Little Downham Parish Council

Annual Meeting of the Parish Council- **May 2025 Minutes**

Date: Monday 12th May 2025 Time: 8pm

Venue: The Village Hall, Little Downham CB6 3ST

Attendees:	**Cllr Parson**	**Cllr Butcher**	**Cllr Scott**	**Cllr Winters**	**Cllr Moorhouse**
	Cllr Waters	**Cllr Taylor**	**Cllr Godsmark**	**Cllr Travers**	

Members of the Public: 0

District Councillor: Cllr Anna Bailey

County Councillor: Cllr Lorna Dupree

Clerk: Mrs Amy Jacklin

Assistant Clerk: Miss Kendle Hanslip

Start- 8pm

25/62 Election of Chairman

To elect the Chairman for 2025/26. The elected Chairman will then execute the *Declaration of Acceptance to office*.
It was **RESOLVED** that Cllr Dale Parson was elected Chairman for 2025/26.
Cllr Parson executed his declaration of acceptance of office which was witnessed by the proper officer.

25/63 Election of Vice- Chairman

It was **RESOLVED** that Cllr Andrew Butcher was elected Vice Chair for 2025/26

25/64 To receive and accept apologies for absence.

Cllr Spofforth and Cllr Massey

25/65 Councillor's Declarations of Interest

None

25/66 Public and Press Participation Session (10 minutes)

None

25/67 To receive County Councillor & District Councillor Reports

The full District and County reports can be obtained from the Parish Clerk or they are displayed inside the book café monthly.

Results of the East Cambs District Council By-election – 1st May

The recent by-election for the Stretham Ward of East Cambridgeshire District Council has resulted in the election of Liberal Democrat candidate, Lee Denney. The full breakdown of the vote is as follows:

Candidate Name	Party	Number of Votes
Ryan Coogan	Reform	526
Lee Denney	Liberal Democrats	820 (elected)
William Furness	Conservative	655
Mark Hucker	Labour	95
David Woricker	Green	131

Total votes cast: 2,230
Turnout: 39.18%
Rejected votes: 3

Following this result, the Council now consists of 14 Conservatives and 14 members of the Liberal Democrat and Independent Group. The Council will elect a Chairman and Leader at its Annual Meeting on 22nd May.

Results of the Cambridgeshire County Council Elections – 1st May

The Liberal Democrats have gained a majority at Cambridgeshire County Council following the elections. The updated composition of the Council is as follows:

Party	Councillors
Liberal Democrat	31
Conservative	10
Reform	10
Labour	5
Green	3
Independent	2

The Liberal Democrats will now form the administration, which will remain in place for a three-year term. As part of the ongoing Local Government Reorganisation, elections will be held in May 2027 to create new "shadow" authorities, with the full transition taking place in May 2028, when both the District and County Councils will cease to exist.

Results of the Election of the Mayor of Cambridgeshire and Peterborough – 1st May

The election of the new Mayor of Cambridgeshire and Peterborough has concluded with the election of Paul Bristow, representing the Conservative Party. The full results are as follows:

Candidate Name	Party	Votes Cast
Paul Bristow	Conservative	60,243
Ryan Coogan	Reform	49,647
Anna Smith	Labour	42,671
Lorna Dupre	Liberal Democrat	41,611
Bob Ensch	Green	18,255

These election results reflect significant shifts in the political landscape across our local councils, with the Liberal Democrats now in a position of strength both at the District and County levels. The ongoing changes in local government structure will be important to follow as we approach the 2027 elections and eventual reorganisation in 2028.

25/68 Approval of Minutes

1. To approve minutes for signature from Monday 7th April 2025 and 30th April 2025 RESOLVED to accept both sets of minutes.
2. None
3. No questions were asked on the clerk report.

25/69 Finance Matters

1. To consider and approve monthly accounts and reconciliation up to 30th April 2025 RESOLVED to accept the monthly accounts and reconciliation.
2. To approve invoices for payment for May RESOLVED to accept the monthly payments for May as well a one additional invoice for Per Pro Ltd which came in late.

3. To share the Internal Auditors report and any recommendations RESOLVED the signed AGAR was shared with council showing no issues. Recommendations from the Internal Auditor included documenting a quarterly budget meeting and adopting a general reserves policy and Investment policy.
4. To review and approve Section 1 'Annual Governance Statement 2024/25' of the Annual Governance and Accountability Return RESOLVED that the Annual Governance Statement is approved.
5. To review and approve Section 2 'Annual Governance Statement 2024/25' of the Annual Governance and Accountability Return RESOLVED that the Accounting Statement is approved.
6. To note the dates set for the period of the Exercise of Public Rights RESOLVED to NOTE that the period of the exercise of public rights is set for the 3rd of June until 14th July 2025.
7. To share the councils CIL position RESOLVED the current amount of CIL money LDPC are holding totals £4667.91.
8. Review the Financial Risk Assessment and Management RESOLVED to adopt the 2025 version of the Financial Risk Assessment.

25/70 Review and Adoption of Statutory Documents, Appointments and Policies

1. To review, approve and adopt Standing Orders RESOLVED 2025 standing orders approved and adopted
2. To review, approve and adopt Financial Regulations RESOLVED 2025 Financial Regulations approved and adopted.
3. To review and approve councillors who are bank signatories on all bank accounts RESOLVED current bank signatories remain unchanged for 2025.
4. To review and approve councillors appointed to authorise BACs payments online RESOLVED current signatories to carry out BACS payments remain unchanged for 2025.
5. To review council expenditure under S137 for 2024-25 RESOLVED the Council approved two Section 137 grants for the 2024/25 financial year. The grants were awarded as follows:
   Cambs SAR: £500
   Little Downham Cemetery Committee: £1800
6. To consider and appoint an Internal Auditor for 2025/26 RESOLVED to appoint CAPALC to carry out 2025/26 Internal Audit.
7. To appoint representatives to the following committees/bodies- Personnel Committee (3) Parish Magazine (1), Book Café (3), Feoffees Charity (5), Conservation Area (2) and the Village Hall (1) RESOLVED as below

	Personnel Committee (3)	**Parish Magazine (1)**	**Book café (3)**	**Feoffees Charity (3)**	**Conservation Area (2)**	**Village Hall (1)**
Nominated Parish Council representatives 2025	Cllr Peter Travers Cllr Gail Taylor Cllr Peter Spofforth	Cllr Peter Travers	Cllr Jo Waters Cllr Clare Scott Cllr Dale Parson	Cllr Andrew Butcher Cllr Carl Moorhouse Cllr Mark Winters	Cllr Dale Parson Cllr Clare Scott	Cllr Dale Parson

25/71 Review of Policies and Procedures

1. Review of council's complaints procedure and policy RESOLVED approved for 2025
2. Review of councils Data Protection/Freedom of Information Policy RESOLVED approved for 2025
3. Review new policies General Reserves and Investment Policy as advised by the IA RESOLVED approved for 2025
4. Review the councils Health and Safety Policy RESOLVED approved for 2025
5. Review of safeguarding policy RESOLVED approved for 2025
6. Review of Equality Policy RESOLVED approved for 2025
7. Review of NEW Biodiversity Policy and memorial benches and trees policy RESOLVED during the biodiversity policy discussion it was questioned whether a separate policy is needed, since key elements are already covered by our existing practices and policies. However, it was agreed for the clerk to revise the policy, as it has proven to be overly complex in some areas and difficult to implement effectively. Several of the outlined actions are not realistically achievable in practice, which may hinder progress and compliance. A simplified and more practical version would better support the intended outcomes and ensure that responsibilities can be carried out efficiently. The clerk will revise and carry forward to June. The memorial benches and tree policy was approved.
8. Review of communications Policy RESOLVED approved for 2025
9. Review of lone working policy RESOLVED approved for 2025

10. Review of Co-option Policy **RESOLVED** approved for 2025

25/72 Planning Applications

1. **PREAPP/00055/25**-Change of agricultural land to garden/wildlife haven. Location: 20A Third Drove Little Downham Ely Cambridgeshire CB6 2UE **RESOLVED** no comments.

25/73 Progress on Planning Applications (For Information ONLY)

1. **25/00247/ARN-** Convert existing building to residential. Location: Land Northeast Of 2 Seventh Drove Little Downham Cambridgeshire Application **REFUSED**
2. **25/00280/TRE** -G1 Leyland Cypress group along boundary with 93 Main Street - Remove to ground level Location: 97 Main Street Little Downham Ely Cambridgeshire CB6 2SX. Application **APPROVED**

25/74 Council Administration Matters

1. To discuss Handyman's workload and prioritising potential jobs RESOLVED following a lengthy discussion, it was agreed that the Clerk will compile a list of intended tasks for the handyman, prioritised by urgency. It was also **agreed** that the Clerk will obtain professional quotes for a new noticeboard for Pymoor, as the existing one is beyond repair and unsuitable for handyman work.

25/75 Recreational Facilities

1. To discuss quotations for chairs for the pavilion. Share overall costings for chairs and tables **RESOLVED** It was agreed which tables and chairs would be purchased for the pavilion, and the Assistant Clerk will arrange the order.
2. To discuss a proposal from Witchford Colts **RESOLVED** that the proposal from Witchford Colts would be accepted, subject to the condition that it will have no impact on existing cricket activities.
3. To share an update of the latest ROSPA reports for both playparks **RESOLVED** no immediate actions.

25/76 Date of next meeting

Monday 9th June 2025 @ 8pm

Close meeting 21.18

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:……