

# ELM PARISH COUNCIL

## MINUTES OF MEETING

19 June 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 Hopkin, Mrs Davis, Butcher, Feaviour.

**In attendance:** District Councillors Ms Tanfield and Sutton

**Apologies:** Councillor Hopkin

### 23/18 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.

### 24/18 Minutes of May Meeting

The Minutes of the May meeting were approved as a true record and signed by the Chairman.

### Public Forum

A resident asked about the requested highway improvements for Wales Bank. They were informed that the matter was on the Agenda for discussion under Item 11.

Another resident asked about the possibility of moving the public forum to after Correspondence on the Agenda as they might raise something which was also to be raised in the Correspondence. This was not acted on.

The same resident asked about the high cost of the work on the War Memorial. The Clerk confirmed that it is specialised work and that there were recommended by the War Memorials Trust.

A resident raised the fact that he thought that Section 2 of the Audit Paperwork was incorrect. The Chairman said that as the Parishioner was inspecting the documentation shortly that it could be discussed then. The Clerk confirmed that any concerns with the paperwork should be raised by the External Auditor.

### 25/18 Progress on actions from minutes of last meeting

#### **(1) Play equipment provision in Fridaybridge (Minute 6/18(1) refers**

Gravity have finally got on site and done enough work to enable the Clerk to submit an invoice for the remaining balance of the WREN grant and this had been submitted by the deadline of the 18<sup>th</sup> June.

Work continues on site. There is an official opening of the site on the 24<sup>th</sup> July 2018 at 3.15pm.

Councillor Davis asked that the Council agree to purchase some additional keep fit equipment for adults including those with a disability. Members noted the progress and agree in principle to fund £4,000 of equipment for the site, subject to the final figures for the site being known.

#### **(2) Speeding across the Parish (Minute 6/18(2) refers**

Members were informed of concerns raised by one of the Councillors about her removal from the Speedwatch team, after returning a GDPR document sent out by the local Speedwatch Team, which had not been supplied by the Regional Speedwatch Co-Ordinator.

Another Councillor raised concerns that the Council had previously provided a lot of funding to Speedwatch over the last few years. They were originally called Elm Parish Speedwatch but this name had been changed recently to Elm Community Speedwatch. He was concerned that there were issues around the two organisations working together and despite the Council always agreeing to their funding requests, he did not feel that he could support future requests for funding. Other Councillors agreed. Other Parish Councils seem to work very closely with their Speedwatch teams but the Council felt that they were being prevented from doing so, they very much wanted to and felt that Speedwatch were doing a good job and had a very good new Website. However other Parish Councils were provided with reports each month but these were no longer being provided.

A discussion took place in respect of the two grants requests from Speedwatch for further funding which were later on in the Agenda. Members refused to grant the two requests.

A further discussion took place in respect of overhanging vegetation that had been reported together with concerns about speeding. The Clerk reported that she had suggested to the resident that the overhanging vegetation be reported to the County Council. A Councillor mentioned that there were Community Payback teams which may be able assist and provided the Clerk with the details to look into this further.

The concerns raised about speeding in the Parish were discussed and would be added to the LHI application which is to be discussed later on in the meeting.

No report was received from Elm Speedwatch. Details are available on the Elm Speedwatch website [www.elmspeedwatch.btck.co.uk](http://www.elmspeedwatch.btck.co.uk)

**(3) & (4) Local Highway Improvements schemes – Elm & Fridaybridge (Minute 6/18 (3) & (4) refers)**

No updates were available.

**(4) Land at Chapel Lane Elm (Minute 187/5 refers)**

Waiting to hear further from Emneth PC. The two Clerks had had a discussion and it was hoped that the two Councils could share the legal costs. The report forwarded from Cllr Sutton had also been noted by Members.

**(5) Community Centres Elm and Coldham**

A brief discussion took place and a meeting date was agreed for early July. This would be to discuss an initial plan of action before gaining the views of the public.

**26/18 Planning Applications**

F/YR18/0499/F - Erection of single-storey rear and first floor extensions and extension to front of garage of existing dwelling involving demolition of conservatory at Abaco 28 Main Road Friday Bridge Wisbech PE14 0HJ

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

**27/18 Reports from District and County Councillors**

Cllr. Sutton reported that he had no updates in respect of the issues that he has raised at previous meetings. The District Council are busy finalising the Accounts for the year end including a 220 page report to Committee. He also confirmed that he fully supported the Council's' intention to apply under the LHI for improved signage, inter alia, for Wales Bank.

He advised Members to go back to the District Council in respect of the additional 15% charge being proposed by them under the new Street Lighting SLA as he felt this was not justifiable.

In respect of the costs for the War Memorial, he agreed that they were high but that the cost was insignificant when compared with the costs to those who lost their lives in the service of their country.

Doodlepoll was introduced by Cllr Sutton as a useful tool for arranging meetings.

Finally Cllr Sutton offered his support to try and assist the Council and Elm Speedwatch to begin to work together in the future. This sentiment was echoed by Cllr Tanfield.

Cllr Tanfield discussed the Community Centre and possible funding. She felt it would be important to get the Community involved as soon as possible as this would help with potential funding applications.

Cllr Tanfield then left the meeting 19.12pm.

### 28/18 Open Spaces (including the cemetery) within the Parish

Comments were made by Councillors that the cemetery was looking better than in previous years.

In addition the contractor's staff had been very good at moving the blocks holding the HERAS fencing blocks that had been thrown around at the Fridaybridge playground site, before carrying out the maintenance work.

A discussion took place about the dykes at the cemetery and Members resolved that a quote be obtained from the contractor for the work to the Council's side of the dyke on a regular basis so it was not the substantial job that it had been this year.

A discussion took place in respect of the Cemetery and the Environment Agency and the fact that a 10 meter boundary needs to be in place around the dykes. It was resolved that the Architect be asked to do a plan setting out the land as governed by the rules and then look to develop the area according to that plan.

### 29/18 Financial Matters

#### (1) Income and Expenditure since last meeting

<b>ELM PARISH COUNCIL</b>		
<b>Income &amp; Expenditure</b>		
<b>19 June 2018</b>		
<b>Income</b>		
<b>Payer</b>	<b>Description</b>	<b>Amount £</b>
Tenant	Cemetery Cottage Rent	595.00
National Savings	Interest Received	80.55
<b>Total</b>		<b>675.55</b>
<b>Expenditure</b>		
<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
NEST	Clerk Pension	258.30

Information Commissioner	Data Protection Registration	40.00
CL Butcher (VAT£2.17)	Salary & Expenses	954.30
Carter Accommodation VAT (£24)	Hire of Disabled Toilet	144.00
Gravity Engineering Limited (VAT £4,668.95)	Fridaybridge Rec Grd Equipment	8,385.70
HAGS-SMP Ltd (VAT £6,367.73)	Fridaybridge Rec Grd Equipment	7,834.40
Chairman's Allowance	Chairman's Allowance	320.00
<b>Total</b>		<b>17,936.70</b>

Members decided

- (1) that the income of £675.55 be noted and that the expenditure of £17,936.70 be authorised
- (2) that a Direct Debit be set up to automatically renew the ICO registration on an annual basis.
- (3) Members noted the Bank Reconciliation report for May 2018.
- (4) that the amendments to the Audit paperwork detailed by the Clerk be agreed.

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 £15,000. This is for the following items:-

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

### **30/18 General Data Protection Regulations (GDPR)**

The Clerk confirmed that she was still waiting to hear through CALPC and SLCC exactly how the legislation applies to the Parish Council in respect of the Data Monitoring Officer.

The Clerk gave details of the documents that she has to produce for the allotment holders and those with Rights of Burial. There is also a notice that needs to go on the end of email when Cllrs start using their Elm PC mails. A general discussion took place about going through all the old paperwork held and it was agreed that Cllr Davis would assist the Clerk with this.

Members resolved to agree the Clerk's request to purchase a new lockable cabinet for Council paperwork.

### **31/18 Private Funded Highway Improvement/LHI Application.**

A general discussion took place in respect of what the Council wanted to do about the issues in the Parish in respect of speeding. Members resolved that the Clerk put together an LHI application for submission to CCC.

### **32/18 Assets Register – Risk Assessment**

A discussion took place about carrying out the assessment of the assets and area allocated to various Councillors/Clerk. Members to report back at the August meeting.

### **33/18 New Street Lighting Contract Service level Agreement**

A discussion took place in respect of the SLA received from FDC in respect of street lighting. A number of concerns were raised.

Members resolved that the Clerk go back to FDC about the 15% additional charge and when the assessments of the lights are going to be looked at. In addition there seems to be a lot of clauses in the document that would mean the Council could incur additional costs.

CLr Sutton reported that a meeting was going to be held by some of the Parishes to discuss the matter further. Resolved that the Clerk go back to FDC and say that the Council would not be in a position to make a decision by the deadline in the letter.

### **34/18 New Councillor Training**

CLr Butcher asked if others would be interested in training. He said that he would find out what was available and bring it back to the next meeting.

### **35/18 Audit Paperwork**

A brief discussion took place about the costs of providing copies of paperwork and resolved that the Council charge for hardcopies at the same costs as FDC. CLr Sutton believed it was 10p per sheet.

### **36/18 Meeting Paperwork**

A discussion took place about the paperwork that should be available to the public. Members resolved that the Clerk provide copies of the paperwork that she currently provides in a folder that the public can access if they attend a meeting. In addition a copy of the Agenda for those who may have forgotten to bring a copy. CLr Sutton reported that these meetings are business meetings of the Council and the elected Councillors are elected to do that business. Although they need to be as transparent as possible, there needs to be limits to what information is released particularly when relating to individuals. The District Council is trying to go paperless as much as possible due to the high cost of producing paperwork.

### **37/18 Correspondence**

Two posters had been produced for going on the Parish Noticeboards and Members resolved to allow them to go on the Noticeboards when space allows due to Audit paperwork. The Clerk reported details of a notification that she had received in respect of an appeal against an Enforcement Notice issued by FDC in respect of Land North of Bar Drove Fridaybridge Cambs. The Clerk reported that she had received a response from the RAF to her enquiry providing a Grid Reference and further details for the Landing Strip at Coldham. She was going to check this out further and see that it agrees with previous information given to her. CLr Sutton was invited to open the new playground at Fridaybridge together with CLr Tanfield on 24<sup>th</sup> July at 3.15pm.

The Chairman confirmed that the next meeting was 17 July 2018 at 6.00pm. Meeting closed at 8. 16 pm.

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

Date:

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