Little Downham Parish Council

Full Council Meeting- **July Minutes**

Date: Monday 8th July 2024 Time: 8pm

Venue: The Village Hall, Little Downham CB6 3ST

Attendees: **Cllr Parson** **Cllr Butcher** **Cllr Scott**
Cllr Waters **Cllr Taylor**

Members of the Public: 6

Clerk: Mrs Amy Jacklin

Assistant Clerk: Miss Kendle Hanslip

24/01 Welcome

The chairman welcomes everybody to the meeting.

24/02 Apologies

Cllr Travers

Cllr Winters

Cllr Spofforth

24/03 Co-Option

Little Downham Parish council have received two parish councillor applications. I am pleased to welcome both Dan Godsmark and Ian Massey to the council. This leaves one remaining parish councillor vacancy within the Little Downham/Pymoor Parish.

24/04 Councillor Declaration of Interest

Cllr Butcher- Declared an interest in 24/10.3

Cllr Taylor- Committee member of the Pymoor Social Club (24/06)

24/05 Public and Press Participation

None

24/06 Pymoor Social Club Committee

Mark Hollington and Craig Taylor, both committee members came to discuss a potential long-term strategy for Pymoor Social club and the surrounding area. The social club is run by volunteers and is a not-for-profit club. The club has several groups and events for the local people and it is well attended. The committee feel the surrounding area of the club needs updating to keep in line with other local villages. For example, the playpark is very old and doesn't cater for older children, there is no shaded seating areas and the area lacks other facilities e.g. a table tennis table, basketball area or a rounders pitch. The football has been lost due to the upkeep of the field; this has now been resolved due to new contractors. The club would love to see football teams using the pitch. Other things needed are a bigger carpark and most importantly new drains at the back and left of the field to help keep the field from flooding. It was agreed by council (one abstention) for the clerk to explore any covenants on the area and potential costings from an architect based on the clubs first drawings.

24/07 Approval of Minutes

1. To approve minutes for signature from Wednesday 13th June 2024 and Wednesday 25th June 2024 **RESOLVED** to accept the minutes.

2. None
3. The clerk gave a verbal report on this occasion, from September onwards the report will be written and sent out prior to the meeting.

24/08 Financial Matters

1. To consider and approve monthly accounts and reconciliation **RESOLVED** to accept the monthly accounts and reconciliation up to 30th June 2024.
2. To approve invoices for payment **RESOLVED** to accept the monthly invoices for July payment.
3. To consider replacement bench base quotations for the LD sports field **RESOLVED** to accept the quotation from John Skipper. It was also agreed for the clerk to order a replacement bench, the specification to be a recycled plastic type in black at the budget of up to £600.
4. To consider a grant application for CamSAR **RESOLVED** the vote was unanimous to accept the grant application and to use S137 monies to the value of £500.
5. To share progress on changing bank signatories **RESOLVED** the clerk noted all mandates are now completed to update signatories on the Parish Council accounts. As soon has the clerk has access to the accounts, they will be reviewed to ensure they are competitive.

24/09 To receive County Councillor & District Councillor Reports

None

24/10 Planning Applications

1. **24/00594/FUL-** Extension to existing building for storage of drainage equipment, relocation of existing storage containers, demolition of pole barn, extending parking and turning area and a retrospective barn demolition. **Location**: Farm Buildings Adjacent to Springfields Straight Furlong Pymoor Cambridgeshire **RESOLVED** the council provided no comment on this application.
2. **21/01313/DISB-** To discharge condition 3 (external materials) of decision dated 21/12/21 for 21/01313/FUL for proposed new dwelling (following demolition of existing barn) and continued siting of residential unit (during building work) **Location:** Head Fen Farm Head Fen Pymoor Ely Cambridgeshire **RESOLVED** the council provided no comment on this application.
3. **23/00383/DISB-** To discharge Condition 4 (window details) 5 (soft landscaping) and 6 (hard landscaping) of decision dated 18 July 2023 for 23/00383/FUL Proposed construction of two storey dwelling and garage following demolition of existing bungalow. **Location:** 4A Fourth Drove Little Downham Cambridgeshire CB6 2ES **RESOLVED** the council provided no comment on this application.
4. **24/00593/VARM-** To vary condition 10 of previously approved 23/00416/FUM dated 11/03/2024 for change of use from agricultural to business for dog exercise/walking field along with associated development. Location: Second Field South of Cannon Street West Fen Drove Little Downham Cambridgeshire **RESOLVED** the council provided no comment on this application.

24/11 Progress on Planning Applications (For Information)

None

24/12 Council Administration Matters

1. To agree a quotation for a legionnaires risk assessment for the pavilion **RESOLVED** the vote was unanimous to accept the quotation for the risk assessment to be completed on the Pavillion.
2. To consider a CCTV policy for Little Downham Parish Council **RESOLVED** the vote was unanimous to accept the new CCTV policy. It was agreed to add Kendle Hanslip, Cllr Parson and Cllr Waters to the CCTV system to be reviewed yearly. The clerk will add the new policy to the website.
3. To consider applying for a Local Highways Improvement (LHI) for Ely Road, Little Downham **RESOLVED** for Cllr Massey to co-ordinate a village speed watch to establish weather speeding is an issue in the parish. With these results council will be better equipped to decide whether to apply for an LHI.
4. To consider some storage for box files at the clerk's home @ £40 cost **RESOLVED** the vote was unanimous to order the clerk storage for her everyday box files.

24/13 The book café

1. To consider adopting the new book café constitution **RESOLVED** the vote was unanimous to accept the updated 2024 constitution.
2. To give council an update on the following areas
    i. **Service Level agreement-** Not yet received from CCC Library's- A new SLA is in the pipeline.
    ii. **Feoffees Charity contributions-** Information regarding book café costs (hire and salaries) has been shared with the Feoffees Charity, they will review this in their September meeting.

24/14 Open Spaces

1. To share plans for tree maintenance in the parish **RESOLVED** The clerk will obtain quotations for outstanding tree work and present them back to council in September. The clerk also noted that a further tree survey needs to take place on the nature reserve trees, quotes will be obtained and reviewed in the September meeting.
2. To consider the purchase of a sander for the handyman to maintain the village benches **RESOLVED** the vote was unanimous to accept the quotation for a sander/pad's and vanish for the refurbishment of the village benches. It was noted for the clerk to investigate what tickets are required for the handyman to use this equipment.

24/15 Recreational Facilities

1. To share and discuss the recent Leisure care report for the Multi Games Use Area (MUGA) carried out by Dura-Sport **RESOLVED** The assistant clerk to speak with dura sport regarding more detail in the report. If something is classed as amber the council would like a description of the issue and how it will be resolved.
2. To review current pricing for the MUGA facility **RESOLVED** the vote was unanimous to amend the hourly price to hire the MUGA to £20 for all sports. The assistant clerk will review vacant slots and offer out the facility at a reduced cost to under 16's during the school holidays (weekdays from 9-3) at the cost of £5 per hour.
3. To agree the invoice for the Pavilion cleaning products **RESOLVED** the vote was unanimous to agreed to purchase all the products for the cleaning at the pavilion. It was noted that COSHH risk assessments need to be completed on all products used by the cleaner. Cllr Godsmark will be completing these for council.

24/16 Date of next meeting

Monday 2nd September *Note meeting dates have changed to the first Monday of every month at 8pm (No August meet)

Close meeting 22.04

Chairman: Cllr D parson
Clerk and RFO- Mrs Amy Jacklin, 5 Third Drove, Little Downham CB6 2UE
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