Little Downham Parish Council

Ms K Palmer
Clerk to the Council

Cllr Dale Parson
Chairman

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Minutes of the Meeting of Little Downham Parish Council held on Thursday 10th November 2022 at 19:30 in Pymoor Social Club

Present: Councillors
D Parson (Chairman)
R. Maxey A. Martin
G. Taylor P. Spofforth
A Butcher M. Taylor
J. Barker K. Hills
O. Winters

In attendance: Kate Palmer (Clerk to the Council)
Also Present – Cllr Dupre, Cambridgeshire County Council

1	120/22	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1)) Cllr Spofforth
2	121/22	**To record any declarations of interest:** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations) **None**
3	122/22	**Minutes of previous Meetings** LGA 1972, sch 12, para 41 - To approve the Minutes of the meeting held on 6th October 2022. – **RESOLVED** to accept the minutes as a true record. Cllr Winters stated he had not read the minutes
4	123/22	**Public Participation –** *To adjourn the meeting to hear from residents present to a maximum of 10 minutes and Councillors that have declared prejudicial interests, to address the meeting in relation to items on this agenda. Subsequently, the meeting may be interrupted at the Chairman's discretion for public comments relating to a specific item.* **None**
5	124/22	**Finance:** i) To consider the monthly payments schedule as presented. – It was noted by Cllr Maxey that Truelink had cut down a tree in the LNR by accident. Clerk to report this. **RESOLVED** to accept the payments as presented. Cllr Owen ii) To consider and approve costs involved in preparing the 2021/22 accounts for a new Internal Auditor and supporting the 2022/23 accounts ready for inspection. **RESOLVED** to engage the support required to prepare the finances ready for inspection.
6	125/22	**County and District Councillor Reports:** i) County Councillor Report – Cllr Dupre gave her report verbally, as copied below. ii) District Councillor Report – Not present. **19:54 The Chairman asked for Cllr Winters to be removed** **7 in favour** **2 abstained** **The Chairman suspended the meeting and asked Cllr Winters to leave. Cllr Winters refused stating the police would have to be called. The Chairman then called the police who were unable to attend within a reasonable time. The Chairman then cancelled the meeting at 20:05 and no further business was transacted.**
7	126/22	**Clerks Report:** To consider the report and respond to any requests made.

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		Report attached.
8	127/22	**Planning Applications/Decisions/Appeals:** To consider and comment on new applications, amendments or appeals received. To note any decisions made or discuss any notice of pre-application stage proposals. List attached
9	128/22	**Council Matters** i) Update on hiring Myles Meadow and Holt Meadow for grazing horses.
10	129/22	**Parish Council Land and Assets** i) All Weather Court Refurbishment – to consider appointing SSL Sports Pitch Consultants to undertake the Tender process for the required new surface at the facility as per Phase 2 of their fee proposal. This is at a cost of £3,660.00. ii) To consider costs for repairing safety surfaces at LD Play Area as per Safety Inspection Report. Quotes attached.
11	130/22	**Parish Matters** i) Pymoor Village Sign – update on quote process ii) To review the Sustrans Feasibility Study, Ely-Little Downham Route and respond.
12	131/22	**Highways Matters** i) LHI Scheme, B4114 – update on solar studs' installation along Ely Road. ii) TTRO Application, Pymoor – to review and comment where necessary.
13	132/22	**Ouse Washes:** Rolling item to update and inform Council when updates are available.
14	133/22	**Internal Drainage Board:** (i) To discuss the IDBs proposed works along Hurst Lane. Information to follow. (ii) Consider request the IDB install marker boards – deferred from September meeting.
15	134/22	**Warm Hub Initiative:** To update Members on the position of the scheme and next steps required.
16	135/22	**Matters to Share or Inform the Next Meeting:** Verbal only, no decisions can be made.
17	136/22	**To confirm the date of the next Meeting** Full Council – 1st December 2022 – Pymoor Social Club, Pymoor. **Please see the website for meeting location details www.littledownham.net** **Press and Public Welcome**
18	137/22	**Close of Meeting**

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SUPPORTING DOCUMENTS

Item: 122/22

Minutes of the Meeting of Little Downham Parish Council
held on Thursday 6th October 2022 at 19:30 in Pymoor Social Club

Present: Councillors
D Parson (Chairman)
R. Maxey A. Martin
G. Taylor P. Spofforth
A Butcher M. Taylor
O. Winters

In attendance: Kate Palmer (Clerk to the Council)

1	102/22	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1)) K. Hills, J. Barker, J. Waters – RESOLVED to accept the apologies.
2	103/22	**To record any declarations of interest:** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB

		this does not preclude any later declarations) Cllr G Taylor – Item 110/22 (i) – Personal Interest.
3	104/22	**Minutes of previous Meetings** LGA 1972, sch 12, para 41 - To approve the Minutes of the meeting held on 1st September 2022. **RESOLVED** to accept the Minutes as a true recording of the meeting.
4	105/22	**Public Participation –** *To adjourn the meeting to hear from residents present to a maximum of 10 minutes and Councillors that have declared prejudicial interests, to address the meeting in relation to items on this agenda. Subsequently, the meeting may be interrupted at the Chairman's discretion for public comments relating to a specific item.*
5	106/22	**Finance:** iii) To consider the monthly payments schedule as presented. **RESOLVED** to accept the schedule as presented with the Clerk given approval to renew the annual insurance if no better price can be attained. **Payments Made Since Last Meeting:** Date Paid: 25/09/2022 Salaries - September £2,259.57 £2,259.57 September Payroll 25/09/2022 HMRC £910.82 £910.82 PAYE Contributions 09/09/2022 Barclaycard £160.00 £160.00 Memorial Wreaths **Payments for Approval:** Date Paid: Payee: Net VAT Gross Details 07/10/2022 Fenland Spirit Services £266.25 53.25 £319.50 Mower Service 07/10/2022 Little Downham VH £15.00 £15.00 Hall Hire - Cons. Group 07/10/2022 Little Downham VH £270.00 £270.00 Book Café 07/10/2022 Payroll - October £2,250.00 £2,250.00 Staff Salaries 07/10/2022 Cambs Pension Fund £2,084.32 £2,084.32 Jun-Sept Contributions 25/10/2022 Cambs Pension Fund TBC TBC October Pension Contr 25/10/2022 HMRC TBC TBC PAYE Contributions 07/10/2022 K Palmer £133.93 £133.93 Clerks Expenses 07/10/2022 AJ Gallaghers £2,906.13 £2,906.13 Insurance 07/10/2022 Stevenson Tree Services £180.00 36.00 £216.00 Tree cutting - LD Rec 07/10/2022 Internal Drainage Board £81.20 £81.20 Agricult. Drainage Rate **Direct Debits in the Month:** 15/08/2022 Anglian Water £6.26 £6.26 Pingle Wood Water 26/08/2022 WAVE £17.73 £17.73 LD Recreation Water 16/09/2022 EDF £516.12 £516.12 LD Pavilion & Rec 26/09/2022 DRAX Energy £57.09 £57.09 Street Lighting Total £12,114.42 £89.25 £12,203.67 **Receipts:** 30/09/2022 ECDC Precept £45,235.00 05/10/2022 UKPN - Wayleave £5.00
6	107/22	**County and District Councillor Reports:** iii) County Councillor Report – Not present. iv) District Councillor Report – Cllr Bailey advised that GCP will be consulting on the introduction of improved bus services but then bring in congestion charging to cover the costs of this. Cllr Bailey asked for the PC to formally respond to the consultation**.** Proposal is a £5 daily charge during the week, 7-7pm and lorries £50 per day. Park & Rides are not included. ECDC is objecting. Stagecoach is withdrawing 18 bus services some of which impact East Cambs. The combined authority is aiming to support this until the end of the financial year. LD and Pymoor not affected. ECDC has launched support for those affected by the cost-of-living increases. ECDC has updated its land supply position and has over 7 years of land supply. The Growth and Infrastructure Fund closes on the 7th of October 2022. Waste collection service has had some upheaval in recent months but it is being resolved and things are getting back to normal. Cllr Maxey asked about the Transport Consultation from the GCP which Cllr Bailey explained in detail for Council to better understand. Cllr M Taylor spoke to Cllr Bailey about crop pollution from sewage leaking into catch waters.
7	108/22	**Clerks Report:** To consider the report and respond to any requests made. The report was noted with comments and discussions as required.
8	109/22	**Planning Applications/Decisions/Appeals:** To consider and comment on new applications, amendments or appeals received. To note any decisions made or discuss any notice of pre-application stage proposals**. See list below**.
9	110/22	**Council Matters** ii) To consider a request for hiring Myles Meadow and Holt Meadow for grazing horses. Members discussed the proposal with the general view being it was acceptable on the basis that appropriate fencing was installed and the land was checked to ensure field rotation was done well. **RESOLVED** to offer an annual permit for both meadows at a cost of £700pa plus water costs. iii) To consider a request for Council support for installing the Christmas Tree at Little Downham and decorating the tree safely. Costings attached. **RESOLVED** to set up a Christmas Tree sub-committee with a budget of £600 for both LD and Pymoor. The Sub-Committee will have Cllr Parson with lay members Mr & Mrs Dean and the Parish Clerk initially.

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10	111/22	**Parish Council Land and Assets** iii) All Weather Court Refurbishment – the Clerk gave an update on the unforeseen works that have been found. Council agreed to commission a consultant's report. **RESOLVED** to appoint SLL Consultants and contact the Council's insurers. iv) Basketball Court Update – defer to 3-months' time. Clerk to let residents know via parish magazine and social media. v) To consider costs for repairing safety surfaces at LD Play Area – **RESOLVED** to defer this to next meeting.
11	112/22	**Parish Matters** iii) Pymoor Village Sign – update on quote process – deferred to next meeting. iv) CCC Transport Strategies Consultation – to note and consider commenting.
12	113/22	**Highways Matters** iii) LHI Scheme, B4114 – update on solar studs' installation along Ely Road.
13	114/22	**Ouse Washes:** No update.
14	115/22	**Internal Drainage Board:** (iii) To discuss the IDBs proposed works along Hurst Lane. Members discussed the information given and were of the view the work needed to be done and were willing to support it if it was done correctly. Clerk to feed this back to the IDB. (iv) Consider request the IDB install electronic marker boards. Clerk to ask the IDB to request funding from Cllr Dupre to do this. It was also noted that there was a seat on the IDB for the PC to put forward. Cllr Butcher put himself forward to go on and Council were agreed that Cllr Butcher would be ideal.
16	116/22	**Warm Hub Initiative:** To update Members on the position of the scheme and next steps required. Members discussed the scheme and it pros and cons. Cllr M Taylor felt it missed many residents who couldn't attend the hub due to transport/age. **Cllr Parson had to leave the meeting at 9.13pm and Cllr Maxey took the Chair.** Cllr Maxey proposed the Warm Hub be the first step towards supporting residents and use that to extend the support to all residents who need it. This was agreed. Clerk to get more information on funding and report back to Council.
17	117/22	**Matters to Share or Inform the Next Meeting:** Verbal only, no decisions can be made. Cllr Martin asked about the future of the parish magazine. Cllr Maxey responded.
18	118/22	**To confirm the date of the next Meeting** Full Council – Thursday 1st December 2022 – Pymoor Social Club, Pymoor. **Please see the website for meeting location details www.littledownham.net** **Press and Public Welcome**
19	119/22	**Close of Meeting.** Meeting closed at

Item No. 108/22 – Clerks Report

1) The new benches for the conservation area and Pymoor play area are now in situ and are well received. Thanks go to the handyman, Cllr Barker and Cllr Parson for their support and manpower to get them built and put in their allocated places.
2) The cost of the broken window in the pavilion has not been repaid. The parent is now working with me to pay in instalments as they have said they are experiencing financial hardship.
3) The wreaths of remembrance for HM Queen Elizabeth were well received by residents as was the book of remembrance that was placed in the foyer of the Village Hall. I have thanked the VH Committee for their support in allowing that space to be used.
4) The MUGA has taken a lot of time given the seriousness of the situation. I am grateful for all the support and help I, and Council, have had from the FA who are working cwith me to see if more funding can be sourced.
5) I have been doing a lot of work on the finances and been getting a lot of support from SCRIBE to get the accounts in a position to close 2021/22 and give up-to-date figures for 2022/23 and prepare the budget for 2023/24 accounts. As Council know this has not been helped by not having access to all the bank accounts still but this is slowly being resolved.
6) I have had an excellent tour of the PCs open spaces from Cllr Maxey. I think there is more to learn but this has helped my understanding and knowledge of the Council's assets hugely. I am grateful for his time and knowledge that he so willingly shared.
7) I met with Cllrs Maxey and Mark Taylor to liaise with the IDB about their planned urgent works along the North of the LNR. It was interesting and helpful to understand the system more and then appreciate the level of work required to free up the ditches. This will be presented to Council as part of the main meeting. Thanks again to Cllr Maxey and Cllr Mark Taylor for their time and support in joining me at that meeting and their excellent knowledge.
8) I have attended the Book Café Committee meeting and will continue to do so not that I have more time spare to commit to that. Their AGM is coming up soon. I will attend that also. I shall also be visiting the Café more frequently and letting residents know that I am present there should they wish to speak to the Clerk. It would be great if one or two Councillors would also be present as it is such a local hub and I am sure residents would appreciate it.

Item No. 109/22 - Planning Applications

22/01120/FUL - 56 Main Street Pymoor - Construction of single storey rear extension. **NO COMMENT**
22/00843/FUL – 31 Cannon Street, Little Downham - Proposed rear extension and internal alterations. **SUPPORT but note the comment from 29 Cannon Street and agree with them.**
22/00893/FUL - Holly Tree Cottage 96 Main Street Little Downham - Single storey rear extension. **NO COMMENT**

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22/01038/FUL - 1 Matthew Wren Close Little Downham - Proposed conversion of the existing 2no. domestic outbuildings from a microbrewery (B2 use class) back to residential use. The outbuildings combined have a floor area of c.15sqm. – COMMENT – More information required from applicant on the proposed use of the building under the term of residential use.

Decisions
22/00855/FU – 4 Main Street, Pymoor - Demolition of single storey side extension and construction of new 2-storey side extension, plus installation of photovoltaic array. **APPROVED**
22/00631/FUL – 9a Townsend, LD - Render existing garage and extend roof overhang – **APPROVED**

Amendments
21/01156/FUL - Alpaca Lifestyle Farm First Drove Little Downham - Application for the continued occupation of a temporary residential building - An amended plan/additional information has been received for this application. The amendment involves "A reduction in the red line of the site to include only the mobile home and associated structures". An amendment to the proposal description now reads: "Application for the continued occupation of a temporary residential building". – NO COMMENT

Item 124/22
Information to follow.

Item 126/22 - Clerks Report - November 2022

1) The cost of the broken window in the pavilion has still not been repaid. The person involved agreed to begin to pay in instalments last month and would pay more once they had sold some items to raise the money. Nothing has been received so I have contact them. They have again stated financial difficulties and asked for patience but I believe a smaller repayment plan is needed so I have suggested smaller amounts each month to stop this being escalated to a small claims court or for me to repeatedly chase them for money which is stressful for us both. An agreement has been made for £20 per month commencing on or around the 10th of November. I shall keep Council informed.

2) The MUGA has had the consultant from SSL look and the report has been shared with Council already. To see what funding can be accessed we need to know how much it will cost to replace the surface. Having spoken with the Football Foundation they are not able to offer any funds without clear costings and they are also not willing to use the funds already granted to do a repair job to enable the carpet to be laid knowing it will be ineffective and won't offer a long-term facility. I do not believe there is any other choice than to go out to tender for a replacement surface and do what we can to get the funding from as many available platforms as possible. This is an agenda item to request approval for SSL to undertake this work as they have the relative expertise.

3) The bulk of the work the IDB proposed to do has now been completed. I believe some planting and surface works remain. Cllr Maxey was very supportive during that time in giving them access and monitoring, I am grateful for that and the feedback I got from him.

4) Due to the previously advised issues with both the lost accounts and the internal auditor, I need some support to assist with getting the accounts in order ready for inspection. I have sourced a recommended former RFO with lots of experience of SCRIBE to do a thorough health check and help me get the finances to where they should be ready to appoint a new IA.

5) Having tried to source a grazing permit template for horses I was led to believe that Council will need to apply for planning permission. Following a conversation with ECDC this has now been confirmed. I am in the process of completing this application but it is expected to take between 8-10 weeks to get a response. I have let the person who wanted to hire the fields know this and that they are able to hire them from the time we get permission to do so. I asked Council if they wish me to go ahead and only got 3 responses. This is an agenda item.

6) I have asked all Councillors to send me an email from their new PC email accounts. So far only two Cllrs have done so. Please can you do this so I can check why I am getting some email returned. Thank you.

7) I have responded to a request from ECDC to share information on how the PC supports vulnerable members of its community. As it stands, we do not offer any service or facilities for any of their categories but I have asked how they think we could and how we would access those who need that support.

8) Cambridgeshire County Council is offering ***Cultivate Cambs*** grants of **between £2,000 to £15,000 for new initiatives that support** adults & older people with care and support needs and children, young people & families, to live independently, safe and well in thriving and inclusive communities. Examples of this are: Community Youth Worker, Good Neighbour Scheme, Men's Shed, Community Warden, Enhanced Community Food Project. If Council see a need for anything like this, please let me know and we can get some pre-application advice.

9) SCRIBE has informed me there will be a price increase from next April of £7.80 per month.

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Item 127/22: - Planning

Planning Decisions
22/00843/ FUL – 31 Cannon Street, Little Downham - Proposed rear extension and internal alterations. – **APPROVED**
22/01038/FUL – 1 Matthew Wren Close, Little Downham - Proposed conversion of the existing 2no. domestic outbuildings from a microbrewery – **APPROVED**
22/00893/FUL - Holly Tree Cottage, 96 Main Street, Little Downham - Single storey rear extension - **APPROVED**

Amendments
22/01262/VAR - 5 Third Drove Little Downham - To vary Conditions 1 (Approved plans), 7 (soft landscape works), 8 (boundary treatments), and 13 (biodiversity improvements) of previously approved 20/01416/VAR To vary Condition 1 (Approved drawings) of previously approved 20/00745/FUL for construction of replacement dwelling and garage.

Appeals
APP/V0510/W/22/3292372 - 10 Fourth Drove, Little Downham – **DISMISSED**
129/22 (i) – All Weather Court/MUGA
Fee schedule attached.

129 (ii) Play Area Repairs
Costings attached.

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