		2498.10
February pension payments		1,243.92
HM Revenue & Customs	PAYE & NI contributions	765.74

Direct Debits

BT	Telephone charges	110.59
EDF Energy	LD Rec Utilities	269.94
Anglian Water	LNR Utilities	8.95
Anglian Water Business Ltd	LD Rec Utilities	21.58
EDF Energy	LD Rec Utilities	37.00

149/18 **PARISH COUNCIL LAND AND ASSETS**

1. **Lt Downham Pavilion Refurbishment – update, invoices and hot water electrics (Min.135/18.1)** – The contractor had attended to the 15/01/19 snagging list and was therefore requesting payment of the final invoice of £28,322.92 + VAT. In early February, members visited the Pavilion to formally approve the work before authorising final payment. Members were still not content with various aspects of the work and a meeting was arranged on 22/02/19 for a small group of members to meet with Andy Knott discuss the 09/02/19 snagging list. The handyman reported cigarette butts outside the pavilion in the porch and pavilion users requested a kettle for the kitchen. The Clerk was instructed to email the Downham Feoffees Charity with the Pavilion refurbishment costs and request a contribution.
Resolved unanimously for Cllrs JL Waters, MM Oldfield and DR Parson to meet with Andy Knott on 22/02/19 to review the snagging list 09/02/19 and, if deemed appropriate, to grant delegated powers for the group to consider an interim payment of up to £20,000 + VAT.
Resolved to approve the purchase a wall mounted cigarette bin and kettle for the pavilion.
2. **To approve pavilion and recreation area Condition of Hire** – The draft copy was reviewed and approved with the inclusion that *'all electrical items to be taken in and used in the Pavilion must have prior approval from the Parish Council and be PAT tested'*.
Resolved unanimously to adopt the Pavilion and Recreation Area Conditions of Hire.
3. **Myles Meadow – request for more dog fouling signs or to restrict dogs for cattle welfare** – The Council agreed to put new dog fouling signs up to safeguard the cattle. It suggested that an explanation be added (like in Holts Meadow) informing of the reasons and diseases that can affect cattle from dog faeces. **Resolved** unanimously to purchase new dog fouling signs.
4. **Ely Runners request use of Pavilion for 10k races in June and New Year's Eve 2019** – The Council agreed use of the Pavilion, but requested considerate parking by the runners. It requested to discuss suitable parking places with the Ely Runners.

150/18 **PARISH MATTERS**

1. **East Cambridgeshire Local Plan Examination – Report Cllr KO Winters** – No report was received from Cllr Winters in his absence. Dist. Cllr Bailey reported that a paper was being considered by ECDC Full Council that evening that recommended withdrawing from the Local Plan Examination process due to the planning inspector requesting modifications, with no explanation or justification, that ECDC could not accept. ECDC wants to protect its communities from arbitrary and unjustified additional housing numbers that they haven't had any say in. To withdraw would mean sticking with the 2015 Local Plan and regaining the 5-year land supply in April 2020, because the plan will then be 5 years old. Existing development envelopes would be back in place then too.
2. **Lt Downham Village Hall Open Market Event - Report by Clerk** – The event went well. People were impressed by photographs of the Pavilion refurbishment. There were a couple of enquiries regarding the forthcoming council elections and, thankfully, no complaints were raised.
3. **East Cambs Parish Conference held 29/01/19 – Report Cllr GH Taylor and/or KO Winters** – Cllrs Taylor and Winters, and the Clerk, attended the meeting. The presentation on grant funding was interesting and some tips were noted for future reference.
4. **To review Parish Council Welcome Book deliveries** – Mark Hebbard (Assistant Editor of the Parish Magazine) offered to deliver a Welcome Book when he delivered a complimentary copy of the Parish Magazine to newcomers of the parish. It was noted that Debbie Adams-Payne currently delivers copies on behalf of the St Leonard's Church. The Council had no objection to both delivering the Welcome books between them.
5. **Conservation Group Meeting Report (Cllr JW Barker)** – The meeting in January featured a presentation on Amphibians by Terry and Helen Moore, who have been monitoring Holts Pond for Amphibians and Reptiles since 2008.

151/18 **HIGHWAYS**

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Third Drove, Lt Downham (Min.121/18.1)** – Dip near Main Drove junction has been repaired.
 - 1.2 **Street lights at Little Street and Marshalls Lane (Min.121/18.3)** – Balfour Beatty visited Marshalls Lane on 11/02/19 and the light appears to working properly now. A local resident of Little Street informed today that a new bracket light had been fitted to the BT post.

1.3 **Pymoor Speed Limit and Vehicle Activated sign update (Min.121/18.5)** – Two objections submitted during public consultation related to the location of the start of limit on Pymoor Lane; possible obstruction of view by the signs; likely lack of enforcement; and increased likelihood of parking on-street. County Cllr Dupre reported that she was consulted on the proposal and considered the objections and the officer's recommendation. She supported the proposal.

1.4 **CCC Local Highways Officer** – Pam Joyce informed that she is now working Tuesday to Friday. Highways issues should be reported online via Cambridgeshire.gov.uk website. If the matter is urgent it will be passed on to a colleague, otherwise she will deal with reports when in the office.

2. To report current matters of concern:

2.1 **Main Street, Pymoor** – A parishioner emailed to express concern of cars parking on the grass area (considered as Common Land) outside Nos. 38 to 64 and destroying it. All residents have parking areas at the rear of their properties. The grass is an eyesore and no longer a pleasant green area to welcome people to the village. It was noted that the grass is included in the Parish Council's grass cutting specifications, but it has no confirmation that the land is registered as Common Land. Enquiries will be made with Cambridgeshire County Council. The parishioner also requested confirmation that trees will be replaced and the verge reinstated when the four new houses are built on land adjacent to No. 64. Cllr Taylor informed that her son was dealing with the new houses. The Clerk will request confirmation from Mr Taylor.

2.2 **Lawn Lane, Lt Downham** – A complaint was made about two ramps fixed on the road adjacent to the kerb outside Nos. 9 & 11, after the bus shelter. The dwellings do not have driveways and the blocks are considered a potential hazard to road users, especially in the dark.

2.3 **Black Bank Road, Lt Downham** – Cllr Maxey informed of flytipping. He would report it to ECDC.

3. **To review Parish Council owned street lights** – Other lights were in good working order.

152/18 EXCLUSION OF PUBLIC AND PRESS

9.35pm

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 153/18 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.

153/18 PARISH COUNCIL LAND AND ASSETS

1. **To approve quote for Lt Downham Recreation Area south east boundary shrub removal** – The Downham Feoffee Charity had approved quotes for the above work and agreed to contribute towards the shared boundary.

Resolved unanimously to approve the quote from Truelink Ltd of £380 + VAT and to request a contribution from Downham Feoffees Charity.

2. **To consider tenders for parish grass cutting 2019** - Five contractors were invited to tender. Quotes between East Cambs Trading Co, Truelink Ltd and Hamill Landscapes were considered. **Resolved unanimously to approve the tender from Truelink Ltd and to award a one-year contract, as per the Grass Cutting Annual Specifications 2019.**

3. **To consider tenders for 2019 Grazing Season:**

3.1 **Myles Meadow** - One tender was received for the grazing of Myles Meadow.

Resolved unanimously to accept the tender of £500 from Mrs R Taylor for cattle grazing in Myles Meadow from 01/05/19 to 30/09/19 inclusive.

3.2 **Holts Meadow** – No applications were received for sheep grazing. Mrs R Taylor submitted an offer for hay cutting. To be fair to all, it was agreed to advertise the meadow for sheep grazing or hay cutting with the closing date of 9th April. Mrs Taylor's offer will be carried forward.

Addendum items – due to it being late, the following items were deferred.

4. **To consider quotes for Pavilion fascia and soffit** - deferred to the March meeting.

5. **To consider quotes for Pavilion hot water controls** - deferred to the March meeting.

154/18 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None

There being no further business, the meeting was closed at 10.02 pm.

Signed (Chairman) Date