

MINUTES OF MEETING

21st March 2017 – 7.00 pm.

Present: Councillor Brand, Chair; Councillors Mrs Cotterell, Mrs Dalliday, Mrs Davis, Pinnock, Milham, and Stokes.

Apologies: Councillors Patrick, Mrs Hopkin, Hopkin and Miss Ferguson.

In attendance: District Councillor Will Sutton & District Councillor Michelle Tanfield (from 7.00 to 7.40 pm).

The Minutes of the meeting of 21st February 2017 were confirmed and signed.

128/16 Members' Code of Conduct

The Clerk reminded Members 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 from the Clerk be noted and acted upon.

Public Forum

Cllr Pinnock referred to the observation made by a resident at the previous meeting in that it was asserted that the Council was in breach of the Local Audit & Accountability Act 2014 by failing to appoint External Auditors for the year 2017/18 by 31 December 2016.

The resident and Meeting was advised that a company named the Smaller Authorities' Audit Appointments Ltd (SAAA) had been set up on behalf of the Department of Communities & Local Government by the National Association of Local Clerks (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage (ADA). This Company was charged to formally appoint External Auditors as the Audit Commission did previously.

129/16 Progress on actions from minutes of last meeting

(1) Play equipment provision in Fridaybridge (minute 119/16 (1))

The Clerk informed Members that she had met with Councillor Tanfield and discussed the WREN application and subsequently submitted the application by the deadline date.

Emails had been received from WREN requesting some additional information which she would respond to in due course. She would advise Members in respect of progress at the next meeting in April.

Members decided that the situation be noted.

(2) Speeding across the parish (minute 119/16 (2))

(1) Councillor Pinnock reported that to date the Speedwatch team had undertaken 5 sessions spread over 61/2 hours. 988 vehicles had been clicked with 103 reported for excessive speed. This represented 10.4%

He advised that he had had a further meeting with Inspector Will Davis of Cambridgeshire Constabulary, had been in communications with the Police and Crime Commissioner and the lead Officer of Cambridgeshire Speedwatch in order to attempt to improve the Speedwatch service

(3) & (4) Local Highway Improvements scheme 2016/17 and 2017/18 (Minute 119/16 (3) and (4)

1. Elm Scheme – Minute 109/16(3) refers
2. FB Scheme – Minute 109/16(4) refers

Councillor Pinnock gave the Members the following information as an update about the two schemes

3. Agenda Item 5(3) Local Highways Improvement Scheme 2016/17 - Elm Scheme

Cllr Pinnock reported that the consultation period had now ended and that there had been one letter of objection which CCC was considering

He further advised that the Police were still not willing to consent to the B1101 between Elm and Fridaybridge having the speed limit reduced from 40mph to 30 mph. They have advised that they are consultees only in such matters. However, CCC have advised that with the Police not supporting the reduction, it goes against policy to formally consult. Cllr Pinnock advised that this matter would be pursued further

4. Agenda Item 5(4) Local Highways Improvements Scheme 2017/18 - Friday Bridge Scheme

Members were advised that the scheme was now being considered by CCC Policy and Regulations Officers. The Clerk was requested to rename this item "**Local Highway Improvements scheme – Friday Bridge**" to reflect more accurately the nature of the scheme

(4) Lighting in Limes Avenue – Minute 127/16 (4)

Cllr Pinnock advised Members that he had researched this matter referred to in Minute 127/16(4). He advised that the Council had been advised by Fenland District Council (FDC) that a street light in Limes Avenue, Elm was defective but that the ownership of the light could not be established and that FDC had requested Elm Parish Council to accept ownership. Members were advised that Cllr Pinnock concurred with the previous Clerk's view that there was no record in the Council's books that this light was ordered and paid for by the Council. He proposed and it was agreed that the Clerk reply to FDC stating that the Council was not prepared to accept this light as an asset especially in its defective state and that there must be paper trail which FDC should follow starting with, perhaps, the very few possible suppliers of lighting

(5) Former Cemetery Chapel, Elm (minute 119/16(5) refers)

Due to the inclement weather, Cllrs Brand and Pinnock had not managed to meet up to discuss the Chapel building further. It is hoped this would occur sometime over the next month or so. Any progress made would be reported at the next meeting.

(6) Appointment of Internal Auditor – (Minute 119/16(6) refers.

The Clerk reported that Jacquie Wilson of Canalbs Limited had indicated a willingness to act as the Internal Auditors for the financial year 2016/17. It was resolved that the Clerk write to Canalbs Ltd offering the position of Internal Auditor for the current financial year and determine a timescale for the audit.

(7) Elm Football Club (Minute 119/16(7) refers)

The Clerk informed Members that she had spoken to one of the footballers whom she has seen at the compound on a recent visit. She had taken his contact details and email address. The players were from Three Holes Football Club. The situation was discussed by Members.

Resolved that the contact be asked to attend the next meeting on the 18th April 2017 so that the situation could be discussed with him further.

130/16 Police matters – PCSO Sue Clarke

Following Report received by email

Burglaries in the area

On 21/2 there was a burglary in Low Road Elm where entry was gained by smashing a ground floor window, jewellery and cash was taken.

On 10/3 in Colletts Bridge Elm cash and jewellery were taken when entry was gained via a ground floor window and internal door which was locked was smashed

We have had quad bikes in Maltmas Drove again causing issues

I have been doing my usual visits to both Fridaybridge and Elm Schools who keep me updated with both things going on within the school and parking and various issues outside the school

I also as part of my patrols visit the care homes which I have 4 in Fridaybridge alone

I am planning to do some talks within the care homes particularly in relation to drugs and cyber crime

There seems to be an increase in nuisance phone calls.....some obscene calls in the early hours of the morning.

Others claiming that the person answering the phone is entitled to some money back and could they supply bank details etc. Incredible though it sounds very often if you do a 1471 you can get their number. If you fall victim to any of these crimes please report it as very often we can work with BT to block numbers etc.

Finally I am testing a pilot scheme working with Councillors shortly.....I will keep you posted

Once I have some dates from the Special constabulary I will be arranging some more Speed Awareness Days

If anyone would like me to speak to a community groups about anything i.e. how to keep safe, etc. please let me know

131/16 Planning Applications

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

1. F/YR17/0161/F - Erection of 2 x 2 storey 3 bed-bed dwellings with detached dwellings
Land south of 125 Friday Bridge Road Elm

Resolved: That the application be supported

2. F/YR17/0144/F- Erection of a storage building – 178 Gosmoor Lane Elm

Resolved: That the application be supported

3. F/YR17/0174/F – Erection of a first-floor side extension to existing dwelling and conversion of garage to living accommodation and store – 15 Peartree Way Elm

Resolved: That the application be supported

In addition, Members received a letter from Brand Associates regarding a Community Consultation in respect of a proposed new dwelling rear of Townfield House Main Road Elm. The proposed property already had outline planning permission but FDC had requested that full planning consent be applied for. As the limit of new dwellings for Elm has been reached under the Local Plan, the applicant was seeking the views of the Parish Council prior to submitting a full application.

Resolved: That the application be supported

132/16 Reports from District and County Councillors

Given the absence of the County Councillor who represents the Parish of Elm (Gordon Gillick), no report was received by the Parish Council in relation to current County Council issues.

District Councillor Will Sutton told the meeting that he had recently attended a meeting of the Wisbech Community Led Local Development. This local initiative covers all the Wisbech wards and also those of Elm, Fridaybridge and Christchurch. Cllr Sutton very much felt that the meeting concentrated on the wards of Wisbech and did plead with others at the meeting that the other areas are also considered equally. The initiative is led by Cambridgeshire ACRE and that there is just over £2 million pound worth of funding. Cllr Sutton informed Members that there is a website giving further details.

In addition there the first meeting of the Combined Authority which took place yesterday (20 March 2017) at the Boathouse in Wisbech.

Cllr Sutton recently spoke to the PCC and raised with him the Speedwatch issue. He invited him to come and speak at a Council meeting in the near future.

District Councillor Tanfield gave Members some details about the proposed Wisbech Garden Village development. It was anticipated that as part of the scheme there would be another bypass which could impact on Coldham but that this was possibly at least 10 years away if not more.

Members thanked both Cllrs Tanfield and Sutton for their input. Cllr Tanfield left the meeting shortly after her presentation. Members asked the Clerk to email the PCC and invite him to a meeting.

133/16 Open Spaces

Nothing further to discuss at present

134/16 Elm Cemetery Marking out of Plots in new area

The Clerk reported that the meeting to discuss the marking would have to be delayed due to the unavailability of the interested party until after Easter and progress would be reported back at the May meeting.

135/16 Financial Matters

Income

| | | |
|---------------------------|--------------------------|-------------------|
| Maxey Grounds | Cottage rent (less fees) | £ 523.60 |
| F. W. Cook | Interment fee | £ 1,030.00 |
| Peter Barnes Funerals Ltd | Interment of Ashes | £ 207.00 |
| W.& W.G West | Interment fee | £ 1,030.00 |
| Total Income | | £ 2,790.60 |

Expenditure

| | | |
|-----------------------|--|------------|
| Anglian Water | Playing Field Begdale Road Elm Supply Zero VAT | £ 7.13 |
| SLCC | Society of Local Council Clerks – Book Purchase - Zero VAT | £ 76.60 |
| D A Pest Control | Control of moles at Coldham & Friday Bridge playing fields – Zero VAT | £ 70.00 |
| C L Butcher - Clerk | Salary Feb & Mar (less income tax of £138.00 and NI of £4.32 each month) and reimbursement of expenses | £ 1,362.15 |
| H M Revenues & Custom | Clerk's Income tax and NI (January, February, March 2017) | £ 670.00 |
| SLCC | Membership & Joining Fee | £ 131.00 |
| Mr P Heron | Purchase of Fencing Panels & Ironwork for Cemetery Cottage (including £18.43 VAT) | £ 110.61 |

| | | |
|---|---|-------------------|
| R J Warren Ltd | Grass cutting & maintenance – Various areas (including VAT £263.58) | £ 1,581.47 |
| Anglian Water | Cemetery Supply Zero VAT | £ 65.62 |
| Fenland Fire Appliance LLP | Fire Extinguisher Service – Various Venues VAT 12.50 | £ 75.00 |
| Friends of Rings End Local Nature Reserve | S137 Grant Request | £ 1,000.00 |
| Total Expenditure | | £ 5,149.58 |

Financial position at 28th February 2017 (£)

| | |
|------------------------------|-----------------|
| Current Account | 70,761.80 |
| National Savings | 98,000.00 |
| Cottage Rent Deposit Account | <u>715.08</u> |
| Less o/s cheques | <u>2,339.89</u> |
| Balance | £167,136.99 |

Balance on ear-marked reserves as at 28th February 2017 (£)

| | |
|-----------------------------------|------------------|
| • Burial fees refunds contingency | 5,000.00 |
| • Highways safety contingency | 16,000.00 |
| • Cemetery development works | 2,095.00 |
| • Play equipment - Fridaybridge | 7,500.00 |
| • Street lighting works | 62,000.00 |
| • Rings End Nature Reserve grant | <u>1,000.00</u> |
| | <u>93,595.00</u> |

Actual balance available to the Parish Council at 28th February 2017 (after allowing for ear-marked reserves and general contingency £55,000) of approximately £18,541.99

| | |
|--------------------------------|---|
| Balance as at 28 February 2016 | £ 116,027.30 (actual balance available of approximately £1,460.00) |
|--------------------------------|---|

Cllr Pinnock suggested that the following amendments be made to ear-marked reserves for the financial year 2017/18:-

Highways safety contingency be increased by £1,000 to £17,000
(speed reduction schemes in Elm Fridaybridge)

Cemetery development works be increased by £1,905 to £ 4,000
(works to Garden of Rest and laying out of lower lawned area)

Additional allocations be made for the following items:-

Tripod for a Speedwatch Speed Indicator £300.00
(Minutes 55/16(2) Sept 2016)

Website development work £750.00
(to improve site and provide a greater amount
of information for the benefit of residents)

VAT – members were informed that the VAT reclaimable for March was higher than usual due to a reclaim for prior periods

Members resolved:-

- (1) that the income of £2,790.60 be noted and that the expenditure of £5,149.58 be authorised;
- (2) that the levels of funding held within the Parish Council's bank and savings accounts as at 28th February 2017 and the position as at 29th February 2016 be noted;
- (3) to note that, after allowing for the Parish Council's ear-marked reserves (totalling £93,595.00) at 28th February 2017), and making further allowance for a general contingency of £55,000 reduces the actual balance available to the Parish Council at 28th February 2017 to approximately £18,541.99;
- (4) the suggestions for amendments to the ear-marked reserves for the financial year 2017/18, made by Councillor Pinnock, be noted and agreed.
- (5) that the situation in respect of VAT be noted

136/16 Appointment of External Auditors

Following the statement made in the Public Forum, Cllr Pinnock advised Members that the new legislation required Parish Councils et al to determine whether they wished to opt in or out of the right to appoint their own External Auditors. This matter was never put to the Council and therefore the default position of opting in was adopted. Members were advised that this would have been his suggestion had the matter been discussed – and this appears to be the view of all but about 50 of the bodies involved
It was also confirmed that PKF Littlejohn LLP are correctly appointed External Auditors for the current financial year 2016/17 and have been appointed from 2017/18 -2021/22 inclusive

137/16 Year End Matter

It was agreed that the Annual Governance Statements be made available for consideration and acceptance at the next meeting so that the audit process could commence at the earliest date possible.

The Clerk was requested to write to the Council's property management company advising that henceforth no deduction from the rent receivable in respect of works such as repairs or maintenance would be accepted unless accompanied by a valid VAT invoice addressed to the Council

138/16 Cemetery Regulations Update

Cllr Pinnock mentioned that the regulations needed to be updated to reflect the change of Clerk. Members resolved that the changes be made and that the details on the website be updated.

139/16 Complaints Regulations Update

Cllr Pinnock mentioned that the regulations needed to be updated to reflect the change of Clerk. Members resolved that the changes be made and that the details on the website be updated.

140/16 Clerk- Workplace Pension- Noticeboards

The Clerk reported that the Council had to comply with the requirements of the Workplace Pensions regulations from 1st April 2017. She was awaiting further details from Local Government Pension Scheme in respect of rates before putting a paper before the Council for their consideration.

The Clerk mentioned that some of the Parish noticeboards were requiring repairs and Cllr Brand confirmed this. The Clerk agreed to investigate about costs and report back at a future meeting.

Members resolved that the details be noted

141/16 S137 Request – Elm Friendship Club

A request was received from the above Club for a payment of £1,494.00. The Members resolved that they would agree a donation, as they had done last year, but wished to delay the payment until next month (April 2017), the anniversary of the previous payment.

142/16 Correspondence

Cllr Pinnock read a letter received from a resident of Wales Bank Elm. After discussion, it was agreed that various elements be addressed by District Councillor Sutton and that Cllr Pinnock liaise directly with the resident

Date of Next Meeting

Members were reminded that the next meeting of the Parish Council is scheduled for 18th April 2017, to commence at 7.00 pm, at the Parish Council office, Begdale Road, Elm.

Meeting finished at 8.20 pm

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

Date: