

# ELM PARISH COUNCIL

## MINUTES OF MEETING

20 June 2017 – 7.00 pm.

**Present:** Councillor Brand, Chairman; Councillors Mrs Dalliday, Mrs Cotterell, Pinnock, Milham

**Apologies:** Councillors Miss Ferguson, Stokes, Webb, Mrs Hopkin, Hopkin, Patrick, Mrs Davis.

**In attendance:** District Councillor Michelle Tanfield (until 19.45)

The Minutes of the meeting of 23 May 2017 were confirmed and signed.

### 15/17 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

No issues were raised.

### 16/17 Progress on actions from minutes of last meeting

#### (1) Play equipment provision in Fridaybridge (Minute 6/17 (1))

The Clerk reported that the application to WREN had been successful and the total grant awarded was £50,000. The Clerk has a number of actions to do to move the project further and will report back on progress at the next meeting.

Members decided that the situation be noted.

#### (2) Speeding across the Parish (Minute 6/17(2) refers

- (a) Councillor Pinnock reported that to date the Speedwatch team had undertaken 23 sessions spread over 29 hours. 3,952 vehicles had been "clicked" with 295 reported for excessive speed. This represented 7.5%.

- (b) Councillor Pinnock reported that he had had a meeting with the Traffic Management Officer (TMO), Cambridgeshire Police regarding the proposed speed limit reduction on the B1101 between Elm and Fridaybridge from 40mph to 30mph. The TMO has advised that whilst he believes the 40mph limit to be correct, he would not recommend to the Constabulary that it objects if formal application is made. Cambridgeshire County Council has advised that it will not fund the reduction.

**(3) Local Highway Improvements scheme – Elm (Minute 6/17 (3) refers)**

Members were reminded that Councillor Count has attended the Annual Assembly. Councillor Count had been sent copies of all relevant correspondence and was in contact with Highways Officers. A meeting would be convened as soon as possible to move the matter forward.

**(4) Local Highways Improvements Scheme - Fridaybridge (Minute 6/17 (3) refers)**

This matter would be raised at the forthcoming meeting with Councillor Count and Officers from the County Council.

**(5) Elm Football Club (Minute 6/17(5) refers)**

The Clerk reported that she had heard from Jack Clow who wanted to use the compound for a team that he was forming. They were prepared to paint the portacabin and renovate it.

Members resolved that the Club be allowed to use the compound at no cost for a period of 12 months to enable them to use their funds to carry out the works they proposed. They were also requested to ensure that the compound and car park were cleared of litter after they have played a match.

The Clerk was requested to email Mr Clow confirming the Member's decision and to do a formal letter of agreement to the Club.

The situation is to be reviewed after 12 months from the start of when the Club start using the compound.

**17/17 Police matters – PCSO Sue Clarke**

PCSO Clarke apologised for her absence due to the change in her duties in the light of the Manchester and London terror attacks. She reported the following in her email:-

- She had been covering various polling stations during the election so had been unable to cover her usual patrols in the Parish.
- During the period 01/05/17 – 13/06/2017, the following incidents had been reported in Elm and Fridaybridge:-
  - Theft of/from a Motor Vehicle – 3
  - Burglary Dwelling/Business – 2
  - Criminal Damage – 3
- Parking patrols had been carried out at Elm and Friday Bridge Primary Schools. A number of vehicles were seen to be parking illegally and Fixed Penalty Notices were issued.
- A visit was made to Fridaybridge Primary School to talk to pupils about internet safety. She is hoping to roll this out to other local schools over the rest of the summer term.

- Reports of motorbikes being ridden on the land at Cedar Way had been received. She had spoken to a number of local youngsters and also the Developer Kier who have agreed to put up fencing which is hoped to resolve the issue.

### 18/17 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. F/YR17/0469/F – Erection of a 2-storey side 4 bed dwelling with detached double garage involving demolition of existing stables – land west of Townfield House Main Road Elm.

*Resolved: That the application be supported*

2. F/YR17/0462F – Erection of a part-two storey/single storey front extension to existing dwelling – 10 Ecton Grove Elm PE14 0BN.

*Resolved: That the application be supported*

3. F/YR17/0443/F – Change of use of land to an 8no pitched traveller site involving the siting of 8 x mobile homes and 8 x touring caravans with associated works – land south of Newbridge Lane caravan Park New Bridge Lane Elm.

*Resolved: That the application be supported provided that there was no further expansion.*

4. F/YR17/0427/F – Change of use of agricultural building to 2 x single-storey 3-bed dwellings – Whitehouse Farm Coldham Bank Coldham.

*Resolved: That the application be supported*

5. F/YR17/0498/F – Erection of first-floor rear extension to existing dwelling – 11A Main Road Fridaybridge Wisbech Cambs.

*Resolved: That the application be supported*

### **Brand Associates Letter**

Members discussed the contents of the letter from Brand Associates in respect of a proposed planning application in respect of land west of Appletree House, Begdale Road, Elm.

*Resolved: That the proposed application could not be supported due to the deviation from the current street scene (currently substantial single dwelling plots) and the oversubscription of development under the Local Plan 12.*

### 19/17 Reports from District and County Councillors

Councillor Tanfield discussed the Fridaybridge play equipment and the possibility of further funds being available from the Parish Council. As exact figures for the Section 106 monies available are not known it was agreed that the Clerk would request the information from the relevant Officer at Fenland District Council and bring the details to the next meeting.

Councillor Tanfield also said that she intended to remind Members about the paperless notifications in respect of planning applications but this had previously been raised by the Clerk.

### 20/17 Open Spaces (including the cemetery) within the Parish –

Councillor Stokes was unable to attend the meeting but had informed the Clerk when verbally giving his apologies that his concerns about the old canal area between the old Post Office in Elm and Colletts Bridge Road were no longer relevant as maintenance works have been carried out.

Members discussed the Cemetery and agreed that the Contractor had improved the grass cutting and maintenance being carried out there and it was looking much improved. This also applied to the other open spaces within the Parish that the Contractor was responsible for.

Members also discussed the maintenance works to the dyke at the Cemetery. A day rate price had been obtained but Councillor Pinnock felt that this was unacceptable as the overall charge could be high. The Chairman concurred and it was agreed that further quote(s) be obtained and presented to the next meeting.

### 21/17 Cemetery Cottage

The Members read the report from the Management Agents highlighting some works required at the Cottage. This included the yearly service of the boiler; the tenants request for 7 thermostats to be added to the radiators and painting of the cottage fascias.

Members agreed that the above works be carried out and requested the Clerk arranged for quotes to be obtained.

22/17 Financial Matters

(1) Income and Expenditure since last meeting

<b>ELM PARISH COUNCIL</b>		
<b>Income &amp; Expenditure</b>		
<b>20/06/2017</b>		
<b>Income</b>		
<b>Payer</b>	<b>Description</b>	<b>Amount £</b>
National Savings	Interest Received	77.86
Maxey Grounds	Cottage Rent	523.60
<b>Total</b>		<b>601.46</b>
<b>Expenditure</b>		
<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
Fenland District Council	Street Lighting Repairs	1,324.33
Chairman's Allowance	Chairman's Allowance	166.10
Carter Cabin Hire	Hire of Disabled Toilet	144.00
RJ Warren Ltd	Grounds Maintenance	1,699.48
HMRC	Clerks' Tax & NI	467.37
CL Butcher	Salary & Expenses	949.81
R Kierman	Notice Boards cleaning	45.00
Fenweb Ltd	Admin Costs	411.60
canalbs ltd	Internal Audit Fee	173.75
FCC Recycling (UK) Ltd	Play Equipment	5,375.00
Information Commissioner	Data Protection Registration	35.00
<b>Total</b>		<b>10,791.44</b>

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

as at 31 May 2017 (in the total sum of £186,585.18), together with the figure as at 31 May 2016 (in the sum of £143,704.63).

Members decided

- (1) that the income of £601.46 be noted and that the expenditure of £10,791.44 be authorised;
- (2) that the levels of funding held within the Parish Council's bank and savings accounts as at 31 May 2017 and the position as at 31 May 2016 be noted;
- (3) to note that, after allowing for the Parish Council's ear-marked reserves (totalling £127,550.00) at 31 May 2017, the actual balance available to the Parish Council at 31 May 2017 was £59,035.18; after making further allowance for a general contingency (at the level of 104% of the 2017/18 Precept, which equates to £55,000) this reduces the actual balance available to the Parish Council at 31 May 2017 to approximately £4,035.18.
- (4) resolved that the Council change their Bank to TSB.

### **23/17 Archiving of Parish Minutes**

Members noted the details received from the County Council in respect of the archiving of records in particular Committee Minutes. However Councillor Pinnock requested that this issue be put back to a later meeting due to the current workload of the Clerk.

Members noted the situation and agreed to that course of action.

### **24/17 Governance & Policies**

The "Lone Working Policy" and proposed amended "Financial Regulations" which had been circulated prior to the meeting were considered and IT WAS RESOLVED that these be accepted subject to minor amendments suggested by the Clerk and to be agreed on behalf of the Council by Councillor Pinnock.

### **25/17 Workplace Pension (Minute 12/17 refers)**

The Clerk was requested to leave the room while the matter was discussed.

After briefly discussing the matter, Members requested that as there were only five Councillors present that the matter be put back to the meeting in July.

## 26/17 Correspondence

### Street Naming

An email had been received from the officer at Fenland District Council dealing with Street Naming and Numbering.

A request had been received for the name of the new development at Meadowcourt Main Road Elm to be called Meadowcourt Gardens.

Members resolved that the requested street name application be supported.

### Internal Auditor Report

The report from the Internal Auditor was considered. Councillor Pinnock stated that he considered some of the comments relating to the Budget were unwarranted as he considered that the budget preparation made by the ex-Clerk and the current Clerk to be satisfactory.

The Clerk confirmed that she had received notification from HMRC that the VAT requested for refund was due to be paid into the Council's bank account in the next few days.

Other issues raised by the Auditor were noted and would be acted on accordingly.

Members resolved the the Report and comments by Councillor Pinnock and the Clerk be noted.

### Solicitor's Letter – Elm Cemetery

A letter was received from the Council's solicitor confirming the costs for the Land Registry legal work to be carried out in respect of the Title to the Cemetery.

Members resolved that the costs were approved and the Clerk would liaise with the Solicitors to finalise the work required.

### Paperless Notifications

The Clerk reminded Members about planning applications being paperless from the 1<sup>st</sup> July 2017.

It was agreed that the Clerk would set up the Clerk email to receive automatic notifications of planning applications from the District Council and notify Members of any new applications relating to the Parish so that they could go on line to view them. She agreed to let Councillor Cotterell have hardcopies of the applications prior to the monthly meetings.

### Date of Next Meeting

Members were reminded that the next meeting of the Parish Council is scheduled for 18 July 2017, to commence at 7.00pm, at the Parish Council office Begdale Road, Elm.

**Meeting finished at 8.45 pm**

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

Date: