Little Downham Parish Council

Full Council Meeting- **April 2025 Minutes**

Date: Monday 7th April 2025 Time: 8pm

Venue: The Village Hall, Little Downham CB6 3ST

Attendees:	**Cllr Parson**	**Cllr Butcher**	**Cllr Scott**	**Cllr Winters**	**Cllr Spofforth**
	Cllr Massey	**Cllr Waters**	**Cllr Taylor**	**Cllr Godsmark**	

Members of the Public: 2

District Councillor: Cllr Anna Bailey

County Councillor: Cllr Lorna Dupree

Clerk: Mrs Amy Jacklin

Assistant Clerk: Miss Kendle Hanslip

Start- 8pm

25/41 Welcome

The chairman welcomes everybody to the meeting.

25/42 Apologies

Cllr Travers and Cllr Moorhouse

25/43 Councillor Declaration of Interest

Cllr Scott- Item 25/50 3&6

25/44 Public and Press Participation

None

25/45 To receive County Councillor and District Councillor Reports.

Both Cllr Bailey and Cllr Dupree have given written reports which will be available inside the book café or by emailing/ telephoning the clerk. This way members of the public see full reporting's from District and County monthly.

District additions- There has been a resignation from a member of the Stretham Ward, meaning there will be a by-election at the same time as mayor and county elections on 1st May 2025.

There is a plan to build a network of reservoirs across East Cambs to store rainwater- this will be utilised in the summer months.

New owners have now taken ownership of four £100k homes in Ely.

Looking to transfer the freehold of three assets to City of Ely Council, these are The Maltings, The Maltings cottages and Oliver Cromwell's house. With the leasehold currently looked after by East Cambs District Council it is important to transfer these properties to keep them in local hands for when the government reorganisation begins.

Congratulations on getting the advertisement board through the planning committee.

25/46 Approval of Minutes

1. To approve minutes for signature from Monday 10th March 2025 RESOLVED to accept the minutes.
2. None
3. The clerk shared a written report prior to the meeting, no questions regarding this report were asked.

25/47 Financial Matters

1. To consider and approve monthly accounts and reconciliation RESOLVED to accept the monthly accounts and reconciliation up to 31st March 2025.
2. To approve invoices for payment RESOLVED to accept the monthly invoices for April payment.
3. Council is happy with the first draft of the Annual Report; the clerk will now complete the finance section and send out the final version for approval. This report will be shared at the Annual Parish Meeting of the Electorate.
4. To note a VAT return has been completed and submitted to HMRC for £17196.82

25/48 Planning Applications

1. 25/00247/ARN- Proposal: Convert existing building to residential. Location: Land Northeast Of 2 Seventh Drove Little Downham Cambridgeshire RESOLVED No Comments from council
2. 25/00272/TRE- Proposal: H1 Leyland Cypress - Remove to ground level, T2 Poplar - Remove to ground level and treat the stump to prevent regrowth and T3 Lime - Remove to ground level and treat the stump to prevent regrowth. Location: 97 Main Street Little Downham Ely Cambridgeshire CB6 2SX RESOLVED No Comments from council
3. 25/00280/TRE- Proposal: G1 Leyland Cypress group along boundary with 93 Main Street - Remove to ground level. Location: 97 Main Street Little Downham Ely Cambridgeshire CB6 2SX RESOLVED No Comments from council.

25/49 Progress on planning applications (For information only)

1. 25/00081/FUL Change of Use from part of existing motorcycle showroom to beauty salon -retrospective. Location: Ely Motorcycle Spares First Drove Little Downham Ely Cambridgeshire- APPROVED

25/50 Council Administration Matters

1. To agree the updated Asset Register for 2025 RESOLVED to accept the updated Asset Register for the year ahead.
2. To agree the updated version of the publication scheme for 2025 RESOLVED to accept the updated version of the Publication Scheme for the year ahead.
3. To discuss a grant request from FODA (Friends of Downham Feoffees) RESOLVED by unanimous vote to use S137 money to award a grant to FODA for a contribution to the 2025 fireworks display.
4. To discuss a grant request from Ely Foodbank RESOLVED to defer this grant application until more information is known about the local village pantry.
5. To share outcome from the Advertisement Board planning application- The council are pleased to share the application for the advertisement board within the village was granted permission from the planning committee. The clerk will start to look for a company to fabricate and install the board, whilst keeping ECDC informed on location and design.
6. To discuss a request from FODA for the use of the field for a circus RESOLVED by unanimous vote to allow a circus onto the sports field for an event in September 2026.
7. To discuss a change to staff payday RESOLVED by unanimous vote to change the date of staff payday to the day after the monthly full council meeting. All council payments will now be made on the same day each month.
8. To review the current workload of the council's handyman RESOLVED council were made aware of the handyman's current work list. Councillors will formulate a list of potential of new work and bring to Mays meeting for discussion.

25/51 The Village Pantry

This agenda item has been deferred for the assistant clerk to obtain more information which she will share in the May meeting.

25/52 The Conservation Area

The Conservation Area Annual General Meeting was held on 25th March and it was a great success. It was lovely to see a full committee recruited, with both returning members and enthusiastic volunteers stepping forward to support and protect our beautiful conservation area. The Chair, Myles Kumar, was thanked for his continued leadership and has kindly agreed to remain in post. Peter Travers has agreed to be the Vice Chair. Ian Massey will also remain as Works Co-ordinator, and thanks were extended to him for his ongoing hard work and commitment. The roles of Secretary and Treasurer will be taken on by the Parish Clerk. The meeting closed with appreciation for all those attending and their willingness to serve the community

25/53 Recreational Facilities

1. To discuss quotations for a courier to collect chairs for the pavilion. Share overall costings for chairs/tables/courier RESOLVED to use Ely Logistics. The assistant clerk will organise this.
2. To share an update on the solar panel installation for the pavilion RESOLVED solar panels will be installed on the pavilion in May by Holicon. Thankyou to ECDC for providing the Parish Council with a net Zero grant to fund this project.

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

24/54 Staffing Matters

1. To agree the overall hours paid for the Clerk/Assistant Clerk for the council RESOLVED by unanimous vote to reduce clerkship hours from 37 per week to 33.
2. To discuss signing off the clerk's probation period RESOLVED to sign off the clerk's probation and offer her a permanent contract of 25 hours per week.

Re-Admit General Public

25/55 Date of next meeting

Annual Meeting of the Parish Council- Monday 12th May 2025 @8pm

Annual Parish Meeting of the Electorate- Monday 19th May 2025 @7.30pm

Close meeting 21.10

Chairman: Cllr D Parson

Clerk and RFO- Mrs Amy Jacklin, 5 Third Drove, Little Downham CB6 2UE

Tel: 07354 468757 Email: clerk@littledownhamparishcouncil.gov.uk

Signed: Dale Parson (Chair) ……

Dated:……