

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 17 February 2011 commencing at 7.00pm.**

**Councillors present:** Cllrs DA Adams-Payne, in the chair, DJ Badcock, CM Frankland, GF Frankland, CE Hall, EW Hall, RS Martin, BL Taylor and AJ White.

**In attendance:** Steve Wilkinson (Chairman of the Cambridge & Peterborough Quality Accreditation Panel, since 2003), Diane Bayliss (CPALC Quality Council Coordinator) and two parishioners.

**Chairman's Opening Remarks** – The Chairman welcomed everyone to the meeting and introduced Diane Bayliss and Steve Wilkinson.

**183/10** **APOLOGIES FOR ABSENCE** were received from Cllr MM Oldfield, Dist. Cllrs A Bailey and T Goodge, County Cllr P Read, PC K Humble & PCSO J Hall.

**184/10** **PRESENTATION OF QUALITY COUNCIL CERTIFICATE**

1. Diane Bayliss first said a few words as the QC Coordinator, congratulated the Parish Council on achieving the reaccreditation and for producing an excellent portfolio. Steve Wilkinson said a few words about the history of Parish Councils and when they were first set up on 4<sup>th</sup> December 1894. In one of his reference books, he informed there is a note to say that at Little Downham, the Chairman ruled that one nomination was invalid as the letter 'u' had been omitted from the word 'fourth'. It had been previously agreed (not sure where) that the Liberals should have six seats and the Conservatives five, but a poll was then demanded as the latter had nominated more than five. He continued with a quote from the notes of the Accreditation Panel when the application was considered: *"This is a good Parish Council which actively participates in its communities. The portfolio was a joy to read because it was laid out according to the headings and was neat and easy to read and comment upon. I would suggest that it is shown as an example to all future applicants for QPC status"*. He followed by formally asking the council for permission to use Little Downham's portfolio as an example to future applicants and concluded by stating *"Your Clerk is a credit to you and I am sure you recognise the work she did in preparing your application as well as attending to the day-to-day affairs of the Council – very well done!!"* The Council had no objections to the portfolio being used as an example. Cllr Adams-Payne was pleased to accept the certificate from Mr Wilkinson.

7.10pm Mrs Bayliss and Mr Wilkinson were thanked for attending and left the meeting.

**185/10** **TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr CM Frankland** declared a personal interest in item 192/10.1.2 (Application 11/00083/FUL) because she is also a resident of Martins Lane (Declaration 003-2011).
2. **Cllr DA Adams-Payne** declared a personal and prejudicial interest in item 192/10.1.4 (Application 11/00092/FUL) because she is a neighbour (Declaration 004-2011).

**186/10** **PARISH CRIME MATTERS**

1. **Police Crime Reports** – During the month of January 2011, four crimes were reported in Lt Downham and none in Pymoor.
2. **To report recent events** – Police recently informed of scrap metal lorries driving slowly through Little Downham. The Clerk was instructed to reply to the police and inform that leaflets had been put through letter boxes last week with collections for this week.

**187/10** **PUBLIC FORUM**

Mr Eaton updated the council on matters relating to Mr Summersgill's application (item 192/10.1.1).

**188/10** **DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge)

1. In his absence, the Clerk read a report from Dist. Cllr Goodge:  
*"ECDC is considering shared services with Fenland and Huntingdonshire District Councils, and the Deanta planning application (10/00910/FUL) looks likely to be considered by ECDC Planning Committee on 2<sup>nd</sup> March. It's reported that Deanta may be able to secure a strip of land to satisfy the Highways' concerns regarding the entrance to the site. They are required to provide a report for the Environment Agency regarding effluence from the site. If the application goes to committee, the council may wish to consider sending a representative to the committee meeting."*  
It was agreed that Cllr Taylor could attend the ECDC planning meeting on 02/03/11 as the council's representative if the application was on the agenda.

**189/10** **COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – No report on this occasion.

**190/10** TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. **Resolved** that the minutes of 20 January 2011 (Full Council) be approved and signed by the Chairman as a true record and that item 158/10.6 of 16/12/10 minutes be amended to record that the last cheque is 000791 and not 000792.

**191/10** MATTERS TO REPORT

1. **(Min.164.10) Pavilion Break-In Insurance Claim** – Notification has been received from Suffolk ACRE that the claim is being assessed by Zurich Municipal Claims Department.
2. **(Min.175/10.3) Ely & District Citizens Advice Bureau – grant request** – Thanks were received from Ely & Dist Citizens Advice Bureau.
3. **(Min.175/10.7) To consider re-investment of Fixed Rate Bond (expiry 28/01/11)** – On maturity, the Fixed Rate Bond of £30,619.31 had accrued £469.78 interest. The funds (£31,089.09) were reinvested in a new Fixed Rate Bond @ 2% that will mature on 19/07/11.

**192/10** PLANNING MATTERS

1. Planning correspondence -

- 1.1 **10/01010/FUL & 10/01011/CAC** Mr A Summersgill, The Anchor, 25 Main Street, Lt Downham – Alterations and extension to Public House – **amendment** – changes to the design and details of materials. Alterations in line with highway comments. A parishioner's objections were considered. - **Resolved** that the Parish Council had no concerns on the applications.

7.55pm Mr Eaton left.

- 1.2 **11/00083/FUL** Mr & Mrs Brooks, 2 Martins Lane, Lt Downham – Rear conservatory extension - **Resolved** that the Parish Council had no concerns.

- 1.3 **11/00084/FUL** Mr & Mrs M Wild, 26 Bury Green, Lt Downham – Two storey rear extension and garage conversion - **Resolved** that the Parish Council had no concerns.

8.05pm **Prior to the next item being discussed, Cllr D Adams-Payne left the meeting. Cllr C Frankland was appointed as Chairman in her absence.**

- 1.4 **11/00092/FUL** Mr M Turner & Miss H Tooke, 66 Main Street, Lt Downham – Extension above existing single storey element to link annexe to dwelling and re-roof over existing conservatory to convert to sitting room - **Resolved** that the Parish Council had concerns regarding this application and recommended the following condition is applied to any permission.

**Condition:** To maintain opaque glazing to annexe first floor windows (new proposed bedroom 1), as per a condition of the original planning permission for the annexe.

**Reasons:** To avoid looking and to maintain privacy of neighbouring properties.

8.16pm Cllr Adams-Payne returned to the meeting and took the chair.

**For information only:**

- 1.5 ECDC Applications approved: 10/00614/FUL, 10/00803/LBC, 10/00806/FUL, 10/00855/FUL, 10/00856/LBC, 10/00917/FUL, 10/00943/FUL, 10/01019/FUL,

- 1.6 ECDC Additional Information: 10/00855/FUL & 10/00856/LBC 43 Main Street, Lt Downham – Removal of front boundary wall

**193/10** FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs EW Hall and BL Taylor.

8.20pm One parishioner left the meeting.

2. **To receive notification of CCC grass cutting grant and Truelink Ltd customary price increase** – CCC informed that it anticipates that grant funding will be cut by 25% and three cuts will be expected for highways verge cutting instead of four. Truelink Ltd price increase was noted.

8.22pm The parishioner returned to the meeting.

3. **To formally receive grant application request for services in kind from Lt Downham Village Hall Committee for renovation of the village hall rear terrace** – The application was a formal request following the Council's resolution to take on the project (Min.54/10) for the community. **Resolved** unanimously to approve the grant application from the Village Hall Committee for services in kind to renovate the village hall rear terrace.

4. **To approve bills and other items for payment** - Proposed Cllr DA Adams-Payne, seconded Cllr CE Hall and unanimously agreed.  
**Resolved** to approve list of payments for cheque numbers 000804 to 000815 and direct debits for the total sum of £4140.29.

194/10 **LITTLE DOWNHAM BOOK CAFE**

1. **To receive comments from Little Downham Book Café Committee and consider approval of draft new 3-year Local Access Point (LAP) contract with Cambridgeshire Libraries for the Book Cafe 2010/13** – The Book Café Committee had no objections to the agreement. The Clerk was instructed to contact Came & Co to enquire about insuring the library books as from 01/04/11.  
**Resolved** unanimously to approve the **Cambridgeshire Libraries (LAP) draft agreement**.

195/10 **PARISH MATTERS**

1. **Report from Neighbourhood Panel Meeting 24/01/11 (Cllr M Oldfield)** – In her absence, a report was read from Cllr Oldfield: ECDC reported on budget cuts and Cambridgeshire Community Services gave a presentation about its consultation on becoming an NHS Foundation Trust. Neighbourhood Update of previous concerns in Little Downham: Incidents of anti-social behaviour have decreased, speeding in Main Street and crime at isolated farm buildings are problems across the sector and areas are being patrolled.  
Current concerns raised: Fly-tipping – a graph of Lt Downham showed only one occasion was reported in April and three in August. To get a true picture, all incidents must be reported. It was asked that Little Downham and Pymoor be under one heading, as they are in one parish.
2. **ECDC - Draft Sex Establishments and Sexual Entertainment Venues Policy - Consultation** – The draft document was considered and no formal comment was made.
3. **ECDC – Working together to manage future growth – Core Strategy Review** – ECDC had decided to review the Core Strategy for the District due to the removal of the top down regional housing targets by the Government and in order to integrate the developing Masterplan into the Core Strategy. ECDC is keen to work closely with Parish Councils to identify how villages should develop and improve. It was agreed to invite Katie Child to the Council meeting 17/03/11 to discuss the Parish Council's request to extend the development line and increase employment.
4. **CCC - Street Party Regulations** – CCC regulations noted. No street parties are planned for 2011.

196/10 **RECREATION AREAS**

1. **Lt Downham Pavilion – To consider report from working group** - Cllr Badcock reported that the working group met in the Pavilion on 10/02/11. Extension suggestions are awaited from Chris Eaton (CE Building Designs, Lt Downham). It was also brought to the working group's attention that the Youth Group does not clean up properly after sessions on Wednesday evenings despite being reminded via email in December. The Council instructed the Clerk to formally write to the Youth Group Chairman and youth workers' Manager outlining the Council's Pavilion Use Policy.

8.52pm Cllr EW Hall left the meeting.  
8.55pm Cllr EW Hall returned.  
9.00pm The parishioner left the meeting.

2. **Lt Downham Recreation Area – To consider condition of white football container** – Due to persistent vandalism, a section of door surface has been picked at and one bolt doesn't work properly. The Clerk was instructed to enquire about costs to repair or replace the door.
3. **Lt Downham Recreation Area – To consider options to replace Licence dated Dec. 1994** – Following consultation with Philip Peacock (Cambridgeshire ACRE), the Council considered options for managing the Pavilion, All Weather Court and Recreation Area.  
**Resolved** unanimously to set up a **Charity based Management Committee and Licence to manage all aspects of the Little Downham Recreation Area**.

**Resolved** unanimously to put the recreation area in a **Deed of Dedication, which will ensure it is kept in perpetuity as a recreation area for the parish**.

4. **Downham Parish Conservation Group – Recommend replacement of Myles Meadow stock fencing** - Myles Meadow fencing repairs have become an advancing necessity with some posts and fencing requiring imminent replacement. Specifications have been drawn up. It was agreed to send out to tender and consider quotes at the next meeting.

**197/10**    **HIGHWAYS**

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

**1.1**       **Footpath 27, Lt Downham** – Following a request under the CCC Green Fen Way Project for the bridge to be replaced adjacent to Oxlode Farm fishing lakes, CCC replied informing that the project relates to promoted routes and therefore work on FP27 does not apply in this case.

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

**2.1**       **Main Drove, Lt Downham** – A pothole needs attention near Elm House.

**2.2**       **Dog Fouling** – This continues to be a problem that many parishioners complain about, however, there is little that can be done unless witnesses provide ECDC Dog Warden with details of owners.

**2.3**       **Shop, 29-33 Main Street, Lt Downham** – Enquiry regarding recent application for alcohol licence. Is the Parish Council consulted on this application? The Clerk will email ECDC.

**198/10**    **CORRESPONDENCE – For information**

**1.**        **CCC – The Localism Bill – Briefing to Parish Councils January 2011**

**2.**        **CCC – New Online Highways Fault Report System**

**3.**        **ECDC – Tree works notification – Downham Feoffees School – to reduce crown of Horse Chestnut and reduce lateral growth of Red Chestnut**

9.25pm    No public or press present to exclude.

**199/10**    **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 200/10, 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.**

**200/10**    **TENDERS**

**1.**        **Tree works on Ely Road and Lt Downham Recreation Area** – Three contractors were invited to tender. Two tenders were received. An application had been submitted to ECDC for work on two trees on the village green, which are in the Lt Downham Conservation Area. Work cannot begin on these trees until approval is received from ECDC.

**Resolved unanimously to award the contract to Truelink Ltd for tree works on Ely Road and Lt Downham Recreation Area in accordance with the approved specification and subject to approval from ECDC for the trees in the Conservation Area.**

**201/10**    **REQUEST ITEMS FOR FUTURE CONSIDERATION - None**

There being no further business, the meeting was closed at 9.30pm.

Signed ..... (Chairman)    Date .....