Little Downham Parish Council

Mr Dale Parson
Chair to the Council

Ms K Palmer
Clerk to the Council

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Minutes of the Little Downham Parish Council Full Council meeting held on Thursday 1st June 2023 in Little Downham Book Café

In attendance:

Cllrs D. Parson, R. Maxey, J. Waters, C. Scott, J. Barker, P. Spofforth, M. Taylor, G. Taylor

Also in attendance: K. Palmer, Clerk to the Council

1	085/23	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1)) RESOLVED to accept the apologies from Cllr Butcher and Cllr Waddelow
2	086/23	**To record any declarations of interest:** Cllr Scott – Pecuniary Interest for 23/00440/FUL Cllr Waters – Personal Interest for 23/00440/FUL
3	087/23	**Minutes of previous Meetings:** LGA 1972, sch 12, para 41 P - **RESOLVED** to accept the Minutes of the Meeting as presented by the Clerk.
4	088/23	**Public Participation Session** No public present
5	089/23	**District and County Councillors Reports:** i) County Councillor Annual Report – Not in attendance. ii) District Councillor Report – Not in attendance.
6	090/23	**Finance:** i) To approve the monthly payment schedule as presented. *A list will be sent nearer the meeting to ensure as many payments as possible are included to avoid delays.* **RESOLVED** to approve the payments as presented.
7	091/23	**Clerks Report:** The Clerk read out her report. The Chairman advised the Clerk would need additional hours to handle the current workload. To go on the next agenda.
8	092/23	**Planning Applications/Decisions/Appeals:** List with comments below. **Applications** 23/00358/FUL - Denmark Farm 3 Straight Furlong Pymoor - Proposed office building following removal of existing outbuilding. **NO COMMENT** 23/00387/FUL – 4 Second Drove, Little Downham - Single storey side extension. **NO COMMENT** 23/00426/FUL – 9 Martins Lane, Little Downham - Proposed extension above existing outbuilding and garage conversion. **NO COMMENT** 23/00583/AGN – Dunkirk Farm, Downham Common, Little Downham – proposed agricultural storage barn. **COMMENT** - On previous occasions the PC has advised other AGN applications were inappropriate but it was approved regardless. An enforcement notice then followed. The PC want ECDC to ensure the application is true to the nature of the purpose of an AGN application and used for agricultural reasons only. 23/00440/FUL – 6 Bishops Close, Little Downham – single storey extensions to side and rear – Cllr Scott left the room due to a pecuniary interest. **NO COMMENT** 23/00233/FUL – Greenfields, 13 Black Bank Road, Little Downham – Amendment to application for demolition of derelict buildings, change of use to paddocks and construction of

		manege with associated stores. Amendments are to 1. Biodiversity improvements, 2. Photos of derelict barns. **NO COMMENTS**
9	093/23	**Council Matters:** i) Update on utility contracts – The Clerk advised on new contract. ii) Update on streetlights contract – The Clerk advised on new contract. iii) To adopt the Civility and Respect Pledge for Parish Council's **RESOLVED** to adopt the Pledge with immediate effect. iv) To consider adopting 5 key areas of addressing Climate Change. **i) Declare a climate emergency**. **ii) Work with us to help improve electric vehicle charging infrastructure locally.** **iii) Redraft neighbourhood plans to encourage community renewable energy developments like wind and solar schemes, support active travel and place new requirements on landlords and developers to improve energy efficiency.** **iv) Publicly state support for divestment from fossil fuels.** **v) Support and Facilitate Wildlife Conservation and Ecosystem Restoration locally.** Cllr Maxey gave an overview of the Key Areas to Council. Members discussed the 5 key areas in detail and discussed the pros and cons of adopting them all. There were varying opinions on how it would benefit the Parish to adopt them. It was suggested the 5 areas are aspirational only and could be used when making Council decisions. The other view was that they can be done regardless of adopting the 5 key areas. One view was that as a PC indicating the aspirations around the direction the world needs to go to build up to supporting climate change. **RESOLVED** to adopt all 5 key areas with immediate effect.
10	094/23	**Parish Council Land and Assets:** i) To update members on the insurance claim for the sports pavilion. ii) To update members on the insurance claim for the car park barrier. iii) To consider giving the Clerk delegated approval to appoint a contractor to deal with urgent tree work identified in the Tree Survey. **RESOLVED** to give the Clerk authority to appoint a contractor to tend to urgent works to two trees.
11	095/23	**Parish Matters:**
12	096/23	**Sub-Committee Reports/Recommendations for Full Council:** i) To receive the Minutes from the Play Area Facilities Sub-Committee (attached) and consider the recommendations within it. The Clerk advised they hadn't been approved yet so couldn't be considered. ii) To consider quotes for safety works to LD Play Area and appoint a contractor. The Clerk advised some of the quotes hadn't been returned so would be deferred to next meeting.
13	097/23	**Highways Matters:** I) Request for LHI application for new village entry gates for LD and Pymoor. – All in favour for the Clerk to apply for an LHI if required.
14	098/23	**Ouse Washes/IDB:** i) To update Members on recent meetings attended, if any. Cllr M Taylor advised there hadn't been any meetings to report from but would be by the next meeting.
15	099/23	**Matters to Share or Inform the Next Meeting:** Verbal only, no decisions can be made. Hedge down Lawn Lane – Deferred to July Meeting.
16	100/23	**To confirm the date of the next Meeting** **Full Council** – 6th July 2023. Pymoor Social Club **Please see the website for more details. www.littledownhamparishcouncil.gov.uk**
17	101/23	**Close of Meeting**

SUPPORTING INFORMATION

Item 087/23 – Minutes of Annual Council Meeting held at 7pm on Thursday 11th May 2023 in Pymoor Social Club

Present: Cllr Parson, Cllr Maxey, Cllr Barker, Cllr G Taylor, Cllr Spofforth, Cllr Butcher, Cllr Waters

Also Present: Kate Palmer, Clerk to the Council, Cambridgeshire County Councillor Lorna Dupre and ECDC Cllr Anna Bailey.

1	060/23	**Election of the Chairman for Municipal Year 2023/24** **RESOLVED** to appoint Cllr Parson to be Chairman for the Municipal Year 2023/24.
2	061/23	**Signing of Declaration of Acceptance of Office**
3	062/23	**Election of the Vice Chairman for Municipal Year 2023/24** **RESOLVED** that Cllr Maxey be appointed as Vice Chairman for the Municipal Year 2023/24.
4	063/23	**Vice Chairman to sign Declaration of Acceptance of Office**
5	064/23	**Councillors to sign Declaration of Acceptance of Office**
6	065/23	**Policies and Procedures:** To review and adopt Standing Orders for 2023/24 To review and adopt Financial Regulations for 2023/24 To review and adopt Financial Risk Assessment for 2023/24 To review and adopt Code of Conduct for 2023/24 To review and adopt Dignity at Work. Bullying and Harassment Policy for 2023/24 To review and adopt Communications Policy for 2023/24 To review and adopt Child & Vulnerable Adult Protection Policy for 2023/24 To review and adopt Conflicts of Interest Policy for 2023/24 To review and adopt Publication Scheme for 2023/24 To review and adopt Grievance Procedure for 2023/24 To review and adopt Balloon & Sky Lantern Release Policy for 2023/24 To review and adopt CCTV Policy for 2023/24 To review and adopt Code for Handling General Complaints Policy for 2023/24 To review and adopt Code for Handling Code of Conduct Breaches for 2023/24 To review and adopt Privacy Notice for 2023/24 To review and adopt Contractors Policy for 2023/24 To review and adopt Credit Card Policy for 2023/24 To review and adopt Crime & Disorder Policy for 2023/24 To review and adopt Disciplinary and Dismissal Procedure for 2023/24 To review and adopt Grievance Procedure for Employees for 2023/24 To review and adopt Email Contact Privacy Notice for 2023/24 To review and adopt Equality Policy for 2023/24 To review and adopt Freedom of Information Request Procedure for 2023/24 To review and adopt Grants Policy for 2023/24 To review and adopt Health & Safety Policy for 2023/24 To review and adopt Information Data Protection Policy for 2023/24 To review and adopt Investment and Loans Policy for 2023/24 To review and adopt Management of Transferable Data Policy for 2023/24 To review and adopt Online Payment Policy for 2023/24 To review and adopt Pension Discretions Policy for 2023/24 To review and adopt Press and Media Policy for 2023/24 To review and adopt Records Management Policy for 2023/24 **RESOLVED** to adopt the Minutes as amended.
7	066/23	**To Consider and Appoint Representative to the following Committees/Bodies for Municipal Year 2023/24:** Personnel Committee (3) – **RESOLVED** to appoint Cllr Spofforth, Cllr G Taylor & Cllr Maxey Book Café Subcommittee (2) – **RESOLVED** to appoint Cllr Maxey & Cllr Waddelow Downham Parish Conservation Group (1) – **RESOLVED** to appoint Cllr Barker Village Hall Committee (1) – **RESOLVED** to appoint non-Council Rep Amber Collins Downham Parish Magazine (1) – **RESOLVED** to appoint Cllr Maxey and Cllr Travers Downham Feoffees Charity (5) – **RESOLVED** to appoint non-Council Reps Ellie Butcher, Denise Maxey
8	067/23	**To Consider and Appoint Member/s to the following Roles for Municipal Year 2023/24:** Parish Council Child Protection & Vulnerable Adult Lead/s – Cllr Spofforth and The Clerk Parish Council Health & Safety and Council Buildings Lead/s – Cllr M Taylor Parish Council Land and Open Spaces Lead/s – Cllr Barker Parish Council Audit and Finance Lead/s – Cllr Maxey Parish Council Website Lead/s – Cllr Butcher
9	068/23	**To Agree Dates and Venues for Council Meetings for Municipal Year 2023/24** **RESOLVED** to hold meetings equally between Little Downham Village Hall and Pymoor Social Club for the Municipal Year 2023/24. Annual Council Meeting Closed at 19:09

MAY FULL COUNCIL MEETING AGENDA

1	068/23	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1)) None
2	069/23	**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 Parson declared a **personal** interest in the planning application for the replacement of the Corkers Crisps factory. Cllr G Taylor declared a **pecuniary** interest in the planning application for the replacement of the Corkers Crisps

		factory.
3	070/23	**Minutes of previous Meetings** LGA 1972, sch 12, para 41 - To approve the Minutes of the meeting held on 7th April 2023 and the Extraordinary Meeting held on the 4th of May 2023. **RESOLVED** to accept the Minutes from the April Full Council meeting as presented. Cllrs Maxey and Spofforth abstained as they weren't present. **RESOLVED** to accept the minutes of the extraordinary meeting on 6th May as presented.
4	071/23	**Public Participation –**. There were 7 members of the public present. One resident spoke about the policies on the website and that the Minutes of the meeting don't show up on the website. The Clerk confirmed they were visible to her which was confirmed by Cllr Butcher who could view them.
5	072/23	**To Consider Applications for Co-Option to the Parish Council** – Members voted through a ballot system to fill 4 seats from 5 applicants. Through a majority of votes the following applicants were appointed as Councillors: Mark Taylor Fiona Waddelow Clare Scott Peter Travers The new Councillors signed their Declaration of Acceptances of Office and joined the table and proceeded to be part of the meeting.
6	073/23	**District and County Councillors Reports** iii) County Councillor Annual Report – Attached Cllr Dupre gave her monthly report to Members. Cllr Parson queried the progress with the proposal for the Cambridge Congestion Charge. Cllr Dupre advised they were awaiting the outcome of the public responses. Cllr Butcher queried if Black Bank Road was going to be a priority for repair as it was so bad. Cllr Dupre advised the budget per year was £30m which was nowhere near enough to make the repairs needed. Cllr Butcher asked when East Cambs would get some investment like other Districts have received. The Chair and Cllr Butcher pushed Cllr Dupre to represent them and the area to get more funding for the roads because the roads were so dire. Cllr Butcher questioned if the actual cost was even known. iv) District Councillor Report – Cllr Bailey congratulated Members who had been elected and expressed her thanks to the electorate for electing her for another term. Cllr Bailey advised the state of the roads is a very hot topic with residents and has written to the ECC Leader about it. The response was not positive and advised there are 9 roads that need serious structural work and believes a review is required and question if East Cambs is getting a fair amount of funding. The recycling service is being transferred to oil run vehicles and aim to offer a separate food waste collection. £840k funding received from Government and have launched a scheme called Pride of Place East Cambs for local areas to be improved and tidied up. Cllr Spofforth asked if the money put aside for St Mary's was CIL which Cllr Bailey confirmed. Cllr Spofforth also questioned election.
7	074/23	**Finance:** ii) To approve the monthly payment schedule as presented. *A list will be sent nearer the meeting to ensure as many payments as possible are included to avoid delays.* **RESOLVED** to accept the payments schedule as presented. iii) To consider a grant application for funding from LDYA – Members agreed to request the applicant to attend a PC meeting to answer questions from Cllrs. **iv)** To consider the increase in costs for grass cutting. – **RESOLVED** to accept the increase of 9%.
8	075/23	**Clerks Report** – The Clerk gave a verbal report advising their had been an issue with a street light identified as the PCs but not showing on the inventory and updated Members on general work tasks completed in the month.
9	076/23	**Planning Applications/Decisions/Appeals:** List with comments below.
10	077/23	**Council Matters:** v) Update on utility contracts – deferred to June meeting. vi) Update on streetlights contract – deferred to June meeting. vii) Update on banking arrangements - deferred to June meeting.
11	078/23	**Parish Council Land and Assets:** iv) To update members on the insurance claim for the sports pavilion and review the quotes submitted for internal alterations. **RESOLVED** to accept the revised quotes submitted for the internal alterations to the pavilion. v) To update Members on the insurance claim for the height barrier at LD Rec. – **Deferred to June meeting.** vi) To consider extending the grass cutting contract for a further 12 months. – **RESOLVED** to extend the contract until 31st March 2024 and then re-tender for a further 3 years contract. vii) To consider the Tree Survey results and quotes for a Long-Term Agreement for the maintenance and management of all trees within Council's ownership and responsibility. **Deferred to June meeting.** viii) To discuss and agree on the costs for the MUGA and decide on appointing a contractor for the works whilst applications for funding are ongoing. – Members had a lengthy discussion about the works and the costs involved following the tender process. Cllr Maxey proposed expenditure be delegated to the Clerk to approve updated quotes to the value of £135,000. Seconded by Cllr Travers. All in favour. **RESOLVED** to appoint the recommended contractor to undertake the base works up to the value of £135,000. All in favour.
12	079/23	**Parish Matters:**
13	080/23	**Highways Matters –** II) Request for LHI application for new village entry gates for LD and Pymoor. – **DEFERRED** to June meeting.

14	081/23	**Ouse Washes/IDB** - ii) To update Members on recent meetings attended, if any.
15	082/23	**Matters to Share or Inform the Next Meeting** Verbal only, no decisions can be made.
16	083/23	**To confirm the date of the next Meeting** **Annual Meeting of the Parish –** Tuesday 16th May, Little Downham Village Hall, 7.30pm **Full Council** – 1st June 2023. Pymoor Social Club **Please see the website for meeting location details. www.littledownhamparishcouncil.gov.uk Press and Public Welcome**
17	084/23	**Close of Meeting – 21:58**

Item 091823 – Clerks Report

Item 093/23 (iii) – Civility and Respect Pledge for Town and Parish Council's and Welsh Counterparts

By signing the Pledge, the council is agreeing that the Council will treat Councillors, Clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff.
- Has signed up to the Code of Conduct for councillors.
- Has good governance arrangements in place including staff contracts and a dignity at work policy.
- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment, if, and when it happens.
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme**.**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Project Work Streams

The group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organised into six project workstreams that will deliver on the mission statement. These are: Training. Governance. Intervention. Legislative. Collaboration. Enabling.

One of the key aims of the civility and respect project has been to deliver training support for councillors, clerks, and employees who experience difficulties with bullying and harassment and to start to address some of the causes of poor behaviour. NALC recognise that times and dates for webinars and training courses do not always suit the busy schedules of local council members and employees and that a blended approach is often needed to share vital information.

E-learning enables councils to respond quickly to learners' needs, with flexibility and without having to organise physical training with fixed times and dates. Several county associations already offer a comprehensive range of e-learning options for clerks and councillors, and NALC is now pleased to be able to extend this further.

NALC is working with Nimble, online learning specialists, to enable councils access to a suite of engaging online learning at affordable prices available to everyone across our sector. Clerks and councillors in most areas can enrol and pay for courses online.

Item 093/23 (iv)
At the East Cambridgeshire Parish Council conference on 3rd of May 2022 our Group's Co-Chair, Jethro Gauld, presented our five climate asks for Parish Councils in response to the climate emergency. The presentation from the conference is attached.

We are following up with you to see if you and the parish you represent are willing to sign up to act on these asks so that as a district, we can play our part in decarbonising the UK economy. Many of these asks, if implemented, will also help reduce our reliance on expensive and damaging fossil fuels while offering opportunities for residents to reduce their fuel bills. To recap, our five climate asks were:

1) **Declare a climate emergency**. We can only act upon a problem if we acknowledge that a problem exists.

2) **Work with us to help improve electric vehicle charging infrastructure locally.** While not the whole solution to de-carbonising transport, in a rural area like ours cars will continue to play a role in the transport system so it is vital that we electrify those vehicles so they can run on renewable electricity. Within our group there are experts on all things cleantech who are willing to offer parish councils some free advice on how to go about installing more charging points and the appropriate funding model to do so whether this be private investment,

crowdfunded community chargers or funded through grant money from central government or the energy saving trust.

3) **Redraft neighbourhood plans to encourage community renewable energy developments like wind and solar schemes, support active travel and place new requirements on landlords and developers to improve energy efficiency.** Cornwall county council have done some work on this which may be a useful starting point: https://www.cornwall.gov.uk/media/gx5pmhay/neighbourhood-planning-in-a-climate-emergency.pdf.

4) **Publicly state support for divestment from fossil fuels.** While Parish councils have no direct say over how public authority pension schemes are invested, publicly stating support for divesting these funds erodes the social license of fossil fuel companies to operate. Nationally local authority pension funds hold over £10bn in fossil fuel investments. More locally, Cambridgeshire and Peterborough local authority pension fund currently holds £56m, while this is a reduction on previous sums it is important that we keep the pressure on to ensure our pensions aren't funding climate breakdown.

5) **Support and Facilitate Widllife Conservation and Ecosystem Restoration locally.** This can be as simple as helping advertise existing schemes like No Mow May or Hedgehog Street to encourage residents to participate. The next step up would be to open up any unused land to local nature or community groups to create a wildlife garden or other space for nature. Perhaps your parish could act as the conduit through which wildlife charities and local landowners can find common ground to create spaces for nature.

The recent rebuke by the Secretary General of the UN to governments around the world is an urgent reminder that action is required to halt our fast track to climate disaster and an unliveable world. As he said, leaders must lead. This is a world problem that needs to be addressed at all levels and the possibilities are great if action is taken by you as leaders within your parishes. Increasingly councils will be held to account on climate breakdown and implementing these asks will be clear evidence of responsible choices by your parish.

If you'd like to know more about our five climate asks, please do respond to this email and let us know how we can help you implement them. #ChangeWithUs.

Yours sincerely,

Jethro Gauld
On Behalf of EastCambs CAN

Item 096/23 – CONFIDENTIAL SUPPLEMENTARY INFORMATION

Works requested:
Cost for supply and install a new toddler swing.
Remove all tiling in the play area – x 4 areas.
Cost for wetpour surfacing under the 3 x climbers and under the new toddler swing.
Cost to make the roundabout compliant with the height.
Cost to tighten the zip wire line.
Cost for all other medium risk items on the attached ROSPA report.

Companies Contacted:
Online Playgrounds - Sub-Total: £18,069.00 VAT: £3,613.80 Total: £21,682.80
Action Play & Leisure – still awaiting quote.
Playquip Leisure – Not able to supply a quote.

Item 097/23
To make sure no-one confuses my request with the Village Sign on the Green, can you please ensure they know that I'm requesting that the pictured tired road sign is renewed...!



87 Ely Rd

4 months ago · See more dates ›