

## MINUTES OF MEETING

21<sup>st</sup> February 2017 – 7.00 pm.

**Present:** Councillor Brand, Chair; Councillors Mrs Cotterell, Mrs Dalliday, Mrs Davis, Miss Ferguson, Pinnock, Hopkin, Mrs Hopkin, Milham, and Stokes.

**Apologies:** Councillors Patrick and Webb. District Councillor Sutton.

**In attendance:** District Councillor Tanfield (from 7.00 to 7.40 pm).

The Minutes of the meeting of 17th January 2017 were confirmed and signed.

### **118/16 Members' Code of Conduct**

The Clerk reminded Members of the need for them to submit to the Monitoring Officer at Fenland District Council, via the Parish Clerk, any changes to the content of their Register of Member Interests forms.

Members decided the reminder from the Clerk be noted and acted upon.

### Public Forum

A resident stated that he believed that the Council was in contravention of the Local Audit and Accountability Act 2014 as the Council had not appointed external auditors by the stipulated date of 31 December 2016 for the year 2017/18

Councillor Pinnock advised the Council and the resident that he would look into the matter and respond at the next meeting.

### **119/16 Progress on actions from minutes of last meeting**

#### **(1) Play equipment provision in Fridaybridge (minute 92/16 (1))**

The Clerk informed Members that she had not been able to meet with Councillor Tanfield as yet but they are due to meet on 22<sup>nd</sup> February with a view to discuss the matter further and would advise Members in respect of progress at the next meeting in March.

Members decided that the situation be noted.

#### **(2) Speeding across the parish (minute 92/16 (2))**

(1) Councillor Pinnock advised Members that due to poor weather conditions, only one Speedwatch session had taken place in February. Of the 192 vehicles "clicked" only 6 reported for speeding. This did not reflect a general change in the attitude to excessive speeds by the minority but was due to bumper-to-bumper traffic at the time of the session. More sessions would be carried out in March and thereafter as the better weather allows.

- (2) As Members may remember, Councillor Pinnock had a meeting with Inspector Will Davis in November 2016. Various issues were raised with him regarding Speedwatch and speed reduction in general. The hoped for improvements have not materialised and another meeting is being scheduled. Councillor Pinnock will advise Members as any more information is available.

**(3) & (4) Local Highway Improvements scheme 2016/17 and 2017/18 (Minute 92/16 (3) and (4))**

1. Elm Scheme – Minute 109/16(3) refers
2. FB Scheme – Minute 109/16(4) refers

Councillor Pinnock gave the Members the following information as an update about the two schemes

**3. Elm Scheme Agenda Item 5(3) LHI 2016/17**

- a) Elm Scheme originally costed out as: Expected total cost £27K. It is anticipated that £20K would be paid by Cambridgeshire County Council, £1K by Elm Primary School and £6K by Elm Parish Council
- b) The drawings of the scheme have been previously circulated, discussed and agreed.
- c) Included in the Scheme were works to Gosmoor Lane and a reduction of speed limit between Elm and FB.
- d) Matt Pickering of CCC has stated that the speed limit reduction and the Gosmoor Lane cushion appear to be a problem due to Police resistance and lighting issues respectively
- e) The three week consultation phase starts on Wednesday 22<sup>nd</sup> February
- f) Mr Pickering's intention is to order the works now
- g) Due to the size and complexity of the scheme it will be delivered in stages so that the sections that are deliverable are completed. The school warning signs that light up will be installed first. The raised features and double yellow lines will wait until consultation is complete. Further work such as the potential lighting (estimated cost 3k) and raised features down Gosmoor Lane can continue to be developed and delivered when ready.
- h) Revised cost to EPC: 6k plus 3k gross = £9k

**4. Friday Bridge Scheme Agenda Item 5(4) LHI 2017/18**

- (a) FB Scheme originally costed out at about £5,500
- (b) Updated figures indicate that the Scheme cost is expected to be a maximum of £10k gross which equates to £8,334 net

**5. Costs**

- (a) Total costs of both schemes = (£9k + 8k) = £17k  
Highways safety Contingency of £16k provided in the EPC accounts.  
Potential excess of £1k

**Members noted the above details and confirmed previous agreement to proceed with both schemes.**

NB It will be noted that maintenance and programming will be undertaken by EPC. It has been advised that very little, if any, maintenance is required except for very infrequent replacement batteries which cost in the region of £100

**(5) Former Cemetery Chapel, Elm (minute 100/16)**

Councillor Stokes reported that he had spoken to the residents of the Chapel Cottage and they felt that the only use for the building was one of storage.

Several Members considered that there might be health and safety issues and problems with parking if the property were to be used for residential or business use.

A discussion took place in respect of possible uses, issues and costs, including how long it would take to recover the costs of renovating the property and then potentially renting the property out.

Members agreed that Cllrs Pinnock and Brand would visit the Chapel when the weather improved and report back.

**(6) Appointment of Internal Auditor – (Minute 112/16(3) refers.**

Enquiries had been made as to the availability of several appointees. The results would be reported back at the next meeting.

**(7) Elm Football Club (Minute 115/16 refers)**

The Clerk informed Members that she had spoken to the previous holder of the keys to the Football Club compound who had provided her with contact details of the current holder of the keys. This person had been contacted on a number of occasions but had not answered their telephone or responded to her requests for a call back. Councillor Brand has a contact within the local Clubs and he said that he would try to find out some more information to enable access to the compound to be made.

**120/16 Police matters – Report received by email**

In the last month there have been 15 reported crimes across the Parish. 4 were considered by the report writer of being of note. There were 2 recorded dwelling burglaries both in Elm but not considered linked. On the 21<sup>st</sup> January entry to an unsecured house resulted in the theft of a laptop and on the 10<sup>th</sup> February force was used to enter a property where jewellery and a motor cycle was stolen

There was an attempted burglary of a shed in Elm on 28<sup>th</sup> January and a theft of a caravan from Friday Bridge on 16<sup>th</sup> February.

In the absence of the usual PCSO covering the parish, patrol activity has still been provided in the area, and contact has been maintained with the local children's care homes and a continued presence at the local primary schools.

On Friday 17<sup>th</sup> February there was an engagement event held at the Tower Hall Friday Bridge. Along with PCSO Andy Bush, Sophie Wilkinson from FDC and the PCC Mr Ablewhite were also there. Part of this engagement was the promotion of the "Have Your Say Partnership". It was requested that this Partnership be promoted across the Parish.

Members decided that the situation be noted and the Clerk request that the link to the Partnership be added to the website.

### 121/16 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 two-storey side extension, a single-storey rear extension, a porch and a walkout bay window to front and erection of a front boundary wall with 1.2 metres high (max. height) brick piers to existing dwelling, involving the demolition of existing garage, at 2 Peartree Way, Elm – F/YR17/0035/F (applicant: Unknown Agent Mr B. Gilham).

*Resolved: That the application be supported*

- (2) Certificate of Lawful use (Existing): Change of use of existing building to dwelling involving the change of use of land to the rear to domestic garden at The Courtyard 2A High Road Elm Wisbech Cambridgeshire PE14 0AA– F/YR16/1109/RM (applicant: Mr. K Tallon).

*Resolved: That the application be supported*

### 122/16 Reports from District and County Councillors

Given the absence of the County Councillor who represents the Parish of Elm (Gordon Gillick), no report was received by the Parish Council in relation to current County Council issues.

Councillor Michelle Tanfield notified the Members that she currently had no issues to bring to the attention of the Parish Council at this time in respect of issues raised by residents of the Parish. However she draw Members' attention to a letter dated 1<sup>st</sup> February 2017, from Fenland District Council concerning the issue of paperless Planning Applications. This letter was held by the Clerk to be discussed later in the meeting.

FDC are also looking at the management of the Sports Centres in the District and are looking to make them more cost effective to tax payers.

She also informed Members that on the 28<sup>th</sup> February 2017, the Police and Crime Commissioner for Cambridgeshire was visiting locally and Members could book a place to attend. The Members thanked Councillor Tanfield for her input to the meeting.

### 123/16 Open Spaces

The Chairman asked if the groundwork/grass cutting costs for 2017/18 had been received. The Clerk advised that she would send him the details.

### 124/16 Elm Cemetery Marking out of Plots in new area

The Clerk reported that interest had been shown in the job of marking out the lower lawn area. It was agreed that the Clerk would arrange a meeting with the party concerned and that the Chairman and Vice Chairman and Clerk would attend the meeting and report back

It was further agreed that the ultimate layout would comply with the consent earlier received and that the layout would minimise the amount spent on grass cutting and other maintenance.

## 125/16 (1) Financial Matters

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

### Income

Maxey Grounds	Cottage rent (less fees)	£ 523.60
W Bailey and Son	Plot Purchase and interment fee	£1,279.00
Peter Barnes Funerals Ltd	Interment fee	£ 412.00
A R Clingo	Interment fee	£ 1,030.00
<b>Total Income</b>		<b>£ 3,244.60</b>

### Expenditure

Richard Kierman Window Cleaner	Cleaning of Noticeboards x 5 Elm x 2, Coldham, Rings End and Friday Bridge	£ 45.00
Fenland District Council	Wheelie bin emptying – Elm Cemetery (includes VAT of £18.60)	£ 184.28
Upwell Parish Council	Contribution towards cost of refilling grit bin at Upwell Health Centre	£ 29.14
Citizens Advice Rural Cambs	S137 Donation	£ 500.00
R J Warren Ltd	Grounds maintenance contract (includes VAT of £263.58)	£1,581.47
<b>Total Expenditure</b>		<b>£ 2,339.89</b>

In addition, the Clerk reported on the levels of funding held within the Parish Council's bank and savings accounts as at 31<sup>st</sup> January 2017 (in the total sum of £166,149.05) together with the figure of £120,487.36 as at 31<sup>st</sup> January 2016.

- (1) that the income of £ 3,244.60 be noted and that the expenditure of £ 2,339.89 be authorised;
- (2) that the levels of funding held within the Parish Council's bank and savings accounts as at 31<sup>st</sup> January 2017 and the position as at 31<sup>st</sup> January 2016 be noted;
- (3) to note that, after allowing for the Parish Council's ear-marked reserves (totalling £93,595.00) at 31<sup>st</sup> January 2017, the actual balance available to the Parish Council at 31<sup>st</sup> January 2017 (making further allowance for a general contingency of £55,000) reduces the actual balance available to the Parish Council at 31<sup>st</sup> January 2017 to approximately 17,554.05;

## 126/16 Annual Risk Assessment

Members considered, in accordance with the advice of the Council's Auditors that local Councils should assess and take mitigating actions the risks to the Council.

Members are of the view that all the risks faced by the Council are covered by the necessary measures including:-

- insurance policies in respect all assets and public liability
- regular inspections by the Clerk and Members of the Parish Council of all assets and play areas
- monthly reporting by the Clerk of all items of income and expenditure and monies held in bank accounts
- all expenditure is approved at Parish Council meetings and cheques require three signatures
- monthly verification by a Member of the Parish Council of the council's bank statements against records of income and expenditure
- the Clerk reports to Members at quarterly intervals on the Parish Council's overall financial position
- Annual Accounts are approved by the Parish Council
- All activities are governed by Standing Orders and Financial Regulations
- Monitoring of the financial aspects of the Council's activities is undertaken by the Finance Committee
- The Parish Council possesses a prudent level of financial reserves to be able to fund any unforeseen eventualities
- Health and safety inspections are undertaken each time that grounds maintenance activities are undertaken on behalf of the Parish Council

Members decided that appropriate risk management measures are in place currently but the situation be kept under constant review and considered formally by the Parish Council at the February meeting each year

## 127/16 Correspondence

- (1) Letter from Cambridgeshire Search & Rescue (CAMSAR)

CAMSAR letter informed the Council who they were and what they do and that on the 5<sup>th</sup> March 2017, they would be holding a training exercise in Elm. They asked for permission to use the Pocket Park and Playing Field areas as part of the exercise.

The Clerk informed the Council that she volunteers for this charity and answered questions put to her. She offered to leave the meeting if they wished her to. Members did not feel this was necessary given the nature of the request.

Members agreed that CAMSAR are welcome to use the two areas they had requested subject to them being asked to not park any vehicles on any grassed parts of the areas mentioned above

- (2) Letter from Fenland District Council informing Members that after the 1<sup>st</sup> July they would no longer be sending out paper copies of planning applications. Councillor Mrs Cotterell was concerned as she does not have online access. Councillor Tanfield suggested earlier in the meeting that an approach could be made to FDC to request that she still receive them.
- (3) Email received requesting that the Non Parishioner rate be applied to an ex-resident who moved from the Parish some 36 years ago as the other members of the family were interred in the Parish Cemetery.

Members discussed the application and decided that as the lady who had recently died had not lived in the Parish for more than 36 years that it was not prepared to agree a reduction.  
Councillor Mrs Cotterell wished to abstain from the vote

- (4) Email received from FDC concerning a Lighting Column in Limes Avenue which was faulty. This asset is not on their system and does not appear to be in the Parish Council's Asset register. A discussion took place about the issue.  
Members agreed that the matter be looked into further and report at the next meeting
- (5) Letter received from Anglian Water stating that from the 1<sup>st</sup> April 2017 all non-household customers will be able to choose a supplier for their water and wastewater retail services. It further stated that the service will remain the same and there is no need to do anything at this time.  
Members agreed to note the situation until further information was received.
- (6) Letter received from UK Power Networks Limited in respect of the help they offer to vulnerable people living in the Parish in the event of a power cut. They had provided a stock of leaflets giving additional information.  
Members noted the information provided and some of them agreed to take the leaflets and circulate to appropriate groups they had contact with in the Parish.
- (7) Letter received from Wisbech Stroke Club thanking Members for their kind donation of £500.  
Contents of letter noted by Members

**Date of Next Meeting**

Members were reminded that the next meeting of the Parish Council is scheduled for 21<sup>st</sup> March 2017, to commence at 7.00 pm, at the Parish Council office, Begdale Road, Elm.

**Meeting finished at 8.40 pm**

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

Date: