

# ELM PARISH COUNCIL

## MINUTES OF MEETING

22 MARCH 2011 – 6.30 pm.

**Present:** Councillor Brand, Chairman; Councillors Cotterell, Mrs Cotterell, Mrs Hopkin, Mrs Johnson, Rogers, Softley and Stokes.

**Apologies:** Councillor Webb.

The minutes of the meeting of 15 February 2011 were confirmed and signed.

### **143/10 The Standards Board for England – Members' Code of Conduct**

Members were reminded of the need to ensure that their register of Declarable of Interests is kept up-to-date.

No members had any amendments to make to their register entries.

### **144/10 Matters arising from minutes of last meeting**

#### **(1) Facilities for young people in the parish (minute 131/10 (1))**

Councillor Rogers reported that the Chairman, the Clerk and he had met, on 17 February 2011, with a representative of Cambridgeshire ACRE to discuss the development of this project.

Subsequent to the meeting on 17 February, the representative of Cambridgeshire ACRE had forwarded information in relation to sources of potential funding for the provision of play equipment etc.

Councillor Rogers informed members that if the Parish Council wishes to be in a position to make applications for funding, it would need to demonstrate, through appropriate methods of consultation, the community need for both the provision of play equipment and the type to be installed.

Councillor Rogers explained his ideas, having regard for the advice provided by Cambridgeshire ACRE, for the necessary consultation exercise. Members supported his suggestion that the possibility of involving, as appropriate, the Elm and Fridaybridge Youth Club in undertaking the consultation exercise be examined.

Some members raised issues in relation to the need for this play equipment provision and the appropriateness of the location proposed.

Members decided that the information reported by Councillor Rogers be noted and that he would continue to progress this initiative.

#### **(2) Additional street lighting in the parish (minute 131/10 (3))**

The Clerk, again, sought suggestions from members for possible locations for additional street lamps, in the event of the Parish Council receiving the necessary Concurrent Functions Grant funding from Fenland District Council in 2011/12 for three additional street lamps in the parish (minute 98/10 refers).

Members decided to give consideration, between this meeting and the next, to potential locations for an additional lamp in each of the villages of Fridaybridge and Elm and that a decision be reached at the next meeting.

**(3) Maintenance of playing fields and open spaces across the parish and at Elm Cemetery (minute 131/10 (4))**

The Clerk reported that he had discussed with the contractor whether a contract price reduction could be achieved by the Parish Council awarding a longer-term contract; the contractor has responded that, given the competitive nature of the original quotation and the uncertainty in future operating costs, there would be no reduction for a longer-term contract.

The Clerk informed members that the new arrangements will commence on 28 March 2011 and that, consequently, he would be meeting with the contractor on 25 March 2011 to discuss the final operational issues associated with the contract.

Members decided that the information reported by the Clerk be noted and that investigations into appropriate methods of disposing of the Parish Council's grounds maintenance equipment be undertaken.

**(4) Elm and Fridaybridge Youth Club (minute 139/10 (2) refers)**

The Clerk sought members' comments on a draft Partnership Agreement, produced by the County Council's Integrated Youth Support Services team, to operate between Elm Parish Council and the IYSS in relation to the funding support to the Elm and Fridaybridge Youth Club that had been agreed by the Parish Council at minute 105/10 (4).

Some members reported that that they had not received a copy of the Agreement, electronically, in advance of the meeting and, consequently, had not been able to consider its content.

The IYSS has sought clarification as to the length of the Agreement and the frequency of payment by the Parish Council.

Members decided that

- (1) the Clerk would re-send an electronic version of the document to those members who had not received it previously;
- (2) the deadline for submission of comments to the Clerk be 25 March 2011;
- (3) the Clerk be authorised to agree, taking into account any comments submitted by members, a final version of the Partnership Agreement;
- (4) with regard to payment to the Youth Club and the length of the Partnership Agreement, they would like the Parish Council to receive an invoice on a quarterly basis and, although they have allocated funding for two years, the initial agreement should be for one year; this arrangement would allow the agreement to be revised, if necessary, following the first year's experience of its operation.

**(5) War Memorials (minute 139/10 (4))**

The Clerk reported that, further to minute 139/10 (4), he had discussed this matter with Mr Krill and, consequently, a further letter has been received from Mr Krill. This letter recommends an appropriate course of

action in relation to cleaning and maintaining war memorials and identifies certain individuals, companies and organisations which are able to offer assistance in this regard.

In addition, Mr Krill requests that members consider appointing him formally as the War Memorial Advisor to Elm Parish Council (as a number of other local councils have done).

Members decided that

(1) the information provided by Mr Krill be noted;

(2) Mr Krill be appointed formally as the War Memorial Advisor to Elm Parish Council;

(3) the Clerk would continue to liaise with Mr Krill in relation to identifying and undertaking any necessary maintenance works to the war memorial in Elm.

**(6) Redmoor Bank, Elm – fly tipping (minute 140/10)**

Councillor Softley informed members that the fly tipping that had occurred at Redmoor Bank, Elm had been removed by Fenland District Council.

Members decided that the situation be noted.

**145/10 Police matters**

In the absence from the meeting of a representative of the Wisbech and District Neighbourhood Policing Team, members were unable to receive information in relation to incidents of crime and disorder within the parish since the last meeting of the Parish Council.

Members decided that they had no issues for reporting, by the Clerk, to the Neighbourhood Policing Team for investigation.

**146/10 Community-led planning for Elm Parish**

Further to minute 120/10, Mrs Wadsley of the Community Development Team at Fenland District Council attended the meeting to obtain any further comments from members in relation to the Elm Parish Plan, to enable her to produce a final version of the document.

Mrs Wadsley explained to members that the Parish Council needs to determine finally what it considers to be the status of each of the actions within the plan and what will be done to deliver against any outstanding actions. It is acknowledged that it may not be possible, for various reasons (including the unavailability of financial resources), for some of the aspirational actions within the plan to ever be undertaken.

Mrs Wadsley drew members' attention to certain actions within the plan document that she had circulated at minute 120/10.

With regard to the action within the Parish Plan relating to undertaking investigation into improving the energy efficiency of the street lighting within the parish (reference number ES ELM 16 refers), Mrs Wadsley reported information that she had obtained from the Street Lighting Team at the County Council.

The response from the County Council states that "the estimated cost of changing the photocells to ones which switch off the lantern for part of the night (which may not be possible on the older style lanterns) would be around £55 per lamp column and to change the lanterns to ones that use a more energy efficient fluorescent lamp would

cost around £400 to £500 per column". Members are of the view that this level of expenditure by the Parish Council could not be justified.

In addition Mrs Wadsley reported on some of the activities currently being undertaken locally by the Community Development Team at Fenland District Council (FDC) – including support to the Elm Centre – and informed members that, as a result of budget reductions at FDC, the level of support provided by the team to Town and Parish Councils in the future would be at a reduced level.

Members decided that

- (1) they had no further amendments to make to the Elm Parish Plan;
- (2) they would have regard for the outstanding actions within the plan when considering future projects and initiatives for the parish;
- (3) no action be taken by the Parish Council in relation to plan action reference number ES ELM 16;
- (4) the information reported by Mrs Wadsley in relation to the activities and resources of the Community Development Team at Fenland District Council be noted.

#### **147/10 Highway issues - B1101 through Coldham**

The Chairman informed members of a further motor vehicle accident on the B1101 (in addition to those discussed at minute 65/10 (3)), which took place in the vicinity of Union Cottages at Coldham on 18 March 2011, because of a vehicle being driven at excessive speed.

Fortunately, there were no injuries as a result of this latest accident, only damage to the vehicle and to property. Members, however, feel that it is only a matter of time before a local resident is injured, or even killed, by a speeding motorist along this stretch of road.

Because of the recent accidents involving speeding motorists, members consider that the Local Highway Authority should, again, be requested to consider the implementation of appropriate measures to reduce vehicle speeds along the B1101, particularly through the village of Coldham.

The Clerk reminded members of the response given by the Local Highway Authority to his previous letter regarding this matter (minute 81/10 refers). This response included mention of the fact the Local Highway Authority was in the process of reviewing speed limits on all built-up and rural A and B class roads across Cambridgeshire and the officer's understanding that the B1101 route was priority number 30 out of 87 and that the outcome should be known before the end of 2010.

Although the Parish Council is aware that the County Council is currently experiencing particularly difficult circumstances financially, it feels that it should consider this situation as a priority for the funding of speed reduction measures.

Members decided that a letter be sent to the Local Highway Authority, both requesting that it considers the implementation of appropriate measures to reduce vehicle speeds along the B1101, particularly through the village of Coldham, and seeking an update on the progress of reviewing the speed limits along the B1101.

#### **148/10 Planning applications**

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

- (1) Erection of a block of 16 stables, tack/store and lecture rooms, reception/tack shop building and formation of lunge area and ménage with 8 x 6m high flood lights to create equestrian training centre at Greaves Farm Livery Stables, Redmoor Lane, Elm – F/YR11/0028/F (applicant: Mrs A Pinder) = revised proposals.

*That no additional comments be made.*

- (2) Erection of a dwelling (renewal of planning permission F/YR08/0152/O) on land west of Needham Farm, Well End, Fridaybridge – F/YR11/0085/EXTIME (applicants: Mr and Mrs Kanolty).

*That the application be supported.*

- (3) Erection of a 4-bed detached house, involving demolition of existing dwelling (renewal of planning permission F/YR08/0040/F) at Walnut House, Nettle bank, Elm – F/YR11/0127/EXTIME (applicant: Mr S Hubbard).

*That the application be supported.*

- (4) Erection of a 3-bed detached house (renewal of planning permission F/YR08/0383/F) on land north of Florence House, Back Road, Fridaybridge – F/YR11/0157/EXTIME (applicants: Mr and Mrs C Davis).

*That the application be supported.*

### **149/10 Finance**

The Clerk reported on the Parish Council's income and expenditure since the last meeting, as follows:

#### **Income**

P Barnes	Burial plot purchase and interment fee – W Horsepole	£545.00
<b>Total Income</b>		<b>£545.00</b>

#### **Expenditure**

H M Revenue and Customs	Clerk's Income Tax – December 2010 and January and February 2011	£368.96
Fenland District Council	7 x HGV signs	£1,419.16
Cambridgeshire County Council	5 x salt bins	£558.00
Fenland District Council	Cemetery Cottage – Council Tax (17 to 31 March 2011)	£49.18
MHB Services Ltd	Replace street lamp bracket – FPC 12: Fridaybridge Road, Elm	£222.00
Fenweb Limited	Set up and manage website for 2010/11	£708.00
Cambridgeshire ACRE	Visit regarding advice for play equipment and grant aid	£18.00
Cambridgeshire County Council	5 x street lamps	£8,968.58
DM Builders	Cemetery Cottage refurbishment works – final payment	£5,821.00

Wildlife Gardening Services Ltd	Grounds maintenance works	£48.12
Cambridgeshire ACRE	Membership for 2011	£25.00
T Jordan	Salary (less income tax of £140.87), Broadband and other expenses)	£719.98
<b>Total Expenditure</b>		<b>£18,925.98</b>

In addition, the Clerk reported on the levels of funding held within the Parish Council's bank and savings accounts as at 28 February 2011 (in the total sum of £145,713.31).

Members considered the appointment of an Internal Auditor for the audit of the Parish Council's 2010/11 accounts. The Clerk informed members that the person who undertook this role for the purpose of the Parish Council's 2009/10 accounts, Mr Stephen Cowell, is willing to do likewise for the 2010/11 accounts.

Members decided that

- (1) the income of £545.00 be noted and that the expenditure of £18,925.98 be authorised;
- (2) the levels of funding held within the Parish Council's bank and savings accounts as at 28 February 2011 be noted;
- (3) Mr Stephen Cowell be appointed as the Parish Council's Internal Auditor for the 2010/11 audit of accounts.

#### **150/10 Cemetery Cottage, Elm**

Further to minute 137/10, the Clerk reported on the latest position regarding the refurbishment of this property.

The Clerk informed members that the majority of the works have been completed and the internal redecoration, which is the final part of the refurbishment, is about to begin. The property will be ready for "hand over" to the Parish Council by 1 April 2011.

As soon as the "hand over" has taken place, the Clerk will arrange, via a local estate agent, the letting of the property. It may be necessary, depending upon the advice of the estate agent, for the Parish Council to provide carpets and other floor coverings to be able to maximise the rental potential of the property.

Members decided that the information reported by the Clerk be noted and that carpets and other floor coverings be provided at the property if such action is recommended by the estate agent.

#### **151/10 Elm Cemetery extension**

Further to minute 138/10, the Clerk reported to members on the current situation regarding the planned extension of Elm Cemetery.

The movement of soil to facilitate the extension works is expected to begin in the very near future; as soon as the contractor is able to achieve access to the soil, which is stored on land owned by Fenland District Council adjacent to the A47 Wisbech bypass.

Quotations for replacement of the cemetery roadway have been sought from three local companies and these are still awaited. It is hoped that these will be received in time for members to appoint a contractor at the next meeting

Members decided that the current position regarding extension of Elm Cemetery be noted.

## 152/10 Correspondence

### (1) Volunteer Centre, Fenland.

The Clerk reported the receipt of a package of information from this organisation, including: a letter explaining the aims of the Fenland Volunteer Bureau; details of outreach events being held during 2011; the organisation's accounts for 2009/10; the organisation's Annual Report for 2009/10.

Members decided that the information provided be noted.

### (2) Highway Wardens.

The Clerk reported a letter from the Local Highway Authority (LHA) regarding its new Highway Wardens scheme, which is being operated on a pilot basis in two parishes within the County.

Because of the success of the pilot arrangements, the LHA is now seeking expressions of interest in this scheme from other Town and Parish Councils within Cambridgeshire.

The Clerk read to members the role of Highway Wardens.

Members decided that a decision on whether Elm Parish Council should register its interest in this scheme should not be made until a Parish Council meeting after the local council elections in May 2011.

### (3) Community ACTION magazine.

The Clerk reported receipt of the latest edition of this magazine.

Members decided that the document be circulated amongst members of the Parish Council.

### (4) Begdale Road playing field.

The Clerk reported an enquiry from a local resident, who is interested in establishing an Elm Football Club, as to the possibility of using the Begdale Road playing field as the home ground for a football club.

The enquirer states that, having spoken with the Cambridgeshire FA about this possibility, he is aware that secure changing rooms and showers would be needed on-site if this playing field were to be used for football matches. Given the absence currently of such facilities at the playing field, this is obviously an obstacle to this matter progressing.

Members decided that

(1) they would support, in principle, the use of the playing field as a home ground for a potential Elm Football Club but need, from the enquirer, further information in relation to this proposal;

(2) the enquirer be invited to attend a future Parish Council meeting, at a date after the local elections in May 2011, to have a dialogue as to how this matter could be progressed.

### (5) British Heart Foundation – recycling bins.

The Clerk reported a letter of request from the British Heart Foundation (BHF) for consent to site recycling bins (for the types of goods that the BHF would be able to sell to raise funds) within the parish.

Members considered the request but were unable to identify any suitable sites, under the Parish Council's control, for the siting of such bins.

Members decided that the British Heart Foundation be informed that, for the reason set out above, the Parish Council is, unfortunately, unable to assist in this matter.

**153/10 Women's Institute – meeting place**

Councillor Mrs Cotterell informed members that, upon closure of The Dale at Elm, the local Women's Institute (WI) group would no longer have a venue in which to hold its meetings. She explained that the WI group is examining a number of possible options to address this situation, one of which could, subject to the Parish Council's agreement, be use of the meeting room at the Parish Council office building.

Councillor Mrs Cotterell informed members that this matter would be discussed at the next WI meeting and that she would report to the next meeting of the Parish Council on the outcome of those discussions.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the situation to be considered at the earliest opportunity)*

**154/10 Repair and maintenance works at Fridaybridge**

The Clerk reported quotations from a local contractor in relation to the repair of one of the gates at the Maltmas Drove playing field and the provision and installation of posts at Back Road to prevent the inconsiderate vehicle parking which obstructs the access gate to The Leam.

The Clerk explained to members the work that would be undertaken at both locations.

Members decided that the quotations from GLW Engineering and Construction Ltd, in the sums of £493.13 and £344.95 respectively, be accepted and that an order for the works be placed as a matter of priority.

*(The Chairman agreed to this item of business being discussed as a matter of urgency to enable the works to be undertaken as a matter of priority)*

**155/10 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 19 April 2011, commencing at 6.30 pm, at the Parish Council office, Begdale Road, Elm.

**.Meeting finished at 8.15 pm**

Signature:.....(Council Chairman).

Date:.....