

# ELM PARISH COUNCIL

## MINUTES OF MEETING

15 January 2019 – 6.00 pm.  
Held at the Parish Council office, Begdale Road, Elm

**Present:** Councillor Mr Brand: Chairman; Councillors Milham, Mrs Cotterell, Feaviour, Butcher, Stokes, Ms Ferguson.

**In attendance:** District Councillor Sutton

**Apologies:** Councillors Mrs Luffman, Mrs Davis, Mrs Hopkin, Hopkin, District Councillor Ms Tanfield.

### 136/18 Members' Code of Conduct

Members were reminded 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 be noted and acted upon.

### 137/18 Minutes of December Meeting

The Minutes of the December meeting were approved as a true record and signed by the Chairman.

### 138/18 Progress Report from ETL Limited

The Clerk requested that this matter be deferred to the February meeting as she wished to gather further information about a possible additional contractor and the fact that ETL mentioned at the last meeting that they don't have a maintenance element to their LED replacement contract. She clarified this with the Contractor after the meeting. She wanted to gather information from at least another Company who could both replace the lanterns and provide repairs or maintenance.

### 139/18 Email from Friday Bridge

An email was received from the School and this was discussed. The School has been referred by email to the Street Pride Group by one of the Councillors.

### Public Forum

A Parishioner raised the fact that earmarked reserves currently included £93k for street lighting and a further £20k from the precept for 2018/19 was budgeted for street lighting. The Clerk confirmed that as there were a number of unknown factors in respect of street lighting costs and other works that the Council were intending to carry out the earmarked reserves would be reviewed at the end of the financial year.

The same Parishioner also raised the fact that £60,973 was estimated by a contractor in respect of street lighting and asked when this would be paid. The Clerk confirmed that this would be looked at again when another quote had been obtained. The point was also raised that £15k had been allocated in the budget for street lighting for 2019/20. The Clerk confirmed that there were a number of estimated costs in respect of the street lighting including the cost of power, the costs (if any) of a UKPN agreement, the costs of the sleeves being replaced on the lights, and other costs required for the street lights. The point was raised as to when the main amount of

money was to be spent on the street lighting. The Clerk confirmed that it was anticipated that the money would be spent in the first six months of the new financial year.

The point was raised by another Parishioner that there were hundreds of Contractors that could do the street lighting contract and we should approach others. The Clerk said that she was happy to receive details of other Contractors that she could approach.

Another Parishioner asked whether the street lights were insured. The Clerk confirmed they were. The point was raised about the website address being included on the labels for street lights so that any non-working lights could be reported. The Clerk confirmed that this was in the process of being looked in to.

Another Parishioner raised the issue of the VAS that was knocked down in Coldham. The Clerk confirmed that a possible replacement had been applied for from CCC under a privately funded initiative with the CCC and the Council were waiting to hear further from them.

A Parishioner raised the issue of the Agricultural rental income and the Clerk confirmed that she had some cheques to pay in and that one of the tenants was renegotiating with the Council.

### **140/18 Progress on actions from minutes of last meeting**

#### **(1) Play equipment provision in Fridaybridge (Minute 124/18(1) refers)**

There was still works waiting to be done on the site and both Contractors had been chased on the matter and the cheques were being withheld until the works were completed.

#### **(2) Land at Chapel Lane Elm (Minute 124/18(2) refers)**

The Clerk confirmed that the land was purchased on 18<sup>th</sup> December in partnership with Emneth Parish Council. An article was going to be placed in the Parish Magazine to ask for volunteers to help with maintenance and some money was included in the budget for 2019/20 to allow for some of the costs of maintenance of the area. Cllr Feaviour confirmed that he now held a key for the gate if a tractor required access to the area.

#### **(3) Elm Parish Speedwatch (Minute 123/18 refers)**

The Clerk reported that Cllr. Luffman had asked that this matter be postponed until the February meeting as she was unable to attend.

#### **(4) Elm Community Centre (Minute 130/18 refers)**

The Clerk confirmed that in theory the County Council were in favour of the removal of the covenant but wanted to be sure that the Community wanted a Centre and they also wanted a share of any profits. This would need to be looked at as part of the whole process of securing a Centre in the future.

### **141/18 Planning Applications**

F/YR18/1129/RM – Reserved Matters application relating to detailed matters of access, appearance, landscaping, layout and scale pursuant to outline permission (F/YR16/0136/O) for the erection of a 2-storey 5-bed dwelling and integral double garage with 1-bed annexe over (Plot 3 only) at Land West Of Rowde House Bar Drove Friday Bridge

*Members resolved to support the Application.*

F/YR18/1135/TRCA – Fell 5no Alder, 2no Holly, 1 no Rowan and works to 1no Maple, 1no Beech, 1no Sequoia, 1no Yew and 1no Lime within a Conservation Area at The Limes Begdale Road Elm PE14 0BQF  
*Members resolved to support the Application.*

For Information Only –

- (1) Appeal Decision – Land North of Bar Drove, Friday Bridge –The Clerk confirmed that there had been a letter received from the Planning Inspectorate confirming that the Appeal had been refused.
- (2) Refusal of Application Appeal at The Orchard Begdale Road Elm – The Clerk conformed that a notification had been received that the Applicant had launched an appeal against the refusal of their application.

*Members noted the information.*

F/YR19/0017/F- Replacement roof to include 4no roof lights to rear single storey of existing dwelling at 8 Belt Drove Elm PE14 0BA.

*Members resolved to support the Application.*

F/YR19/0026/F – Erection of a 2 storey 4 bed dwelling with triple garage and 1 bed annexe and erection of a detached garage for Westview at land East of West View Main Road Elm.

Members resolved not to support this Application

F/YR19/0025/F – Erection of part 2-storey part single-storey side/rear extension to existing dwelling at Bath Farm 174 Fridaybridge Road Elm PE14 0AU.

*Members resolved to support the Application.*

#### 142/18 Reports from District and County Councillor(s)

Cllr. Sutton wished everyone at the meeting a Happy New Year.

He stated that he had been busy over the Christmas and New Year break with the most serious issue being a sink hole opening up in the front garden of a property in Friday Bridge so he was helping the resident to find resolution for this.

There was some broken fencing in Henry Warby Avenue which he had reported and this had been repaired. He had also seen some more in the last week or so and he had also reported this.

He further reported that a Parishioner had pointed out to him that there was a small area near the play park in the centre of Elm that was somewhat slippery when wet particularly in the Autumn and Winter due to fallen leaves. He also asked about the siting of benches in that area. He had found out there was some Section 106 money available and Members confirmed that they were happy for benches to be sited appropriately in the area. A site visit would be arranged in due course.

There is an area at the end of Colletts Bridge Lane about overgrown vegetation which is believed to be owned by Norfolk County Council. He was chasing up about getting this cleared but was struggling to get anything arranged.

He also mentioned about some trees in the Parish being planted to replace those that had been removed in the last year or so. A discussion took place about where the trees could be placed. Members resolved to discuss this at the next meeting.

A Councillor raised the issue that there seemed to be an increase in fly tipping in both Begdale Road and Wales Bank although they had been removed quickly by FDC.

#### **143/18 Open Spaces (including the cemetery) within the Parish**

An email was received from the Deputy Manager of the Elm C of E Nursery to allow children to place pebbles in the community and the Council resolved they were happy for this to be done.

The Clerk confirmed that a request had been received for the Chapel at Elm Cemetery be used for the storing of equipment by the Grounds Maintenance Contractor. Members discussed the matter. It was resolved that subject to agreeing an appropriate amount for the rental that they were happy for it to be used. The Clerk confirmed that she would speak to the Insurance Company and confirm that this allowable under the Policy. There is quite a lot of equipment that needs to be removed from the property.

#### **144/18 Police Matters**

Members discussed the report received from the PCSO and noted its contents.

#### **145/18 Poster for Noticeboards**

Members considered the request for advertising a Potato Day but decided that it did not consent to placing the Poster on the Parish Noticeboards.

#### **146/18 Use of Parish Council Email Addresses**

The issue was raised about the setting up of the Council email addresses. The Clerk confirmed that she would send a test email to everyone on their Elm PC email address and confirm that they had all been received.

#### **147/18 Change of Meeting Time**

The matter was discussed but the majority confirmed that they did not wish to change the start time of the meeting

#### **148/18 Review of Parish Complaints Procedure**

The matter was discussed including the fact the Procedure needed bringing up to date. The Clerk confirmed that this was a standard document produced by SLCC and Members confirmed they were happy with the contents. The Chairman and Clerk signed the document.

#### **149/18 Financial Matters**

- (1) **Income and Expenditure since last meeting**

| <b>ELM PARISH COUNCIL</b>       |                              |                 |
|---------------------------------|------------------------------|-----------------|
|                                 |                              |                 |
| <b>Income &amp; Expenditure</b> |                              |                 |
|                                 |                              |                 |
| <b>15th January 2019</b>        |                              |                 |
|                                 |                              |                 |
|                                 |                              |                 |
| <b>Income</b>                   |                              |                 |
| <b>Payer</b>                    | <b>Description</b>           | <b>Amount £</b> |
| National Savings                | Interest Received            | 92.63           |
| Tenant                          | Cemetery Cottage Rent        | 595.00          |
| Fenland District Council        | Concurrent Functions         | 2,640.00        |
| Cottage Rent Deposit Account    | Interest Received            | 0.36            |
| <b>Total</b>                    |                              | <b>3,327.99</b> |
|                                 |                              |                 |
| <b>Expenditure</b>              |                              |                 |
| <b>Payee</b>                    | <b>Description</b>           | <b>Amount £</b> |
| NEST                            | Clerk Pension                | 211.44          |
| Cambridgeshire Acre (VAT £9.50) | Membership Fees              | 57.00           |
| Smith of Derby (VAT £30.80)     | Clock Tower Repairs /Main    | 184.80          |
| Smith of Derby (VAT£33.40)      | Clock Tower Repairs /Main    | 200.40          |
| Idverde (VAT£206.67)            | Grounds Maintenance          | 1,240.00        |
| Fenland District Council        | Wheelie bins emptying        | 184.27          |
| CB                              | Security - Playing Field Elm | 100.00          |
| HMRC                            | Clerks' Tax & NI             | 538.40          |
| Bowers Solicitors (VAT TBC)     | Land Purchase Expenses       | 323.38          |
| Martin Heading                  | Repairs to Clock tower Lock  | 140.25          |
| CL Butcher (VAT £2.50)          | Salary & Expenses            | 544.50          |
| Tower Hall FB                   | Golden Age Fair Hire Fee     | 65.00           |
| DA Pest Control                 | Control of moles             | 60.00           |
| <b>Total</b>                    |                              | <b>3,849.44</b> |

## Budget for 2019/20

| Receipts               | £                |  | Payments  | £                |
|------------------------|------------------|--|---|------------------|
| Burial fees            | 9,000.00         |  | Clerk's costs (including travel, expenses, pension, Employer NI/HMRC contributions) | 12,500.00        |
| Agricultural holdings  | 4,000.00         |  | Agricultural holdings   | 2,000.00         |
| Concurrent functions   | 5,293.00         |  | Burial grounds  | 15,000.00        |
| Interest from accounts | 800.00           |  | Miscellaneous/general expenses  | 2,500.00         |
| Cemetery Cottage       | 7,140.00         |  | General admin costs   | 2,500.00         |
| Electricity wayleaves  | 250.00           |  | Cemetery Cottage -repairs/maintenance   | 1,000.00         |
| Estimated other income | 25,000.00        |  | Pocket parks/playing fields – repairs/maintenance                                   | 7,000.00         |
| <b>Precept</b>         | <b>41,267.00</b> |  | Open spaces – repairs/maintenance   | 7,000.00         |
|                        |                  |  | Insurances  | 3,000.00         |
|                        |                  |  | Affiliation fees  | 200.00           |
|                        |                  |  | Section 137 payments  | 5,000.00         |
|                        |                  |  | War memorials/clock tower repairs/ maintenance/cleaning                             | 500.00           |
|                        |                  |  | Street lights – electricity/repairs/maintenance/replacement                         | 15,000.00        |
|                        |                  |  | Highway safety/LHI/Bus Shelters   | 12,000.00        |
|                        |                  |  | Officer/Member Training   | 1000.00          |
|                        |                  |  | Chairman's Allowance  | 350.00           |
|                        |                  |  | Elections   | 5,000.00         |
|                        |                  |  | Auditor Costs   | 1,200.00         |
|                        |                  |  |   |                  |
| <b>Total</b>           | <b>92,750.00</b> |  | <b>Total</b>  | <b>92,750.00</b> |

### Members decided

- (1) that the income of £3,327.99 be noted and that the expenditure of £3,849.44 be authorised
- (2) Members noted the Bank Reconciliation report for December 2018.
- (3) Members noted the Quarter 3 Report.
- (4) Members decided to not agree to the moving of the street light in Rose Lane but look to see if it could be shrouded to reduce any annoyance. In respect of an additional light in Rings End, the Clerk would look into this further and report back to a future meeting.
- (5) Members discussed the Budget for the Financial Year 2019/20. It was decided to add an additional £5k to the budget amount that the Clerk had recommended for works at The Cemetery to allow for any unforeseen circumstances. The Precept was resolved to set at £41,267.00.

As previously agreed Members wished to be reminded of any previously agreed expenditure not yet made and/or invoiced for, which is detailed below:-

The Council currently have agreed expenditure outstanding in the total of approximately £12,000. This is for the following items:-

LHI Payments  
Community Centre Admin. Costs

**150/18 Defibrillator Training**

A number of Councillors and a Parishioner confirmed that they would like to receive Defibrillator training and the Clerk confirmed that she would speak to the Landlord of the Chequers in Fridaybridge to find out more information from the Charity offering this.

**151 /18 Correspondence**

An email was received about CCC business planning. Members noted this.

The Clerk confirmed that she had received details of Winter Health Packs and asked that Members let appropriate Parishioners know about it. Member noted this.

The Clerk confirmed that she had received notification of Pride in Fenland Awards and gave Members details. Members noted this.

The Clerk confirmed that she was negotiating with a Contractor to get any lights repaired that were currently not working and would report back in due course. Some lights were discussed and the Clerk noted details.

The Chairman confirmed that the next meeting was the 12<sup>th</sup> February 2019.

The meeting closed at 19.20.

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

Date:

Elm Parish Council, Antwerp House, 252 Gosmoor Lane, Elm Wisbech PE14 0EG