

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 18 March 2010 commencing at 7.00pm.**

**Councillors present:** DA Adams-Payne, in the chair, EW Hall, RS Martin, M Oldfield, BL Taylor, AJ White and KO Winters.

**In attendance:** Jake Roberts and Theo Hall (Item 198/09), Kevin Hall (Item 199/09) (7.55pm) Dist. Cllr T Godge and two parishioners.

**APOLOGIES** – Received from Cllrs DJ Badcock, CM Frankland and CE Hall, Dist. Cllr A Bailey, County Cllr P Read, PC K Humble and PCSO J Hall.

**195/09 TO ELECT CHAIRMAN FOR REMAINDER OF TERM TO AGM (MAY 2010)**

1. It was proposed by Cllr RS Martin, seconded by Cllr M Oldfield that Cllr DA Adams-Payne be elected as Chairman.  
**Resolved with a vote of 6 in favour and 1 against that Cllr DA Adams-Payne be duly elected as Chairman until the AGM in May 2010.**

**196/09 TO RECEIVE DECLARATIONS OF INTEREST**

1. **Cllr RS Martin** declared a prejudicial interest in item 211/09.1 (Tenders) because his brother had submitted a tender (Declaration no. 002-2010).

**197/09 PARISH CRIME MATTERS**

1. **Police Crime Reports** – No report on this occasion.
2. **To report recent events** – Nothing to report.

**198/09 REQUEST FOR DESIGNATED AREA TO BUILD SMALL BMX DIRT TRACK**

1. **To consider request for proposed BMX dirt track** – Independent Risk Assessors, Digley Associates, provided informal information about BMX dirt tracks and consider them not to be so dangerous if adequate checks are regularly carried out. The Council agreed to consider the proposal further and will arrange a site visit at Little Downham recreation field to determine area, measurements and fence requirements. Jake said the youths are willing to raise funds if required. The lads were thanked for attending. The matter was deferred to the next meeting.

7.55pm Kevin Hall (CCC East Highways Traffic Management Officer) arrived

**199/09 B1411, SEVEN SISTERS CORNER**

1. **To comment on proposed highway feature improvements to enhance road signing and road markings at this location** – Mr Hall elaborated on his proposals presented to the Council. Due to the increasing number of informed non-reported incidents at this location, he has spoken to CCC Safety Engineering and managed to secure some funding for limited proposed work. Unfortunately, accident investigations have not determined the road to be at fault and therefore funding is not available for structural enhancements. The Council very much appreciated Mr Hall's efforts and supported his proposals.

8.24pm Thanks were expressed to Mr Hall and he left the meeting.

**200/09 TO ADJOURN MEETING FOR PUBLIC FORUM**

**8.25pm** Meeting adjourned. No comments  
**8.26pm** Meeting reconvened.

**201/09 DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Godge)

1. Dist. Cllr Godge reported of ECDC's necessity to reduce its budget with staff cuts, the cancellation of kerbside plastic recycling and the ongoing consultation regarding the provision of market stalls. Consultants are working on 'on-street and off-street' parking being enforced by ECDC instead of the Police and policies will be considered for Ely and the surrounding villages. CCTV systems will be improved

**202/09 COUNTY COUNCILLOR'S REPORT** (County Cllr P Read) – No report on this occasion.

**203/09 TO APPROVE MINUTES OF PREVIOUS MEETINGS**

1. **Resolved that the minutes of 18 February 2010 (Full Council) be approved and signed by the Chairman as a true record.**

**204/09 MATTERS TO REPORT**

1. **(Min.187/09.3) To approve order to purchase Youth Shelter for Lt Downham Recreation Area** – An order has been placed and the predicted date of installation is around beginning of May.

2. **(Min.189/09.3) Chambers Way – to discuss possibility of a refuse collection point at entrance of new development** – Buckingham & Sparrow has considered the detrimental affect of the waste collection being gathered at the entrance of the site and will construct the road to adoptable standards. However, it will not be adopted by the County Council because pumps are situated on site to assist private sewers, which run under the road. They will approach Veolia about allowing refuse vehicles through the development because the infrastructure will be there. The road will be made of tarmac and have a water hydrant and turning area for refuse and emergency vehicles.
3. **(Min.189/09.5) ECDC Woodland Creation Project** – Two representatives were invited to a Partners Meeting on 27/03/10. Cllr Winters expressed an interest but was informed that he could only attend as a landowner because the Council had declined any interest. ECDC informed that the meeting was for Council representatives only. Private landowners will be contacted at a later date.
4. **Village Hall Committee Meeting 17/03/10 – Report by Cllr M Oldfield** – Matters raised at the meeting related to the renewal of insurance for the building, the desperate state of repairs to the rear terrace, the disappearance of 60 white cups and saucers from the kitchen, a quiz night being held tomorrow evening in aid of the hall and a £300 donation received from the Parish Review.

8.40pm Cllr Winters left during the above item and returned (8.42pm)

#### 205/09 PLANNING MATTERS

##### 1. **To consider planning applications received:**

1.1 **10/00085/FUL** Mr Michael Porto, Springfields, Straight Furlong, Pymoor – Construction of Jay Storage building and 2no. stables (retrospective) - **Resolved that the Parish Council had no concerns.**

1.2 **10/00119/FUL** Mr & Mrs R Pettit, 56 Cannon Street, Lt Downham - Single storey extension to rear - **Resolved that the Parish Council had no concerns.**

8.55pm Two parishioners left.

##### 2. **Planning correspondence -**

##### 2.1 **For information only:**

ECDC Street Name & Numbering – 2G, 2H & 2J Tower Road, Lt Downham

#### 206/09 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs M Oldfield and AJ White.

2. **Little Downham Fete Committee – Donation request** – It was agreed to consider a donation on this occasion on the assumption that the Committee will retain enough funds from this year's event for next year. **Resolved unanimously to donate £300 to Little Downham Fete 07/06/10.**

8.59pm Cllr White left during the above item and returned (9.03pm)

3. **East of Eng. Apples & Orchards Project – Donation request for new orchard & headquarters** – It was decided not to donate on this occasion.
4. **To consider re-investment of Fixed Rate Bond (expiry 01/04/10)** – New investment options were considered. It was agreed not to invest on a long term basis. **Resolved unanimously to reinvest £30,000.66 together with the interest accrued on maturity of the Fixed Rate Bond into a new Standard Life Bank Fixed Rate Bond earning 2% until maturity on 28/01/11.**
5. **To approve insurance cover for Lt Downham Recreation Area and Pingle Wood Policies** – The details of the renewal policies were reviewed and considered adequate. **Resolved to approve the Zurich policies and premiums of £380.07 and £137.57 respectively due 01/04/10 through Suffolk ACRE Services.**
6. **To approve bills and other items for payment**  
Proposed by Cllr M Oldfield, seconded Cllr AJ White and agreed unanimously. **Resolved to approve list of payments for cheque numbers 000657 to 000672 and direct debits for the total sum of £5650.23.**

#### 207/09 COMMITTEE REPORTS

1. **To consider recommendations from Admin & Finance Committee** – Nothing to report.

2. **To consider recommendations from Play Area & Recreation Committee** – It was agreed to consider the cost of ‘grass mats’ for the play area gateways and to purchase a new net for the Log World play item in Little Downham play area. The Clerk will obtain costings for the next meeting.

208/09 **RECREATION AREAS**

1. **Lt Downham Youth Group – Request permission to use Lt Downham recreation area and pavilion for skate park event on 24 April from 4pm onwards** – Request approved.
2. **Lt Downham Swifts FC – Request Lt Downham playing field be aerated and rolled and permission to consider relocating middle football pitch if ground condition deteriorates** - It was decided that the field would not benefit from being rolled and it was not practical to relocate the football pitch. It was agreed to consider proper drainage of the field to alleviate excess water. **Resolved to appoint Truelink Ltd to aerate the field and for the Clerk to enquire about the cost of drainage and the possibility of grant funding.**

209/09 **HIGHWAYS**

1. **Replies re matters reported from previous meetings**
- 1.1 **Main Street, Pymoor** – Cllr Taylor reported meeting Mr Gowler (CCC Highways Supervisor) to look at the drainage pipe and walking along Main Street to assess the drains. Mr Gowler was not sure that the pipe in front of houses situated south of the Methodist Chapel was County Highways. However, he will arrange for it to be jetted to alleviate any risk of flooding.
- 1.2 **Adventurer’s Drove, Oxloade** – Potholes ordered have been repaired. Some edge and verge overruns will be ordered in the new financial year.
- 1.3 **Third Drove, Lt Downham** – Potholes ordered have been repaired. It was noted that some more have broken out and will be added to the contractor’s list, although main routes are a priority.
2. **To report current matters of concern**
- 2.1 **Third Drove, Lt Downham** – The Clerk was asked to emphasize that a lot of transport uses the Drove. It would need haunching and widening.
- 2.2 **Church Way, Lt Downham** – The dog bin needs emptying and fixing back on to the post.
- 2.3 **Lawn Lane, Lt Downham** – Street light column 8 is out.
- 2.4 **Footpath 27, near Oxloade Fishing Lakes, Pymoor** – Cllr Winters informed that he had reported to Karen Whymark (CCC P3 Officer) of a hole on top of the footpath. He produced a photograph of the culvert under the footpath. He agreed to provide the Clerk with a copy for the Council’s file.

210/09 **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 211/09 & 212/09, 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.

211/09 **TENDERS**

9.45pm Cllr Martin left meeting prior to the next item being discussed.

1. **To consider 2010 Grazing:**

- 1.1 **Myles Meadow** – One tender was received. Proposed by Cllr KO Winters, seconded by Cllr EW Hall. **Resolved to accept the tender of £420 from AW Martin for the grazing of Myles Meadow.**

9.47pm Cllr Martin was invited back to the meeting.

- 1.2 **The Holts** – No tenders were received.

212/09 **HUMAN RESOURCES**

9.50pm The Clerk left the meeting.

1. **To consider Clerk’s Annual Staff Appraisal Report** – The Appraisal was discussed in detail and recommendations were approved. Cllr Winters did not accept the Staff Appraisal and thinks the Clerk’s standards of professionalism are slipping because she had not provided correct documents at a meeting in October 2009. An in depth discussion took place. Cllr Oldfield felt that Cllr Winters’ comment did not reflect the Clerk’s normal high standards of work; it is an accurate year’s appraisal and not the appropriate place to be discussing events about a complaints procedure involving Cllr Winters. **Resolved to approve the Clerk’s Appraisal and recommendations.**

10.19pm The Clerk was invited back to the meeting.

213/09 **REQUEST OF ITEMS FOR FUTURE CONSIDERATION** – A new printer for the Clerk’s office.

There being no further business, the meeting was closed at 10.20pm.

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