I HEREBY GIVE YOU NOTICE

A meeting of Little Downham Parish Council will take place on Thursday 7th March 2024 commencing at 7.30pm in Little Downham Village Hall Meeting Room

Members of the press & public are welcome!

AGENDA

1	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1))
2	**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)
3	**Minutes of previous Meetings:** LGA 1972, sch 12, para 41. Minutes of Meeting held on 15th February 2024.
4	**Public Participation Session:** Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda and allow any Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. After this session members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.
5	**District and County Councillors Reports:** i) County Councillor Report ii) District Councillor Report
6	**Finance**: i) To approve the monthly payment schedule for March as presented having already seen the bank balances and checked the invoices. ii) To consider two applications for grant funding. iii) To consider two quotes for signage in the recreation areas.
8	**Clerks Report**: Attached
9	**Planning Applications** - i) To ratify the decision to delegate Cllr Travers to represent the Council at the Planning Committee meeting on the 6th of March 2024 and voice its objection. ii) To consider any applications/decisions/appeals as presented below.
10	**Council Matters:** i) To discuss and agree hire charges for the LD MUGA. ii) To discuss and agree a payment provider for the MUGA online booking system. iii) To discuss and agree whether to continue operating the Community Hub with ACRE post April 2024.
11	**Parish Council Land and Assets**: i) To receive an update on use of stored pilings at Pymoor Social Club. ii) To update Members on the grant application for the Pavilion Refurb. iii) To update Members on the overhead barrier works.
12	**Parish Matters:** i) To consider Cambridgeshire County Council's weed management strategy and agree a response.
13	**Highways Matters:**
14	**Ouse Washes/IDB/Flooding:** i) To update Members on recent meetings attended, if any.

15	**Motion to Exclude the Public and Press** Under the Public Bodes (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
16	**Matters to Share or Inform the Next Meeting:** Verbal only, no decisions can be made.
17	**To confirm the date of the next Meeting/s:** 7th March 2024 – Full Council Meeting
18	**Close of Meeting**

SUPPORTING INFORMATION

Agenda Item 2 - Minutes of Last Meeting -

In attendance:
Cllrs D. Parson (Chair), R. Maxey, F. Waddelow, C. Scott, G. Taylor, J. Waters, M. Winters

Also in attendance: K. Palmer, Clerk to the Council. Cllr Bailey, District Councillor. Cllr Dupre, County Councillor and K. Hanslip, Assistant Clerk to the Council was present for a short time to be introduced to Councillors.

1	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1)) Cllr Travers had given his apologies. Cllrs Butcher and Spofforth were not present and had not given apologies.
2	**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)
3	**Minutes of previous Meetings:** LGA 1972, sch 12, para 41. **RESOLVED** to accept the Minutes of the meeting held on 11th January 2024. Cllr Waters & Maxey abstained as they were not at the last meeting.
4	**Public Participation Session** – No members of the public present
5	**District and County Councillors Reports:** iii) **County Councillor Report** – The 2024/25 budget has been set. Highways has received more funding as has emergency planning. The carbon footprint of CCC is reducing. Weed management has been returned to the previous policy where cyclical spraying will take place. Cllr Parson asked when the review of the emergency flooding number will take place to ensure Councillors can directly access this service. Cllr Dupre advised residents need to log flooding incidents via the CCC website. The Clerk sent all Parish Councillors a direct link. The number of traditional roads needing to be repaired/replaced throughout the County is likely to cost around £300m which CCC doesn't have. They are going to lobby government for some financial support. The mayor's precept increase is intended to be for public transport changes. iv) **District Councillor Report** – ECDC is freezing council tax for the 11th year running. Stagecoach is reducing its bus service between Littleport and Cambridge. Funding requested by IDB's is being challenged in government because of high amounts asked for. ECDC has been awarded a silver accreditation for Investors in Environment. ECDC has to bring in a separate weekly food bin collection to comply with Government legislation. It's due to be rolled out around April 2025.
6	**Finance**: i) To consider and approve Q1, Q2 and Q3 Bank Reconciliations for Financial Year 2023/24. **RESOLVED** to delegate to Cllrs Maxey, Scott and Waddelow to review and sign after the meeting. ii) To approve the monthly payment schedule for February as presented having already seen the bank balances and checked the invoices. **RESOLVED** to accept the payment schedule as presented and delegate Cllrs Maxey, Scott and Waddelow to review invoices and bank statements after the meeting. iii) To consider two applications for grant funding. – **RESOLVED** to defer to the next meeting subject to receiving additional budget information. iv) To consider two quotes for signage in the recreation areas. – **RESOLVED** to defer this item to the March meeting as one quote was not yet received.

8	**Clerks Report**: A report was shared. Members raised concerns about the defibs in the village and their accessibility. The Clerk assured Members it was a priority to get the defib at the Village Hall serviced and back up in use now that it had come under the guardianship of the Parish Council. The defib at the pavilion is to be inspected and checked asap. Members also asked the Clerk some questions about the new Asst Clerk role and some of the work she will be undertaking.
9	**Planning Applications**: All planning applications were discussed and reviewed in detail and responses duly considered and agreed unanimously.
10	**Council Matters:** None
11	**Parish Council Land and Assets**: iv) To consider and discuss the use of the stored pilings at Pymoor Social Club in conjunction with the play area. **RESOLVED** to delegate Cllr Gail Taylor to go back to the social club and further inquire about their needs. Options were to move them away or use them. v) To discuss the use of Little Downham Pavilion by Hirers. – **RESOLVED** to appoint a cleaner for weekly care of the pavilion and for the Clerk to create a checklist of hirer responsibilities for inside the building. vi) To update Members on the grant application for the Pavilion Refurb. – The Clerk advised the grant application had been submitted and further information was awaited. vii) To update Members on the overhead barrier works. – The Clerk advised the contractor has been appointed and work was in progress.
12	**Parish Matters:** ii) To update Members on the recent damage to the Village Green – **RESOLVED** to delegate Cllrs Winters and Parson to level the area of grass that was damaged and remove the broken sign.
13	**Highways Matters:**
14	**Ouse Washes/IDB:** ii) To update Members on recent meetings attended, if any.
15	**Matters to Share or Inform the Next Meeting:** Verbal only, no decisions can be made. Organisation of a Village Fete To ratify a change on the Accounting Statement to the correct asset amount.
16	**To confirm the date of the next Meeting/s:** 7th March 2024 – Full Council Meeting
17	**Close of Meeting – 22:15**

Agenda Item 8 – Clerks Report

CLERKS REPORT

The onboarding process of the Assistant Clerk is going well and I am pleased with the progress, enthusiasm, and support given so far.

The set up for Lemon Booking is almost complete and we anticipate going live within the next week to start taking bookings as soon as Council agree an online payment provider.

Despite not doing any advertising yet, bookings for the MUGA are coming in and slowly growing.

The defibrillators are all emergency ready (subject to some new pads being ordered) and now under the full guardianship of the Parish Council.

The accounts work with the Internal and External Auditor has been intensive. There is a lot of work to do still which has been delayed by the onboarding process of the Asst Clerk, however, progress to date has been worthwhile and effective with clear guidance and advice which is very welcome. The new I.A.'s are very thorough and I am confident in their process and support.

The gates at both play areas have been adjusted and now close fully. The zipwire line still needs to be tightened.

There is a need for a professional risk assessment to be undertaken to cover the Pavilion and its uses, and by whom. This is essential work that I can undertake but I am not qualified to secure it.

The Football Foundation grant has been submitted and I have had some feedback from the FF on what further information I need to add to the application and business plan. This has also been submitted and I am awaiting the outcome of the process which I hope will be soon.

The Building Regulation application has been submitted and the Architect is processing this with ECDC.

Agenda Item 9 – Planning Matters

Applications
None

Decisions
23/01096/FUL - Single storey side extension along with conversion of existing garage and part of dwelling to form holiday let annex accommodation and formation of new
drive access and parking - 43 Main Street Pymoor - **APPROVED**

24/00076/TPO - T2- Ash tree - Remove any limbs /branches going towards no12 (the next-door neighbour) back to previous pruning points as they are worried about snap out which could cause damage to their property. Approximately 12-15 branches. - Cemetery Lawn Lane Little Downham - **APPROVED**

24/00057/TPO - T3 Pine - Notification to remove deadwood
T4 Pine, T5 Pine, T6 Pine, T7 Pine, T8 Pine, T9 Pine, T10 Pine - Notification to remove deadwood. T11 Yew tree - Prune to clear shed by 1m – Cemetery, Lawn Lane, Lt Downham - **APPROVED**

Appeals
TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 174
Site Address: Land behind Corkers Crisps, Willow Farm, Pymoor
Alleged breach: Without Planning Permission: The importation, depositing, processing and exporting of inert waste materials and the raising of the land with waste.
Appellant's name: Mr Ross Taylor & Mrs Gail Heather Taylor
Appeal reference: APP/E0535/C/23/3334979, APP/E0535/C/23/3334980