

# ELM PARISH COUNCIL

## MINUTES OF MEETING

17 October 2017 – 7.25 pm.

**Present:** Councillor Brand: Chairman; Councillors Mrs Dalliday, Mrs Cotterell, Milham, Mrs Hopkin, and Hopkin, Mrs Adcock

**Apologies:** Councillors: Mrs Davis, Miss Ferguson, Stokes, Patrick. District Councillor Ms Tanfield.

**In attendance:** District Councillor Mr Sutton

The Minutes of the meeting of 12 September 2017 were confirmed and signed.

### 71/17 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.

### 72/17 Membership of Council

Members were informed of the resignation of Councillor Pinnock and the uncontested election of Councillor Mrs Priscilla Adcock (Councillor Adcock prefers to be addressed as Cilla).

### 73/17 Election of Vice-Chair

Councillor Stokes has put himself forward as Vice-Chair and Members were asked if there were any other nominees. Councillor Dalliday suggested Councillor Miss Ferguson. The Chairman asked if the Members wished this to be carried forward to the next meeting and asked for a show of hands. It was resolved that the matter of the election of the Vice-Chair go forward to the meeting in November.

### 74/17 Litter Bins

Parishioners have previously requested that litter bins be placed in Fridaybridge by the School and in Elm by Henry Warby Avenue. The representative from Amberol was due to present to Members but was prevented from doing so due to ill health. A discussion took place as to the types of litter bins Members would like to have installed. It was also discussed as to whether the District Council would empty them once they were installed. District Councillor Sutton raised with the Chairman that the District Council could supply and fit the bins for £153.50. Members agreed that the Clerk check with FDC about the supply, fitting and emptying of the bins and come back to Members next week.

## 75/17 Progress on actions from minutes of last meeting

### (1) Play equipment provision in Fridaybridge (Minute 57/17 (1) refers

The Clerk confirmed that she was meeting with Councillor Tanfield and an officer from the FDC, tomorrow the 18<sup>th</sup> October, with a view to moving forward the process of tendering and she would report back at the next meeting.

### (2) Speeding across the Parish (Minute 57 /17(2) refers

Councillor Mrs Adcock reported that so far this year 8,050 have been "clicked" of which 559 were speeding equating to 6.9%. 44 sessions had been held across the villages of Elm, Fridaybridge and Coldham, a total of 54 hours and 23 minutes. They are trying to educate the irresponsible minority as to the dangers of excessive speeding. They have had a meeting with Mike Brooks who is Cambs. Police Speedwatch and Neighbourhood Watch Co-ordinator. He came up with a number of good ideas including contacting Highways England who are purchasing some Radar Speed Signs which are Bluetooth and data logging. He has asked if they would donate one or two to the Council as the village is being impacted on by the A47 works. He will also attend the next Speedwatch meeting in November.

Councillor Mrs Adcock has spoken to the Head of Elm School, Andy Howe, about the children doing a Poster Competition to produce posters about speeding and road safety.

There have been a few issues with HGV's in the village. In addition workers leaving Fenmarc are often not wearing high viz jackets or having lights on their bikes. Councillor Mrs Adcock had contacted a Fenmarc Director who agreed to remind his staff of the need for both of these.

### (3) & (4) Local Highway Improvements schemes – Elm & Fridaybridge (Minute 57/17 (3) & (4) refers)

Traffic calming measures are due to be installed together with road marking and signage on the 26<sup>th</sup> October 2017.

The final costings have been received for the HGV Signage from the highways departments of CCC who have confirmed that the Council will need to pay a contribution of £1,286.66.

Members resolved that these costs be approved and the Highways Officer be informed that the costs are approved.

The school lights are working in both Elm and Fridaybridge. However, Councillor Milham advised that the unit in Elm was flashing but that the lights were not very bright.

The Clerk was asked to double check the status of the Insurance in respect of the Speedwatch equipment and speed flashing units and report back to the next meeting.

The Chairman then opened the meeting to the Public Forum.

### Public Forum

A Parishioner reported that the Matrix sign in Coldham is continually flashing and could the Clerk report this. The Clerk confirmed that she had reported both of the issues raised at the last meeting. She had received a call from a Highways Officer from CCC who confirmed that the matter at Redmoor Bank was urgent and would be dealt with as soon as possible. She had reported the issue with the bus stop at Coldham again. She was also asked to report the lack of white lines at the Clock Tower in Fridaybridge.

Another Parishioner raised the issue of street lighting. The question was asked as to whether EPC were remaining with Balfour Beatty. The Chairman reported that EPC had resolved to remain in the FDC scheme in principal but that Members wished to see the contract before making a final decision. The Clerk and the Chairman

were due to go to another meeting on the evening of the 19 October 2017, being held by the Parish Councils that were not remaining with the FDC scheme and to see what the other contactor had to report. FDC have not yet confirmed with the Parish Councils who their scheme contractor was going to be.

The same Parishioner further commented that the financial reports used to contain the VAT figure. The Clerk stated that the document was automatically generated by the spreadsheet. The Parishioner asked that the figure be put in writing if necessary. The Clerk reported that she could do this.

A Parishioner reported an incident at Meeko House Fridaybridge. A young person was running in the road and there was a near miss with an oncoming vehicle. It was reported that the school had put in an LHI for some additional signage and the matter has been reported to the CCC. Councillor Mrs Adcock was asked if she could speak to the head at the school and report back at the next meeting so that the Council could consider this in respect of the precept for next year.

The Chairman closed the Public Forum.

### **76/17 Police matters – PCSO Sue Clarke**

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

### **77/17 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/YR17/0864/F – Erection of an extension to existing controlled crop storage building and formation of water catchment reservoir and culvert of existing open water course at Hall Farm Agricultural Storage Coldham Estate March Road Coldham.

***Resolved that the Council wished for some more information in respect of the flood risk before considering the merits of the application further.***

F/YR17/0920/F – Erection of a 2-storey 3-bed dwelling involving demolition of outbuilding (part retrospective) at Land South of 21 Main Road Fridaybridge.

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

F/YR17/0946/F – Erection of 2 x 2-storey 3-bed dwellings with detached garages and 1.8m high close boarded front and rear boundary fences, and the formation of a new access at Land South of 125 Fridaybridge Road Elm

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

F/YR17/0919/VOC – Variation of condition 10 to enable amendment to approved plans and removal of conditions 6 and 7 of planning permission F/YR12/0686/F (Erection of a 2-storey, 3-bed dwelling and the formation of a shared access involving demolition of existing shed) in relation to parking and access at Land South of 2 Rookery Cottages Well End Road Fridaybridge

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

### **78/17 Reports from District and County Councillors**

Councillor Sutton was sorry to report the three immersion fatalities in the District in recent weeks and he was going to be working with appropriate road safety officers to see if they could improve the road conditions further.

### **79/17 Open Spaces (including the cemetery) within the Parish**

The Clerk showed Members some photographs she had taken of the cemetery at Leverington.

The potential for a similar layout at Elm cemetery was discussed.

It was agreed that a similar scheme for the remaining area at the Elm cemetery be progressed. The Clerk was asked to arrange for plans to be drawn up and that quotes be obtained for the works. Those costs to be brought to the next appropriate meeting for discussion and approval. In addition the Clerk or Chairman report back as to the progress of the scheme at future meetings.

The Clerk confirmed that she had a meeting with the contractor who was carrying out the works to the dykes at the Cemetery shortly to discuss the works required.

The Clerk reported that the fencing that was damaged at Maltmas Drove Fridaybridge is the responsibility of EPC and the quote from one of the Council's contractors was expected before the meeting but had not been received. Members decided that the Clerk be authorised to ask the Contractor to proceed with repairing the fence and gate as soon as possible after the receipt of the quote.

The issue of the state of The Leam in Elm was raised and the Clerk stated that she had previously tried to get a response out of the Developer but to no avail.

Councillor Sutton gave the Clerk details of other email contacts that he had for the Developer and she agreed she would contact them.

### **80/17 Noticeboards**

The Clerk asked for permission for two posters (Litter Pick Group and Whitemill Community Fund) to be put on the Noticeboards.

Members resolved that both could go on the Noticeboards subject to space being available.

### **81/17 Local Highway Improvements (LHI 2018/19)**

The Clerk reported that she had submitted an online application but the process did not allow her to save a copy. She had therefore emailed the relevant department at CCC and asked for a copy. As instructed by Jacob Hobbs at CCC she had made a "generalised" application and this would be processed by the Officers in due course.

### **82/17 Grants to voluntary and charitable bodies – Royal British Legion Poppy Appeal 2017**

Members considered making a donation, in addition to purchase of the annual Poppy Wreath, to this year's Royal British Legion Poppy Appeal.

The Clerk reminded members that the Parish Council had made such a donation in 2012, 2013, 2014, 2015 and 2016 (minutes 99/12, 90/13 102/14 (3) 81/15 and 75/16 refer).

Members decided that a donation of £30.00 (the same level of funding as provided in 2016) be made to the Royal British Legion Poppy Appeal 2016.

Members considered the request for a grant for the Citizens Advice Rural Cambridgeshire. They requested £1,000.00 but Members resolved to grant £500.

Councillor Mrs Adcock asked if they had completed an application form. The Clerk advised that the letter received gave quite a lot of the information required in the application form. They had helped both 108 newly registered local people and those already registered, with 1158 problems in the last financial year. The Chairman advised that as they had submitted a formal application in the previous year, it was felt this was not necessary for this year's application.

### **83/17 Cemetery Cottage**

The tenant had requested works be carried out at the Cottage in respect of 6 thermostats to the radiators and the moving of the room thermostat to make the heating more efficient as the room thermostat is currently placed by a radiator.

The Members considered the quotes and decided to grant the work to Premier Boiler Services who normally do the work at the Cottage. A separate electrician would be employed to do the electrical work required to move the room thermostat.

The quote was in the region of £350.00 including VAT. (The Contractor needed to confirm the costs of the electrician.

Members also discussed that Turner Contracting had agreed to be an on call service in the case of a genuine emergency at the Cottage. Members agreed that the Clerk be the initial contact but in the event that the Clerk was not available, that the Chairman and Councillor Milham would have the number to call out the contractor.

Members further resolved that the Chairman, Vice-Chairman and Clerk be authorised to agree expenditure in the case of an emergency.

### **84/17 Chapel of Rest Bell**

The Bell has been repaired and Members were informed that it was in the office if they wished to view it. Members discussed the issue of its reinstatement and the costs that this may involve.

Members decided that the bell be left in the office for the time being.

85/17 Financial Matters

(1) Income and Expenditure since last meeting

<b>ELM PARISH COUNCIL</b>		
<b>Income &amp; Expenditure</b>		
<b>17 October 2017</b>		
<b>Income</b>		
<b>Payer</b>	<b>Description</b>	<b>Amount £</b>
National Savings	Interest Received	62.43
King	Cemetery memorial	455.00
Manchetts	Cemetery memorial	165.00
Peter Heron	Cemetery Cottage Rent	595.00
Fenland District Council	Precept	27,614.50
<b>Total</b>		<b>28,891.93</b>
<b>Expenditure</b>		
<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
SLCC	Clerk Training Expenses	118.80
Fenland District Council	Wheelie bins emptying	184.27
Play Safety Limited	Inspection of Play Equipment	239.40
RJ Warren Ltd	Grounds Maintenance	1,425.49
P L Adcock	Clicker Device Speedwatch	8.99
C Brennan	Security - Playing Field Elm	100.00
Anglian Water	Water for Cemetery	50.19
Anglian Water	Water for Playing Field Elm	13.45
CL Butcher	Salary & Expenses	896.13
<b>Total</b>		<b>3,036.72</b>

In addition, the Clerk reported on the levels of funding held within the Parish Council's bank and savings accounts as at 31 September 2017 (in the total sum of £203,783.69), together with the figure of £ 140,805.19 as at 31 September 2016.

Members decided

- (1) that the income of £28,891.93 be noted and that the expenditure of £ 3,036.72 be authorised;
- (2) that the levels of funding held within the Parish Council's bank and savings accounts as at 31 September 2017 and the position as at 31 September 2016 be noted;
- (3) to note that, after allowing for the Parish Council's ear-marked reserves (totalling £121,425.00) at 31 September 2017), the actual balance available to the Parish Council at 31 September 2017 was £82,358.69 making further allowance for a general contingency of £55,000 reduces the actual balance available to the Parish Council at 31 September 2017 to approximately £27,358.69;
- (4) Councillor Dalliday raised the issue as to the earmarked reserves (previously raised by Councillor Pinnock Minute 69/17(6) refers). The Clerk stated, as previously, that those items agreed for expenditure were agreed spending and not earmarked reserves. The Council has money coming in each month and the financial information given each month shows the situation at that time but it will change during the month every month. For example last month Councillor Pinnock stated that he felt that the actual financial position of the Council should actually show a debit figure rather than a credit due to the agreed future spending. However two weeks after the last meeting the Council received the second yearly payment of its precept of over £27K. A discussion took place and the Clerk agreed to add to the financial report and Minutes, a note of the agreed expenditure still to be invoiced for, to aid Members when considering future expenditure.
- (5) The Council currently have agreed expenditure outstanding in the total of approximately £5,500. This is for works not yet carried out or invoiced for. It is anticipated that these will be invoiced for by the end of the third quarter. This is for the following items:-

Works at the Leam

Works at the Cemetery

Works at the Cemetery Cottage

Cost of replacement street lighting lantern (see minute 86/17 below)

Placing of two litter bins in Fridaybridge

### **86/17 Street Lighting Replacement of Lantern Costs**

Members confirmed that they would authorise the payment of the invoice in respect of replacement requested from FDC in the sum of £254.75 plus VAT (£254.75 + VAT = £305.70)

### **87/17 Correspondence**

The Elections Officer from FDC has confirmed that there will an election to fill the vacancy on the Parish Council on 30<sup>th</sup> November 2017. Members were asked to confirm that they would agree the costs of the polling cards. Members resolved that the costs of the polling cards be agreed.

Email had been received from UK Power Networks requesting permission to carry out works to trees that are in danger of encroaching on power lines. This would be at no cost to the Council. Members agreed to authorise them go ahead with the works.

Councillor Mrs Adcock asked who was responsible for the tree in Birch Grove. The Chairman advised it was CCC.

The Clerk reported that she had received the renewal membership for Cambridgeshire ACRE in the sum of £54. Members discussed the benefits of membership and agreed to fund it for another year.

A FIO request had been put in by Mr Pinnock in respect of the recording of the meeting in September 2017. The Clerk reminded Members as to the previous advice given and their previous decision to not release any recordings.

A FIO email had also come from the CIO requesting that the complaint from Mrs Adcock (now Councillor Mrs Adcock) be dealt with by way of formal notice from the Council.

The Clerk reported that she had spoken to the Monitoring Officer who had confirmed that Councillor Mrs Adcock would need to decide which "hat" she was wearing in the meeting as she could potentially be seen as having a bias or predetermined attitude to the issue. Councillor Mrs Adcock confirmed personally as to why she wished to have the recording but as a Councillor she agreed with the Clerk that the Council Policy needed changing if these recordings were not going to be provided.

A lengthy discussion took place in respect of the issue. The Clerk read out an extract from "Local Councils Explained" detailing the reason for the refusal as the Council believes it has a qualified exemption under the Act. Members agreed that the Clerk should review the policy for consideration at the next meeting.

Members further agreed that the Clerk is to issue the relevant Notices as required by the ICO to the two requestors confirming that the Council's qualified exemption is the fact that the minutes will be put on the Council's website in draft and then a final version within a reasonable timescale.

The Chairman raised an issue in respect of parishioners requesting bollards to go near the playing field in Coldham to prevent unauthorised parking.

Members agreed that the Chairman be authorised to get a quote for the costs and report back to the November meeting.

### **88/17 Proposal to exclude the Press and Public from the meeting**

The proposal was made that the press and public be excluded from the meeting due to the confidential nature of the remaining three Agenda items. Members resolved that the press and public be excluded.

The Chairman closed the meeting to the press and public.

### **Confidential Items**

#### **89/17 Operational Management of the Council**

(1) Concerns raised by the previous Vice-Chair were discussed and nothing further resolved at this time.

(2) It was resolved that Councillors Brand and Miss Ferguson meet with the Clerk on a quarterly basis to discuss any issues/concerns from either the Clerk or the Members. They would also "audit" the finances as required by the Council's Financial Regulations.



**90/17 Grounds Maintenance project**

Members discussed the current situation in respect of the grounds maintenance across the Parish and resolved that the Grounds Maintenance Contract be put out to tender for the year 2018/19.

**91/17 Consideration of concerns raised by the tenant of Cemetery Cottage**

Members resolved to gather further information in respect of the complaint and bring this back to the next meeting.

**Date of Next Meeting**

Members are reminded that the next meeting of the Parish Council is scheduled for 14 November 2017, to commence at 7.00pm, at the Parish Council office Begdale Road, Elm.

**Meeting finished at 9.50 pm.**

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

Date: