

# ELM PARISH COUNCIL

## MINUTES OF MEETING

12 December 2017 – 7.00 pm.

**Present:** Councillor Brand: Chairman; Councillors Mrs Dalliday, Mrs Cotterell, Miss Ferguson, Milham, Mrs Hopkin, Hopkin, Mrs Adcock, Mrs Luffman, Patrick, and Stokes.

**In attendance:** District Councillor Sutton

**Apologies:** District Councillor Ms. Tanfield

### 109/17 Members' Code of Conduct

Members were reminded of the need for them to submit to the Monitoring Officer at Fenland District Council, via the Parish Clerk, any changes to the content of their Register of Member Interests forms.

Members decided the reminder be noted and acted upon.

### 110/17 Minutes of November Meeting

Councillor Patrick asked that the Minutes be altered to reflect the situation in respect of the election of the Vice Chair. He agreed that if these were amended as discussed then he would accept them.

### **Public Forum**

A Parishioner raised the issue that the finances were not discussed to his satisfaction at the previous meeting. The matter was discussed and the Clerk agreed to ensure that they were fully discussed at future meetings. In addition he asked that the November Minutes reflected the situation he had raised. The Clerk also asked Members if they were happy to confirm the appointment of the internal Auditor for a half year audit and members confirmed they were.

A Parishioner raised his concerns in respect of the state of the Wales Bank. He mentioned that the road was often used as a cut through when other roads are closed or diverted. The situation had been made worse by the closure of one of the roads leading from the village to the A47 which was and is blocked due to fly-tipping. There was often anti-social driving and speeding. He felt strongly that the additional houses due to be built in Elm would make the situation worse. At times it could take him up to 30 minutes to get out of the road on a work day morning. He asked that Members considered such issues as these, where they could, when considering Planning Applications.

No other Parishioners raised issues. The Clerk confirmed to one of the Parishioners who had previously raised an issue in Redmoor Lane, that she had spoken to the relevant officer from CCC and he had confirmed that an order had been placed in respect of the white road markings that required replacing and he hoped it would not be too much longer before the works were carried out.

## 111/17 Progress on actions from minutes of last meeting

### **(1) Play equipment provision in Fridaybridge (Minute 96/17 (1) refers**

The Clerk confirmed that Contractors had replied to FDC in respect of the Tenders to say that due to the volume of work they were involved with currently that they could not tender for the work until the new year. Due to the timescales involved WREN had been asked to extend the timescale for the return of the tender and had agreed to do this. They are due to be looked at in January.

A discussion also took place about the additional funds that had been asked for by Councillor Tanfield at the November meeting. Members resolved to agree to allocate an additional £5375.00 to the FB WREN scheme to replace the funds used previously to pay to WREN as part of their third party funding scheme.

### **(2) Speeding across the Parish (Minute 96/17(2) refers**

Councillor Patrick read out a statement written by Mike Brooks from Cambridgeshire Police.

He confirmed that Elm Speedwatch was one of the most active in the County and that the Co-Ordinator was one of the best organiser in the County. They carry out sessions in all weathers over the whole of the year. He believed that the Coldham and Elm Speedwatch groups have directly benefited the community and should be warmly congratulated by their neighbours and the Parish Council.

Councillor Adcock reported there had been a speeder doing 65mph in Coldham last week. She further reported that so far this year 9,612 have been "clicked" of those 656 were speeding equating to 6.8%. 53 sessions amounting to 65 hours had been held across the villages of Elm, Fridaybridge and Coldham. Speedwatch currently has 6 volunteers.

A discussion took place in respect of the Speedwatch Speed Indicator Device (SID). Members resolved to confirm that the device was a Council Asset and that it should be added to the Council's Insurance Schedule. Members further resolved that the increased cost of £13 for the Insurance of the SID be agreed.

In addition the MVAS recently installed were to be added to the insurance schedule.

### **(3) & (4) Local Highway Improvements schemes – Elm & Fridaybridge (Minute 96/17(3) & (4) refers)**

Councillor Adcock confirmed that an email had been received from Jacob Hobbs stating that the feasibility study showed that there was not a great deal more they could do in respect of traffic calming for Gosmoor Lane.

However he was waiting for the costs for the weight limit signs which could be installed. Councillor Adcock was hoping that there would be some additional traffic calming in the area but this was not now going ahead.

Councillor Stokes mentioned that he felt that the recently installed "Unsuitable for HGV" signs were in the wrong place. Councillor Adcock confirmed that this had already been addressed with CCC and they were looking into this.

## 112/17 Police matters – PCSO Sue Clarke

No email was received from the Police prior to the meeting.

## 113/17 Planning Applications

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

**F/YR16/0668/F** – Erection of 1 x 2-storey, 3-bed dwelling; demolition of outbuildings; formation of new access; alteration of existing access; and change of use of land by infilling of dyke to extend curtilage for 76 March Road at One Woodhouse Cottages 76 March Road Fridaybridge Wisbech

Revised proposals.

***Resolved: That the application be supported.***

F/YR17/1149/O – Erection of a dwelling (outline application with all matters reserved) at Land South of Leam House Main Road Elm

***Resolved: That as the application was an overdevelopment of the site and that it could not be supported.***

### **114/17 Reports from District and County Councillors**

Councillor Sutton had received confirmation from a resident that she was very pleased with the speed humps and hoped that the same could be done for Fridaybridge. He also added his comments to those made previously about the good work of Speedwatch.

Councillor Sutton said that he was pleased to report that a street light that was not working in Elm Low Road that he had reported, had been repaired within about a week and this was a vast improvement on other occasions. Councillor Sutton proposed that when the Council considered the meeting dates at the end of the meeting that they also considered changing the start time of the meeting to 6pm.

Members noted District Councillor Sutton's comments.

### **115/17 Street Lights Contract**

The Clerk advised Members about the meeting that she had attended in respect of the street lighting contract. Most Parish Councils were going to go with the FDC street lighting scheme. Details were still awaited from FDC in respect of the final costs for the scheme which she hoped would be known by January 2018.

Councillor Sutton confirmed to Members that there were now only two Parish Councils who intended not to join the FDC scheme subject to receiving confirmation of the costs. He said that the advantage of remaining with the scheme was that amongst other issues, the assessments of the condition of the Parish Council lights would be financed by FDC.

Members took a vote on the scheme and resolved that subject to the final costs being known that they would join the FDC scheme. Councillor Patrick abstained from the vote.

### **116/17 Street Lights Lantern Replacement**

Members were asked to agree the funding of two lantern replacements which the Clerk anticipated to be in the region of similar costs reported at previous meetings of £254 plus VAT. She would confirm if the costs notified were different. The situation in respect of the delay in agreeing the costs of the replacements of lanterns was discussed. Members further resolved to give the Clerk delegated powers to agree the replacement costs after consultation with the Chairman.

### **117/17 Open Spaces (including the cemetery) within the Parish**

Councillor Brand told Members that he had not managed to get another company to tender for the bollards required in Coldham. A discussion took place in respect of the difficulties of getting quotes from two or more contractors as many of them were not interested in the work as they were too busy. Members resolved to accept the previous quote from Fen Fencing subject to the Chairman discussing with the contractor if the bollards could be spread out slightly to further reduce the costs.

The Clerk reported that she was still waiting for a quote from a firm to do the plans for the Cemetery.

The Clerk had previously circulated email to and from the Internal Drainage Boards. The Clerk would discuss the use of chemicals to be used in the Cemetery dykes with the contractor. In respect of further works to the Cemetery dykes this would be considered at future meetings.

### **118/17 Highway Improvement**

The issue raised by a resident about the issues in the villages in respect of speeding and another email in respect of dropped kerbs, speeding and street lighting were discussed by Members. The Chairman suggested that he and the Clerk meet with the Highways Officer from CCC to discuss the various issues further.

It was resolved that the Clerk write back to both residents with information about the proposed speed reduction and the FDC lighting scheme. In addition that the Clerk provide the resident asking about dropped kerbs with details of the CCC scheme.

### **119/17 Wales Bank**

A discussion took place in respect of the concerns raised by residents of Wales Bank in a report tabled by Councillor Adcock.

Members resolved that the Clerk forward the report to County Councillor Steve Count.

### **120/17 Confidential Matters**

Councillor Stokes informed Members that he was unhappy that confidential items were discussed in the open forum by another Councillor. He said that he could have gone to the Monitoring Officer about the breach of the confidentiality but had decided not to take the matter any further as it was the Councillor's first meeting. The Councillor concerned apologised to Councillor Stokes for her error due to her inexperience in the role. Councillor Stokes thanked her for the apology and deemed that to be the end of the matter.

121/17 Financial Matters

(1) Income and Expenditure since last meeting

<b>ELM PARISH COUNCIL</b>		
<b>Income &amp; Expenditure</b>		
<b>12 December 2017</b>		
<b>Income</b>		
<b>Payer</b>	<b>Description</b>	<b>Amount £</b>
MJ Coates Memorial Mason	Memorial Inscription	198.00
D Bates	Allotments	650.00
National Savings	Interest Received	62.43
Peter Heron	Cemetery Cottage Rent	595.00
AR Clingo	Cremated remains plot & interment fee	389.00
W Bailey & Son	Interment Fee - Burial	990.00
<b>Total</b>		<b>2,884.43</b>
<b>Expenditure</b>		
<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
Cambridgeshire Search & Rescue	Donation	150.00
RJ Warren Ltd	Grounds Maintenance (incl. VAT £79.60)	477.62
CL Butcher	Salary & Expenses	592.67
Fenland District Council	Uncontested Elections Costs	100.00
Cambridgeshire Acre	Membership Fees (incl. VAT £9.00)	54.00
RJ Warren Ltd	Grounds Maintenance (incl. VAT £ 287.88)	1,727.27
HMRC	Clerks' Tax & NI	553.91
<b>Total</b>		<b>3,655.47</b>

Members decided

(1) that the income of £2,884.43 be noted and that the expenditure of £3,655.47 be authorised;

As previously agreed Members wished to be reminded of any previously agreed expenditure not yet made and/or invoiced for, which is detailed below:-

(2) The Council currently have agreed expenditure outstanding in the total of approximately £10,000. It is anticipated that some of these will be invoiced for by the end of the third quarter. This is for the following items:-

Works at the Leam

Works to the Cemetery Watercourse

Works at the Cemetery Cottage

Cost of replacement street lighting lantern x 3

Placing of two litter bins in Elm/Fridaybridge

LHI Payments

### **122/17 Election of Vice Chair**

Councillor Stokes was proposed, seconded and appointed as Vice Chair. No other candidates were proposed. Members further resolved that he be authorised for internet banking.

### **123/17 Membership of CAPLC (Cambridgeshire and Peterborough Association of Local Councils)**

Members discussed membership of this organisation and decided not to go ahead due to the annual cost.

District Councillor Sutton mentioned during the discussion that there is some training due to held by Doddington Parish Council and he would like the Clerk have further details.

### **124/17 Consideration of implementation of two new Council Policies –Recording of Meetings and Councillor and Officer Policy**

Members discussed the policies and why they were required.

The recording of meetings policy was introduced as this was discussed at previous meetings as being required to cover the recording of meetings by the Clerk to aid her in the production of the Minutes.

The Councillor and Clerk Policy was introduced as it is a Policy in place in a number of Parish Councils. One Councillor commented that she felt that the Policy was appropriate to the Council as an employer and that it was up to date as far as the legislation was concerned. She further added that there was nothing in the policy that was concerning.

Members resolved to adopt both Policies.

### **125/17 Requests from Tenant at Cemetery Cottage**

A discussion took place in respect of the request for funds.

Members resolved to delay making a decision until the January meeting.

The Members also discussed the proposal by the tenant for a Strawberry Fair in the village next June. Members discussed the issue at length. Members resolved to support the proposal. However, Members felt that they did not wish to be involved with the organisation of the event.

**126/17 Placement of Dog Waste Bins Elm and Fridaybridge**

The resident who had requested the additional bin in Elm had been in touch and discussed that they would like the bin on the green opposite Henry Warby Avenue. Councillor Adcock asked that consideration be given as to where Speedwatch checks are carried out in that area.

This would also need to be confirmed with FDC.

The Clerk was waiting to discuss the siting of the Fridaybridge bin with Councillor Davis.

**127/17 Correspondence**

The Clerk confirmed that they had had a letter from the External Auditor confirming their appointment for the current financial year.

The Clerk confirmed that there had been a letter from Cambridgeshire Search & Rescue thanking Members for their kind contribution and confirming the recent incident in Elm and the man hours spent on the search in the village.

Councillor Patrick confirmed that he had just sent correspondence to the Council confirming his resignation as of the end of the meeting.

Councillor Dalliday also confirmed that she was resigning from the Council as of tonight and would send an email.

After voicing her concerns, Councillor Adcock also confirmed that she was resigning and read out a letter of resignation.

**128/17 Meeting Dates 2018**

Members considered the meeting dates for 2018 as previously circulated by the Clerk

A proposal was also made to move the start time of the meeting to 6pm.

Members resolved that the meetings of the Parish Council in 2018 (all commencing at 6.00 pm and taking place in the Parish Council office on Begdale Road, Elm) be held on the following dates: 16 January, 20 February, 20 March, 17 April, 22 May (Annual Meeting of the Council, following the Annual Assembly), 19 June, 17 July, 14 August, 18 September, 16 October, 13 November and 11 December.

Members resolved to move the start time of the meeting to 6pm.

The Chairman closed the meeting.

**Meeting finished at 8.54 pm.**

Signature :.....( Council Chairman).

Date: