

ELM PARISH COUNCIL

MINUTES OF MEETING

17 April 2018 – 6.00 pm.

Held at the Parish Council office, Begdale Road, Elm

Present: Councillor Brand: Chairman; Councillors, Mrs Cotterell, Stokes, Milham, Ms Ferguson, Mrs Luffman, Mrs Davis, Butcher, Feaviour and Pooley.

In attendance: District Councillors Ms Tanfield (from 6.25pm) and Sutton

Apologies: Councillors Mrs Hopkin & Hopkin

184/17 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.

185/17 Membership of the Council

Mr T Feaviour was welcomed to the meeting after being co-opted on at the last meeting.

At this point of the meeting the Chairman asked to step down due to not feeling well and asked that the Chair be taken over by the Vice Chair Cllr. Stokes. Cllr Brand remained to the end of the meeting.

186/17 Minutes of March Meeting

The Minutes were approved as a true record and signed by the Vice - Chairman.

187/17 Progress on actions from minutes of last meeting

(1) Play equipment provision in Fridaybridge (Minute 168/17 (1) refers

The Clerk confirmed that the skate park was going to be moved from its original designated area. There was also a meeting on the 18th April to finally confirm the layout and it was anticipated that work would commence on that day.

(2) Speeding across the Parish (Minute 168/17(2) refers

No report was received from Speedwatch.

It was discussed by Members that as the Council was making financial payments to Speedwatch that it was reasonable that a report as to the Speedwatch activity in the Parish be sent to the Council each month.

The Clerk was asked to contact the Speedwatch Co-ordinator to request this.

(3) & (4) Local Highway Improvements schemes – Elm & Fridaybridge (Minute 168/17(3) & (4) refers)

The Clerk confirmed that the closing date for the public consultation had now passed but nothing further had been heard to date.

- (4) **Defibrillator at Elm Church of England School Elm** - The Clerk confirmed that this was set up and registered with the East of England Ambulance Service. She had been in contact with the Charity who provided the funds and was waiting further details in respect of doing a press release. A request for the fact that there was a Defibrillator in the Village be placed in the parish newsletter each time it was produced and a notice would be placed on the website and Noticeboards.

(5) **Land at Chapel Lane Elm**

The Clerk confirmed that nothing further had been heard from Norfolk CC in respect of the sale of land. It was mentioned that the land had previously been offered at no cost to the Council but this had previously been turned down. The Clerk confirmed that both she and the Clerk to Emneth were requesting that the purchase price be as reduced as possible. Any progress would be reported at the next meeting.

188/17 Police matters

No report was received prior to the meeting.

189/17 Planning Applications

F/YR18/0302/F – Erection of a 2-storey 5-bed dwelling with detached garage/cart shed and detached stable block involving demolition of 2no dwellings and outbuildings at 1-2 Whitehouse Farm Coldham Bank Coldham.

Resolved: That the application be supported.

F/YR18/0335/F – Erection of an agricultural storage building at Waldersea Farm South Brink Wisbech PE14 0RZ.

Resolved: That the application be supported.

190/17 Reports from District and County Councillors

Councillor Sutton confirmed that works had started on the trees at Birch Grove although one of the trees had to be left due to nesting birds.

He asked that the Council consider at the next meeting, about making a contribution to the costs of providing improved signage at Colletts Bridge Lane to try and dissuade HGV's from turning down there by accident and also to provide a turning circle at the end of the Lane. In addition he asked that the matter of the works at Birch Grove and the Council contributing to the cost also be considered.

Members noted District Councillor Ms Tanfield and Councillor Sutton's comments.

191/17 Open Spaces (including the cemetery) within the Parish

The Clerk reported that she had been approached by the Contractor now doing maintenance work for the Council to ask if they could store a piece of equipment on the Council's property.

The matter was discussed and Members resolved that he could store the equipment but at his own risk.

The Clerk confirmed that she was still waiting to hear from the Hundred of Wisbech about the maintenance strip required in respect of the proposed work at the cemetery. She would chase them again.

Public Forum (commenced at 6.23pm)

A parishioner confirmed that Kier had put in for planning permission for 20 homes at the back of Grove Gardens to the west of Cedar Way. He and other residents were concerned that another 20 homes in that area would have too much of an impact particularly given the permission granted on appeal for 30 homes at the rear of the Cemetery. He suggested that the permission should not be given until the 30 homes had been built and the impact became apparent. He said that he was not against the village having to expand but that it was too much of a concentration of homes in the area. He asked that these factors be considered when Members discussed the application.

Members noted his comments.

A Parishioner mentioned that there appeared to be a traffic survey in place where the car had crashed and knocked down the chevrons and VAS in Coldham. He asked that the Clerk contact the County Council for clarification.

It was again raised by a Parishioner about the knocked down chevrons and VAS. The Clerk confirmed that she had reported the matter and also emailed officers about it.

She confirmed she would contact them again.

Public Forum closed at 6.29pm

192/17 Financial Matters

(1) Income and Expenditure since last meeting

Elm Parish Council – Quarter four (year-end) financial position 2017/18

Parish Council's receipts and payments position as at 31 March 2018

Receipts	£		Payments	£
Burial fees	15,798.60		Clerk's costs	11,033.27
Agricultural holdings	3,262.50		Burial grounds	11,179.14
Concurrent functions	2,640.00		Election fees	100.00
Interest from accounts	836.86		Miscellaneous/general expenses	380.84
Cemetery Cottage	6,758.40		General admin. costs	2,258.51
Precept	55,229.00		Cemetery Cottage	1,199.00
Council tax Support Grant	2,653.00		Playing fields maintenance and general expenditure	11,811.05
Electricity wayleave	249.39		Pocket parks maintenance	1,147.26
			Open spaces maintenance	5,841.88
			Section 137 payments	4,496.66
			Insurances	2,596.43
Sub-total			Affiliation fees	120.00
			War memorials	0.00
HMRC – VAT refund	4,874.08		Agricultural holdings	139.12
			Chairman's allowance	166.10
			Street lighting	1,103.61
			Fixed assets	0.00
			Highway Safety	
			VAT	5,157.10

Total	92,301.83		Total	58,729.97
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Please note an additional £381.60 would have been received by the Council in respect of rent payments and then would have been paid out again as fees or expenses. However the Agents deducted this at source. However there is some VAT to be reclaimed which is not shown as part of the end of year accounts as the payments have not come in and gone out of the Bank account. This amounts to £63.60.

Elm Parish Council 17 April 2018 Finance Report

Income

P Heron	Cottage rent	£ 595.00
NS&I	Interest	£ 75.18
J G Cross Memorials	Memorial	£ 455.00
A R Clingo	Cremated remains plot purchase and interment fee x 2	£1,980.00
W Bailey & Son	Interment Fee	£ 1,030.00
Barclays Bank	Interest – Cottage Deposit	£ 0.49
Total Income		£4,135.67

Expenditure

NEST (Direct Debit)	Clerk's Pension (Arrears April to June 2017 and month of April 18) Council Cont. £11.38)	£ 511.38
Fenland District Council	Wheelie bin emptying – Elm Cemetery	£ 184.27
Fraser Dawbarns Solicitors	Land Registry Fee	£ 20.00
C Butcher	Salary (less income tax of £146.60 and NI of £3.75) and reimbursement of expenses (VAT £29.32)	£668.06
King's Lynn IDB	Agricultural drainage rates	£66.63
Mrs C L Adcock	Financial support – Speedwatch Jackets	£77.17
C Brennan	Playing field security (quarterly payment to 31 March 2018)	£100.00
HMRC	Payment of Tax & NI for months 10,11 & 12 of the Tax Year 2017/18)	£613.17
SLCC	Clerk - Membership Fees	£ 128.00
Anglia Water Business	Water for Begdale Playing Field	£ 11.97
Cambridgeshire County Council	Fridaybridge Playing Field	£ 375.00
Total Expenditure		£2,755.65

Members decided

- (1) that the income of £4,135.67 be noted and that the expenditure of £2,755.65 be authorised.
- (2) Members noted the Bank Reconciliation report for March 2018 and confirmed their agreement to the General Reserve figure. The Earmarked reserves would be considered when the works for the cemetery were known.
- (3) The End of year/Quarter four Report be noted.
- (4) Members resolved that the Chairman and Clerk could sign the Audit paperwork.
- (5) Members noted that the Clerk was due to meet with the Internal Auditor on the 24th April 2018.

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

The Council currently have agreed expenditure outstanding in the total of approximately £7,000. This is for the following items:-

Cost of replacement street lighting lantern x 3
Placing of two litter bins in Elm/Fridaybridge
LHI Payments

193/17 General Data Protection Regulations (GDPR)

Members resolved to have Parish Council email addresses and that the Clerk contact the web company that provides the email for the Clerk and arrange this. The cost will be £5 per email address per annum.

194/17 Notice on Website and Emails

The Clerk asked Members what they felt were their expectations of her from a work point of view as she is only employed 10 hours per week and could not always be available to answer calls and emails. Members discussed the situation and asked that the Clerk add something to her emails letting people know that she was part-time and would answer emails as soon as possible.

195/17 Poster for Website

A request had been received from Wisbech Museum asking for people to volunteer. Members resolved that the poster be placed on the Noticeboards and the Parish Website

196/17 Coldham Airfield Memorial Plaque

The Clerk confirmed that the site for the World War One Airfield/Landing Strip had been located and this was on the Coldham Estate. The Chairman had spoken to the Manager of the Estate who was happy to agree to the placing of a plaque to commemorate the site at the entrance to the Estate

197/17 Elm War Memorial

The quote received from the specialist firm who clean and maintain Memorials was discussed and Members resolved to approve the quote and further resolved that a chain was added at the base to help to secure Poppy Wreaths as there were occasions when these has been blown into the road.

198/17 Community Centres: Elm and Coldham

A general discussion took place and Members were given details by one of the Councillors as to the possible options for funding including the Prince's Trust and the National Lottery.

The Council could also get a Public Works Loan which can be up to £500,000 repayable up to 50 years at a set interest rate. It was hoped that the events that were held there could go towards paying for the costs of the loan. It was also discussed that there was the possibility of some Section 106 funds for Coldham.

Members resolved that a subcommittee be formed, consisting of Councillors Ms. Ferguson, Mrs Davis, Mrs Luffman, Ms. Tanfield, Feaviour and the Clerk.

199/17 Elm Street Pride Group – Additional Waste Bins

Members resolved to order another two dog waste and two general waste bins be placed in Fridaybridge, Wales Bank and Birch Grove.

Discussion took place about the request for a pedestrian gate to the Playing Field in Begdale Road. Members resolved not to have this added. However, the bin at the Field is often overflowing so they asked that a larger bin be placed down there.

200/17 Correspondence

A discussion took place about an email received detailing issues in respect of the Bus Shelter at Station Road Coldham. Members resolved to ask the Clerk to investigate further about this Bus Shelters and the others in the Parish now that the Bus Service was continuing through the villages.

201/17 Time of Annual Parish Meeting

A request had been received to change the time of the May meeting to 6pm. A discussion took place and the Clerk commented to Members that there had been more people attending meetings since the time change than there had been when the meeting time was 7pm. Members resolved to leave the time of the meeting at 6pm.

The Chairman confirmed that the next meeting was 22 May 2018 after the Parish Assembly which starts at 6.00pm.

Meeting closed at 7.15 pm.

Signature :(Council Chairman).

Date:

Elm Parish Council, Antwerp House, 252 Gosmoor Lane, Elm Wisbech PE14 0EG