

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,  
Main Street, Little Downham, on Thursday, 23 May 2013 commencing at 7.00pm.**

**Councillors present:** MM Oldfield, in the chair, and DA Adams-Payne, GF Frankland, CE Hall,  
LEA Joel (7.05pm), BGF Smith and KO Winters. **Clerk:** Mrs J Wardle

**Other attendees:** None

- 14/13 APOLOGIES FOR ABSENCE** - Cllr CM Frankland, RS Martin, BL Taylor and GH Taylor and Dist. Cllr A Bailey and County Cllr P Read. A card and best wishes were expressed to Cllr Martin who was in hospital following an operation recently.
- 15/13 TO RECEIVE DECLARATIONS OF INTEREST** - None
- 16/13 PUBLIC FORUM** - None
- 17/13 DISTRICT COUNCILLORS' REPORTS** (Dist. Cllrs A Bailey & A Goodge) - No reports
- 18/13 COUNTY COUNCILLOR'S REPORT** (County Cllr P Read)
1. With his apologies, Cllr Read reported that following the recent County Council Elections, the Conservatives have formed a minority administration and the Chairmanships are to be decided or taken by the opposition, which will have ramifications but things are still in a state of flux.
- 19/13 TO APPROVE MINUTES OF PREVIOUS MEETINGS**
1. **Resolved** that the minutes of 11 April 2013 be approved and signed by the Chairman as a true record of the meeting.
  2. **Resolved** that the minutes of 9 May 2013 AGM be approved and signed by the Chairman as a true record of the meeting.
  3. **Resolved** that the minutes of 9 May 2013 (general meeting) be approved and signed by the Chairman as a true record of the meeting.
- 20/13 MATTERS TO REPORT**
1. **(Min.215/12.2) Bus shelter adjacent 100 Main Street, Lt Downham** – Andy Hunt (CCC Passenger transport coordinator) proposed to install a new bus stop post away from the building plot and nearer to 100 Main Street. The Council approved the proposal but requested that the post is not positioned directly in front of the house but between the left corner and the telegraph pole. It was suggested that the Clerk contacts Mr & Mrs Runciman to inform of the proposal.
  2. **Single Payment Scheme 2013** – The Clerk confirmed that the Council's application to the Rural Payment Agency for SPS 2013 had been completed online.
- 21/13 FINANCE**
1. **Monthly Internal Audit** was carried out by Cllrs CE Hall and MM Oldfield.
  2. **To receive the Internal Auditor's Report for the Accounts 2012/2013** - The Report was read to the Council and two matters were brought to the Council's attention. Mrs Wallace had noted the delay of the play area annual inspection due to Digley Associates ceasing to trade and that she had been the internal auditor for several years.  
**Resolved** to accept the Internal Auditor's Report 2012/13 and note the matters of attention for future reference.
  3. **To approve Sections 1 and 2 of the Annual Return for the year ending 31 March 2013** - The Council completed Section 2 and approved the Annual Return.  
**Resolved** that the Chairman and the Clerk duly sign the Annual Return 2013.  
The Clerk must forward the Annual Return to Littlejohn LLP (External Auditors) by 10/06/13.
  4. **To approve Conservation Group mower repairs and annual service and consider opening an account at Thurlow Nunn Standens for future annual services** - The bill from Thurlow Nunn Standens for the mower repairs was £194.08. The Clerk will enquire about the benefits of opening an account and contact the Conservation Group to request a budget breakdown by October for the Council to consider in its budget for the financial year 2014/15.  
**Resolved** unanimously to pay Thurlow Nunn Standens bill of £194.08.

5. **To approve bills and other items for payment** - Proposed Cllr CE Hall, seconded Cllr MM Oldfield and unanimously agreed.  
**Resolved** unanimously to approve list of payments for cheque numbers 001026 to 001029, Direct Debits and BACS payments 085 for the total sum of £1976.29.

## 22/13 **PARISH COUNCIL LAND AND ASSETS**

1. **Pavilion Working Group – update** – Cllrs GF Frankland and MM Oldfield met with Ed Hickman (Big Lottery, Cambridge Area Advisor) who gave advice on what was required to submit a new grant application. It is necessary to carry out a parish survey to establish how the needs of the community will benefit from the extension and refurbishment. The Clerk will enquire about other parish council surveys. The Pavilion working group will arrange to meet to discuss the parish survey.
2. **Play Area Annual Inspections – to approve new appointment play inspectors** – The Council considered three alternative inspection companies, following confirmation that Digley Associates are no longer trading. Came & Co (insurance brokers) recommends Play Inspection Company.  
**Resolved** to appoint the Play inspection Company to carry out the annual play inspections in Little Downham and Pymoor @ £59.95 per site.
3. **Downham Parish Conservation Group – request for ditch alongside the Community Orchard on Hurst Lane to be cleared** – The Internal Drainage Board is able to carry out the work at a cost of £30 per hour. It was agreed that the Clerk should meet with Andrew Newton (Littleport & Downham Internal Drainage Board) and a member of the Conservation Group to discuss the ditch.  
**Resolved** to approve the cleaning of the ditch by Littleport & Downham Internal Drainage Board at a cost of £30 per hour following a site visit by the Clerk, Andrew Newton and a member of the Conservation Group.

## 23/13 **HIGHWAYS, PARISH PATHS & BYWAYS**

1. **Replies re matters reported from previous meetings –**
- 1.1 **CCC Local Highways Improvement Scheme bid 2013/14 (Min.138/12.3)** – The proposed footpath on California is estimated to cost £36,000 and the Parish Council is required to cover a shortfall of £26,000. CCC are to investigate the options of reducing the speed limit and producing passing places.
- 1.2 **Westmoor Common Bridge Barrier** – Following the new barrier being damaged in April, CCC LISO, Pam Joyce, emailed to inform that the Bridges Dept will look into the repairs for it. The new barrier is positioned nearer the carriageway because more utility cables have been placed along the verge since the original was installed and the new barrier had to be positioned to avoid the utility equipment.
- 1.3 **CCC Transport Delivery Plan 2013/14** – It was noted that, although the following could be subject to change, Westmoor Common, Black Bank Road and Hundred Foot Bank may receive carriageway maintenance work in 2013/14 and Lawns Crescent, Adventurers Drove, Second Drove and Third Drove are listed for Footway Maintenance.
- 1.4 **Black Bank Road Site Meeting between Pam Joyce (CCC Local Infrastructure Streets Officer) and Cllr KO Winters (Min.217/12.1)** – The Clerk was asked to read an email dated 02/05/13 from Pam Joyce that had been sent to the Clerk and to Cllr Winters and was a summary of the site meeting held on 26/04/13 at 9.30am. The Parish Council was extremely concerned to be informed that Mr D Allen (Allen Skips) had also attended the meeting and that Cllr Winters had lead Mrs Joyce to believe that the Council was aware of his proposals and supported them. Cllr Winters stated that he had not replied to Mrs Joyce's email but would do so; he also agreed to provide the Parish Council with a copy of his reply. The Clerk was instructed to reply to Mrs Joyce informing the following:
  1. The Council does not support any proposals by Cllr Winters' regarding Black Bank Road or any other road;
  2. It did not authorise, nor does it approve of, Mr Allen's attendance at the site meeting that should have been just between Cllr Winters and yourself to look at the condition of Black Bank Road and the verges;
  3. It now considers that any proposals or issues raised by Cllr Winters to yourself regarding any road will be a personal matter and should be between him and CCC Highways, as Cllr Winters will not be appointed to represent Little Downham Parish Council regarding any future highways issues.

A second letter, further to the meeting of 26/04/13 and dated 17/05/13, from Mrs Joyce to Cllr Winters and copied to the Clerk was read informing that according to CCC mapping of the Highway approximately 4 metres either side of the carriageway along Black Bank Road is considered as highway verge. She asked that Cllr Winters does not place any more material along the verge and that the regulations stipulated in David Groom's letter to the Council in 2007 still apply and must be adhered to.

- 2. To report current matters of concern –**
  - 2.1 Outside No. 17 Lawn Lane, Lt Downham** - Concern regarding a large hole beside the manhole in the grass verge.
  - 2.2 Footpath No. 21, Lt Downham Eagles Lane to the Recreation Area** – The hedge is still considered to be too high. The Clerk will contact Mr Runciman (landowner)
  - 2.3 Ely Road, Lt Downham** – Complaints have been received from parishioners regarding some cars being parked on the footway near Leaford Drive, causing visibility problems. This matter will be reported to the Police.
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- 3. To consider concerns from the B1411 Public Meeting held on 03/05/13** – The Clerk was asked to email Amanda Mays to request feedback from her attendance at the Public Meeting in Little Downham on 03/05/13 and to confirm what actions are being taken at present.

**24/13 REQUEST OF ITEMS FOR FUTURE CONSIDERATION - None**

There being no further business, the meeting was closed at 8.15pm.

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