

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 11 September 2014 commencing at 7.00pm.**

**Councillors present:** MM Oldfield, in the chair, and DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, LEA Joel (7.05pm), RS Martin, BGF Smith, BL Taylor (7.07pm), GH Taylor (7.07pm) and KO Winters.

**Clerk:** Mrs J Wardle

**Other attendees:** Dist. Cllrs T Goodge.

**66/14** **APOLOGIES FOR ABSENCE** – Dist. Cllr A Bailey and County Cllr P Read.

**67/14** **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CE Hall** declared a personal interest in item 73/14.1.2 & 1.3 (Application 14/00868/FUL & 14/00958/LBC) because she is a Parish Council representative on the Village Hall Committee (Declaration 017-2014).
2. **Cllr RS Martin** declared a prejudicial interest in item 73/14.1.2 & 1.3 (Application 14/00868/FUL & 14/00958/LBC) because he is a Trustees of the Village Hall Committee (Declaration 018-2014).
3. **Cllr MM Oldfield** declared a personal interest in item 73/14.1.1 (Application 14/00775/FUL) because she lives in the same lane (Declaration 019-2014).

**68/14** **PUBLIC FORUM** – No comments

**69/14** **DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)**

1. Dist. Cllr Goodge reported that during the East Cambridgeshire Local Plan Examination a planning Inspector raised concerns about a shortfall of 500 dwellings in the five year housing land supply. In response, ECDC has found new sites at Soham. Dist. Cllr Goodge felt that other villages should have been consulted. He also informed that ECDC was looking at land it owned in the villages and considering whether to ask Parish Councils if they would agree to cut them when their contractor cuts their parish grass areas.

7.15pm Cllr Goodge was thanked for attending and left the meeting.

**70/14** **COUNTY COUNCILLOR'S REPORT (County Cllr P Read)** – No report on this occasion.

**71/14** **TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved** that the minutes of 17 July 2014 were correct and signed by the Chairman as a true record.
2. **Resolved** that the minutes of 14 August 2014 were correct and signed by the Chairman as a true record.

**72/14** **MATTERS TO REPORT**

1. **(Min.177/13.2) LD War Memorial** – Work has been completed and the spelling error rectified. Parishioners have complimented on the clean condition of the memorial. It is understood that the Church Council is discussing services to be held on Remembrance Sunday 09/11/14 and possibly a re-dedication of the Memorial on Remembrance Day 11/11/14.
2. **(Min.49/14.1) Pymoor Roundabout** – Work began on 18/08/14 with the removal of the old carousel. The wet pour was delayed due to weather conditions and a backlog of orders. It was installed on 03/09/14 and Wicksteed apologised for the delay.
3. **(Min.52/14.2) Pavilion Working Group update** – The Stage One Application form had been completed and emailed to Jamie Conway (Big Lottery local area representative) for review before submitting to BIG Lottery. He aims to reply by next week.
4. **(Mins.53/14.3) Friends of Downham Feoffees Primary School** – FoDFPS accepted the Council's grant offer of £500 with thanks.

5. **(Min.56/14.1) Little Downham Recreation Area Ditch** – Work to clean the ditch began on 01/09/14. It was reported that the new metal seat's concrete plinth was damaged, a goal post was damaged and the large mound of spoils was left adjacent to the BMX track. It contained large tree branches and was not levelled or pushed back to the hedge as requested. Mr Freeman agreed to rectify these problems but has not done it yet. The Clerk was to speak to the footballers about the goal post, as it might have been an obsolete one. The handyman also reported today that another goal post has been damaged near spectator shelter.
6. **(Min.56/14.3) Cemetery update** – Rev. Talbot replied thanking the Council for its letter regarding the possible purchase of land at Cowbridge Hall Road. The Church Council are to discuss it at its next meeting in September and hopefully move things forward with the Diocese. Rev. Talbot informed that the suggestion of re-burials was discussed four years ago and was decided against for several reasons. However, it will be discussed again at the September meeting.
7. **(Min.64/14.1) New Oak Seats** – The Clerk had discussed the cost of a new seat and the In Memory carving with Carole Hall but is currently awaiting a decision from ALS Lock regarding the seat outside the school before placing an order for the new seats.
8. **(Min.21/14.3) Annual Return for the year ending 31 March 2014** – The external auditors, PKF Littlejohn LLP, approved the Annual Return with no matters of concern to bring to the Council.

#### 73/14 **PLANNING MATTERS**

##### 1. **Planning correspondence -**

- 1.1 **14/00775/FUL** Mr & Mrs Rutterford, 23 Eagles Lane, Lt Downham – Proposed two storey side extension and alterations to existing dwelling - **Resolved - Little Downham Parish Council had no concerns.**

7.35pm Having declared a prejudicial interest, Cllr Martin left the meeting before the next items were discussed.

- 1.2 **14/00868/FUL** Mrs P Quant, Little Downham Village Centre, Main Street, Lt Downham – Proposed pitch roof to replace flat roof and alterations – **Resolved - Little Downham Parish Council has reservations regarding this application and, in particular, the proposed inside layout of the hall. It is concerned that the planning application has been submitted prior to the Village Hall Committee holding a parish public consultation afternoon on 21st September. The Parish Council has no concerns regarding the proposed pitch roof.**

- 1.3 **14/00958/LBC** Mrs P Quant, Little Downham Village Centre, Main Street, Lt Downham – Proposed pitch roof to replace flat roof and alterations – **Resolved - Little Downham Parish Council has reservations regarding this application and, in particular, the proposed inside layout of the hall. It is concerned that the planning application has been submitted prior to the Village Hall Committee holding a parish public consultation afternoon on 21st September. The Parish Council has no concerns regarding the proposed pitch roof.**

8.05pm Cllr Martin was invited back in to the meeting.

##### 1.4 **For information only:**

**ECDC: Applications approved: 14/00911/AGN (PC not consulted)**

#### 74/14 **FINANCE**

1. **Monthly Internal Audit** was carried out by Cllrs DA Adams-Payne and CM Frankland.
2. **Rural Cambs Citizens Advice Bureau: grant request** – It was noted in the request letter that Rural Cambs CAB had dealt with 99 new clients during the past year from Little Downham with 185 problems. Out of 15 varieties of issues, the highest five were Debt (55), Benefits & Tax Credits (48), Employment (28), Relationships & Family (19) and Housing (14). **Resolved unanimously to approve a grant of £300 to Rural Cambs Citizens Advice Bureau.** It was suggested to review the amount allocated in the budget for 2014/15.

3. **To authorise Annual Play Area Inspections** – The Council considered three options: ROSPA inspections – but they are carried out in Cambridgeshire in April, the Play Inspection Company - charge £59.95 + VAT per site, Fenland Leisure Products (FLP) – they provide a new digital inspection service and had offered to carry out an inspection this year free of charge.  
**Resolved to appoint Fenland Leisure Products Ltd (FLP) to carry out the annual inspections at Little Downham and Pymoor Play Areas.**  
The Clerk will enquire if both inspections could be carried out free of charge.
4. **Little Downham Youth Group update** – Carol Hebbard (Chair of LDYG) informed that following changes in staff and business circumstances a major organisational and financial review was being carried out by the CARTS trustees in order to meet the demands of the Constitution of Community Carts and the Charity Commission’s guidelines. Because of that, CARTS would no longer be providing a paid youth worker service to local youth groups. It was noted that the two senior youth workers that the Parish Council funded were local to Lt Downham Youth Group. The Council decided to write to Carol Hebbard and LDYG to inform that it would defer the senior youth worker funding for the time being until confirmation was received about who will be employing the youth workers and the status of LDYG. The Council still requested to see accounts for the past year and attendance statistics.
5. **To approve bills and other items for payment** - Items presented for payment were proposed by Cllr DA Adams- Payne and seconded by Cllr CM Frankland.  
**Resolved unanimously to approve list of payments for BACS payments 221 to 232 for the total sum of £15029.27.**

8.25pm Cllr KO Winters left the meeting. 8.29pm Cllr Winters returned.

#### **75/14 PARISH COUNCIL LAND AND ASSETS**

1. **Annual Risk Assessment – Guidance notes for Conservation Group volunteers regarding anti-social behaviour in the Conservation Area (Min.52/14.1)** – The Council was informed that the Conservation volunteers had decided against any members being appointed as wardens of the conservation areas. The Council therefore wished to advise the members that should they see anything adverse, they could simply be polite and advisory like any other parishioner. Should it be a criminal act then they are requested to inform the Police when safe to do so with as full a description as possible.
2. **War memorial French drain** – Fairhurst Ward Abbots recommended that a French drain be installed around the base of the memorial to help drain water away from the memorial. The Clerk was instructed to ask the handyman if he could do it.
3. **Rural Payments Agency – Single Payment Scheme 2014 Physical Land Eligibility Inspection (Min.34/14.5)** – The RPA wrote to inform that amendments will be made to the Rural Land Register where the land area differences had been identified in the letter dated 28/06/14. The Parish Council will be notified in due course if a penalty will be charged for an over claim in the Single Payment Scheme.

#### **76/14 PARISH MATTERS**

1. **CCC Parish bus service review** - Little Downham Parish Council reviewed the revised bus timetable for the Little Downham/Pymoor 125 Service and made no preference to the options of 1 or 2. It was disappointed that Pymoor has been removed from the service but understands that low patronage cannot justify the level of subsidy on a service that is rarely used. The Parish Council expressed that there was still a need for a bus service through the parish because local people living in rural villages need the bus services to get to Ely for work and Doctors, Dentists and Opticians appointments, as well as general and personal shopping.

#### **77/14 HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings:**
  - 1.1 **B1411, from Rugby Club entrance to Foxes Drove (Min.54/14.2.1)** – Highways workers were recently seen cutting back some vegetation on the footway. The Clerk was instructed to report it again because the brambles have not been cut back.
  - 1.2 **Trees at Seven Sister, B1411 (Min.54/14.1.3)** – It was noted that a large dead tree had been removed.

- 1.3 Accidents on B1411 near Seven Sister, Lt Downham** – The Clerk reported that, with the author’s permission, she had forwarded a local resident’s email about her son’s accidents and the occurrence of other accidents around the same time. She expressed concerns regarding water laying on the road. Some councillors reported the road being very slippery. The Clerk was instructed to forward all comments to CCC Road Safety Team.
- 2. To report current matters of concern:**
- 2.1 Corner of Pymoor Lane, O Furlong and Dunkirk, Pymoor** – Restricted visibility from overgrown bushes on the highway verge. Request that they be cut back.
- 2.2 Pymoor Lane and Main Street junction, Pymoor** - Installation of new fencing on the corner of No. 1 Main Street causes a severe visibility issue looking for traffic from the left when needing to drive across the road or turn right.
- 2.3 Eagles Lane and Main Street junction, Little Downham** – Overgrown tree and hedge in the garden of No. 70 Main Street is causing a visibility issue when viewing traffic from the right.
- 2.4 Footway between Oak Farm Drive and Chapel Lane, Lt Downham** – The footway is breaking up in a couple of places.
- 2.5 Chapel Lane, Lt Downham (Min.39/14.1.4)** – The Council objects to the recent installation of the 1m high reflector posts alongside the carriageway adjacent to No. 54 Cannon Street. It now restricts two vehicles from passing in this area.
- 2.6 Adventurers Drove, Oxloode, Pymoor** – The dips and potholes on this road need attention.
- 2.7 Proposed Main Street Crossing, Lt Downham (Min.34/14.1)** – The Council has not been consulted on the proposed location of the crossing. The Clerk was instructed to enquire about the progress of the proposal and the proposed location.
- 3. Parishioners’ concerns regarding Marshalls Drove (Byway 44) & Pithouse Drove (Byway 45), Lt Downham** – The Council considered a letter and petition from local residents and users of Marshalls Drove who expressed concern regarding the bad condition that the Drove has been left in by 4x4 and off-road vehicles. They ask for the Parish Council’s support to request the installation of gates on the Drove to restrict future desecration during the winter months. The deep ruts caused by the use of the 4x4 vehicles on the Byways has restricted all other users i.e. walkers, horse riders and cyclists. The Council agreed to support the parishioners’ request by reporting the concerns and requesting gates are installed. It is understood that funding will dictate what work can be done, so it was requested that CCC Rights of Way seek a local consultation on which areas are of priority.

**78/14 EXCLUSION OF PUBLIC AND PRESS**

9.09pm

**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 79/14, 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.**

**79/14 PARISH COUNCIL LAND AND ASSETS**

- 1. Quotes for bus shelter roof adjacent to Lt Downham Village Hall** - Three quotes were considered from three contractors to replace missing and broken tiles, de-moss the roof and clean up the lead flashing. One contractor recommended re-roofing the whole roof and replacing with like-for-like plain tiles.
- Resolved unanimously to approve the quote from Ambrose Roofing @ £200 + Vat.**  
The Council requested that the work be done within two months.

**80/14 REQUEST OF ITEMS FOR FUTURE CONSIDERATION** - None

There being no further business, the meeting was closed at 9.16 pm.

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