

**MINUTES of a meeting of Little Downham Parish Council held in the Village Hall,
Main Street, Little Downham, on Thursday, 26 May 2011 commencing at 7.00pm.**

Councillors present: Cllrs DA Adams-Payne, in the chair, CM Frankland (7.25pm), GF Frankland (7.25pm), CE Hall, RS Martin, NK Missin, MM Oldfield (7.10pm), BGF Smith, BL Taylor, GH Taylor and KO Winters.

In attendance: PCSO K Humble, Dist. Cllr T Goodge, County Cllr P Read and three parishioners.

13/11 APOLOGIES FOR ABSENCE – Dist. Cllr A Bailey and PCSO J Hall. Cllrs CM Frankland and GF Frankland apologise they will be late as they are returning home from holiday today.

14/11 TO RECEIVE DECLARATIONS OF INTEREST

- 1. Cllr RS Martin** declared a personal interest in items 21/11.1.1 (Application 11/00315/FUL) and item 21/11.1.2 (Application 11/00366/AGN) because the first applicant is his landlord of adjoining land and the second applicant does contract work for him on occasions (Declaration 007-2011).
- 2. Cllr KO Winters** declared a personal interest in items 24/11.1 (Parish land consent) because the applicant is his daughter (Declaration 008-2011).

7.05pm County Cllr Read arrived

7.10pm Cllr MM Oldfield arrived

15/11 PARISH CRIME MATTERS

- 1. Police Crime Reports** – Five crimes were reported in Little Downham and Pymoor between 14/04/11 and 25/05/11 and 42 calls for service.
- 2. To report recent events** – PC Humble informed that the offender who vandalised the picnic table in Lt Downham play area on 20/04/11 (Min.12/11.2) has been given a conditional caution and ordered to pay £167.45 within three months for the cost of a new picnic table. He must also write a letter of apology to the Parish Council within one month. The Court will forward the money when collected.
Cllr Winters had concerns regarding the legality of the gates erected on Byway 47 and requested the police to look into it. PC Humble reiterated that the gates were not a police issue and that Cllr Winters should refer to Cambridgeshire County Council Rights of Way.

7.23pm PC Humble left the meeting

7.25pm Cllrs C & G Frankland arrived and apologised for being late.

16/11 PUBLIC FORUM

Graham Lark asked the Council why the election results had not been put on the notice board now it is three weeks after the elections, why has the resident of 1 Straight Furlong, Pymoor, been allowed to put a fence up round the corner of Straight Furlong and Pymoor Lane, and why have gates been put up on Foxes Drove and Byway 47 when the Council is short of money?

Mr Lark was informed that the Clerk was waiting for the formal Statement of Results to be received from East Cambs District Council's Returning Officer, the Council was not aware of the fence in question or ownership of the land, and, with regards to the gates on Byway 47, in September 2009, Mr Lee attended a Parish Council meeting to request support for gates on the Byway, the Council resolved to write to Cambridgeshire County Council in support of his request.

7.29pm One parishioner arrived.

17/11 DISTRICT COUNCILLORS' REPORTS (Dist. Cllrs A Bailey & A Goodge)

- 1.** Dist. Cllr Goodge informed that ECDC had held its first full council meeting after the elections and he was appointed on the Standards Committee, Area Joint Committee, CCTV in Ely and is Chairman of the Licensing Committee. He has also attended some meetings regarding matters relating to the Ouse Washes.

18/11 COUNTY COUNCILLOR'S REPORT (County Cllr P Read)

- 1.** County Cllr Read stated that the County Council does not put gates up illegally and this action is to stop the deterioration of the droves, which is a county-wide problem. He informed that following the District Council elections, he had been re-appointed as Chairman of the ECDC Planning Committee and is on the ECDC Strategic Policy and Resources Committee.

7.46pm Dist. Cllr Goodge and County Cllr Read left the meeting.

19/11 TO APPROVE MINUTES OF PREVIOUS MEETINGS

1. Cllr Winters complained that he could not confirm the minutes of 14 April 2011 as correct because too many meetings had been held since then and he couldn't remember. He asked for a recorded vote be taken when approving the minutes and refused to give an answer to the Chairman when asked what items he regarded were incorrect. A recorded vote result to approve the minutes was recorded by the Clerk as follows: For (10) – Cllrs DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, RS Martin, NK Missin, M Oldfield, BGF Smith, BL Taylor, GH Taylor. Against (1) – Cllr KO Winters.

Resolved that the minutes of 14 April 2011 (Full Council) be approved and signed by the Chairman as a true record.

Resolved that the minutes of 12 May 2011 (AGM) and 12 May 2011 (Full Council) be approved and signed by the Chairman as a true record.

20/11 MATTERS TO REPORT

1. **(Min.210/10.3) Tree work on Ely Road and Lt Downham Recreation Area** – The work was carried out on 17/05/11. Mr Holden, Ely Road, has expressed his appreciation of a good job.
2. **(Min.226/10.3) Lt Downham Closed Churchyard** – ECDC has replied informing that the appropriate officer has been notified and arrangements are being made for the churchyard to be included in the Council's grass cutting regime. Any queries regarding the future maintenance of the Churchyard should be directed to the Council's Client Services section (Mr Spencer Clark).

21/11 PLANNING MATTERS

- 1.1 **11/00315/FUL** Mr Richard Talbot, 19 Cannon Street, Lt Downham – One and a half storey chalet bungalow - **Resolved that the Parish Council had no concerns on the application.**

7.50pm One parishioner left. Cllr C Frankland left the meeting.

- 1.2 **11/00366/AGN** JO Jackson & Sons Ltd, Allotments Farm, Ely Road, Lt Downham – Grain Store - **Resolved that the Parish Council had no observations to make on the application.**
- 1.3 **11/00397/FUL** Mr & Mrs G Clements, 3 Main Street, Pymoor – Single storey and two storey side extensions - **Resolved that the Parish Council had no concerns on the application.**
- 1.4 **11/00418/FUL** Andrew Fleet, Moxon, Pond Lane, Lt Downham - Demolition of existing cottage and erection of four bed replacement dwelling, garage, parking and associated site works - **Resolved that the Parish Council had no concerns on the application.**

8.00pm Cllr Frankland returned.

22/11 FINANCE

1. **Monthly Internal Audit** was carried out by Cllrs DA Adams-Payne and CE Hall.
2. **To receive report from Internal Auditor for Accounts 2010/11** - The Chairman read the report to the Council. Matters were noted for future consideration. The Clerk will ensure that the recommended increase of Fidelity Guarantee is on the agenda of the next meeting.
Resolved to accept and note the Internal Auditor's Report 2010/11.
Cllr Winters requested a copy of the report.
3. **To review Statement of Assurance and approve Annual Return 2010/11** - The Council completed Section 2 and approved the Annual Return.
Resolved that the Chairman and the Clerk duly sign the Annual Return 2011.
The Clerk must forward the Annual Return to Moore Stephens (External Auditors) by 03/06/11.
4. **To appoint working group to draft a Pension Discretions Policy for issue to CCC Pension Service** – Cllrs GF Frankland, MM Oldfield and GH Taylor volunteered.
5. **To authorise repairs to Main Street bus shelter tiled roof** – The Handyman has reviewed the condition of the peg tiles and estimates that 20 tiles will be required to replace the broken ones. It was suggested to fix plywood inside the shelter to avoid tiles from being poked underneath.
Resolved that the handyman is authorised to purchase the tiles and plywood as required to make repairs to the bus shelter on Main Street, adjacent to the Village Hall.
6. **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 000844 to 000850 and direct debit for the total sum of £17343.65.

23/11 PARISH MATTERS

1. **Andy Allen, The Old Post Office, 59 Main Street, Lt Downham – request suggestions of use** – Mr Allen explained his problems in trying to obtain planning permission. A couple of suggestions were mentioned but the Council informed it could not formally approve a use; however, each planning application received is considered on merit.

8.50pm Mr Allen thanked the council for their time and left the meeting.

2. **Mrs C Sellers – Maintenance of new wooden bench on Cub Green when installed (Min.232/10.2)** – The Council was asked if it could take on the maintenance of the bench when installed. **Resolved unanimously to maintain the bench on Cub Green when installed.**
3. **Gaynor Fisher – Request permission to use Lt Downham Pavilion for toilet facilities when hiring the All Weather Court for boys 6-11 yrs football training two afternoons per week term time only** – The boys would not use the facilities for changing and they would be escorted by one of the coaches when they need to use the toilet. It was noted that the handyman cleans on Monday and Thursday mornings. Mrs Fisher would be required ensure it was clean after use. **Resolved to authorise use of the Pavilion at no charge during the hire of the All Weather Court for football training sessions on the proviso that the Pavilion is cleaned after use. Mrs Holland (booking Clerk) will be given a Pavilion key to issue with the Court key.**
4. **Denmark Farm, Straight Furlong, Pymoor – Request to remove Ash tree on highway verge** – It was considered unacceptable that the tree's branches had already been removed without permission and that just the trunk remained. It was reported that the driveway of the pending planning application at Denmark farm is to be changed and the tree would be in the way. **Resolved to approve removal of the tree on the proviso that and the developer of the new dwellings agrees to plant two new trees in front of the new properties on or before 31st December 2012. The trees are to be native to the area and established at no less than 8ft high and that relevant County Highways policies are adhered to.**
5. **CCC – Consultation on Civil Parking Enforcement Powers Application for East & South Cambs - deadline 17/06/11** – Comments made in relation to the consultation were as follows:
 - Parking charges penalise villagers;
 - Concern regarding the cost to implement the service and the additional employment at a time when the District and County Council are making cutbacks;
 - This is not considered an essential services;

24/11 PARISH COUNCIL LAND AND ASSETS

9.14pm Cllr Winters left the meeting having declared an interest in the following item.

1. **To consider applications to erect signs or items on Parish Council land –**
 - i. Dr E Winters - Medieval Festival and Market event 11-12 June – A sign to be erected on Church Green, Lt Downham, from 01/06/11 to 12/06/11.**Resolved unanimously to approve the application from Dr Winters for a sign on Parish land as per application no. 11/12-003.**

9.17pm Cllr Winters was invited back to the meeting.

2. **To discuss safety surfacing at Pymoor and Lt Downham Play Areas** – Following discussion of the issues relating to Pymoor play area and all safety surfacing, it was decided to form a Pymoor Play Area working group. Cllrs B Smith, B Taylor, G Taylor and O Winters volunteered.
3. **To discuss local residents' concerns regarding use of lower Townsend Green for large youth group ball games** – Members had been to look at the area but not seen much going on. It was decided to leave the matter for the time being.
4. **To consider request to graze sheep on Holts Meadow** – Mr L Smith, Mepal, requests to place sheep on the Meadows as soon as possible. The Downham Parish Conservation Group had no objection. Cllr Martin was asked to cut the hay within the next two weeks before the sheep go in. **Resolved to approve Mr Smith's request on the following conditions:**
 - **Up to a maximum of 20 sheep on the Meadows at any one time;**
 - **All sheep must be off the land by 01/10/11;**
 - **There is to be no feeding on the land;**
 - **The fee to be £50 for the remainder of the season.**

The Clerk will write to Mr Smith with a copy of the Grazing Agreement that would incorporate the above conditions.

25/11 PARISH COUNCIL STANDING ORDERS

1. **To consider adopting NALC new standing orders for Local Councils** – Members had been given a copy of the standing orders with their agenda. Cllr Winters objected to the document because it didn't have page numbers. He proposed not to adopt the new standing orders. The proposal was not seconded. The Clerk apologised for the omission and confirmed that page numbers will be on the adopted document. Cllr GF Frankland proposed, seconded by Cllr CE Hall, that the draft standing orders be adopted. A recorded vote result was as follows: For (9) – Cllrs DA Adams-Payne, CM Frankland, GF Frankland, CE Hall, RS Martin, NK Missin, MM Oldfield, BGF Smith, GH Taylor. Against (1) – Cllr KO Winters. Abstention (1) – Cllr BL Taylor.
Resolved to approve and adopt the NALC new model standing orders.

26/11 HIGHWAYS

1. **Replies re matters reported from previous meetings:**
 - 1.1 **Marshall Drove, Lt Downham** – Patching has been done in the lane and at North Fen.
 - 1.2 **Beild Drove, Lt Downham** – Planings have been laid on the Drove.
 - 1.3 **Resurfacing work** – CCC inform that funding is approved for the B1411, from Adventurers Drove to Mount Pleasant Farm, and on Common Road, from Dunkirk to Gravel Head Bridge.
2. **To report current matters of concern:**
 - 2.1 **Second Drove and Adventurers Drove, Lt Downham** – Rutting is reported.
 - 2.2 **Second Drove, Lt Downham** – Cllr Winters requested a site meeting with Martin Gowler (CCC Highways Area Supervisor) to discuss the road either side of the railway crossing. Cllr B Taylor asked to attend. The Clerk was instructed to contact CCC to arrange the meeting.
3. **To consider joining P3 Scheme for 2011/12** – Following a discussion of the Scheme, Cllr KO Winters proposed, seconded by Cllr BL Taylor, that the Council should join the P3 Scheme. A recorded vote result was as follows: For (3) – Cllrs BL Taylor, GH Taylor, KO Winters. Against (7) – Cllrs DA Adams-Payne, CE Hall, CM Frankland, GF Frankland, RS Martin, NK Missin, MM Oldfield. Abstention (1) – Cllr BGF Smith.
Resolved that the Parish Council would not join the P3 Scheme for 2011/12.
4. **To enquire of situation regarding Byways (Cllr KO Winters)** – Cllr Winters informed that about 60 people had objected in the consultation for the gates on Byway 47. There was a discussion about gates on Byways. Cllr KO Winters proposed, seconded by Cllr BL Taylor, that the Council should write to CCC Rights of Way to ask what is happening. A recorded vote result was as follows: For (4) – Cllrs BGF Smith, BL Taylor, GH Taylor, KO Winters. Against (6) – Cllrs DA Adams-Payne, CE Hall, CM Frankland, GF Frankland, NK Missin, MM Oldfield. Abstention (1) – Cllr RS Martin,
Resolved not to write to CCC Rights of Way regarding Byway 47 gates.

10.15pm One parishioner left. Cllr KO Winters left the meeting.

27/11 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 28/11, 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.

28/11 LITTLE DOWNHAM RECREATION AREA

1. **To consider Trustees to set up a future Management Committee** – It was unanimously agreed to ask the three candidates that were not elected, as they had shown an interest in Parish matters. The Clerk will write to David Badcock, Linda Joel and Linden Roberts.

29/11 REQUEST ITEMS FOR FUTURE CONSIDERATION

1. Pymoor Play Area

There being no further business, the meeting was closed at 10.25pm.

Signed (Chairman) Date