

MINUTES OF MEETING

18 April 2017 – 7.00 pm.

Present: Councillor Brand, Chairman; Councillors Mrs Dalliday, Miss Ferguson, Pinnock, Milham, Stokes and Webb

Apologies: Councillors Mrs Cotterell, Mrs Davis, Mrs Hopkin, Hopkin and Patrick.

In attendance: District Councillor Will Sutton & District Councillor Michelle Tanfield (from 7.00 to 7.25 pm).

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

143/16 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

Members of the public raised no issues

144/16 Progress on actions from minutes of last meeting

(1) Play equipment provision in Fridaybridge (minute 129/16 (1))

The Clerk informed Members that she had responded to email requests from WREN for some additional information and some changes to the application. An email was received the day of the meeting and the Clerk confirmed that she would respond to this shortly. The WREN application would be considered in late May 2017.

Members decided that the situation be noted.

(2) Speeding across the Parish (Minute 129/16(2) refers

- (a) Councillor Pinnock reported that to date the Speedwatch team had undertaken 9 sessions spread over 113/4 hours. 1,582 vehicles had been "clicked" with 143 reported for excessive speed. This represented 9%.
- (b) He was pleased to announce that the problems of training and risk assessing monitoring locations appeared to be nearing a satisfactory conclusion as the Constabulary had received an application for the post of a Police Support Volunteer (PSV) for the Fenland (North) area.

Members decided that both points be noted

- (c) Members were reminded that an attempt had been made to reduce the speed limit on the B1101 between Elm and Fridaybridge from 40mph to 30 mph but this had not been pursued due to Police opposition

Cllr Pinnock proposed, seconded by Cllr Mrs Dalliday, that CCC be formally requested to consult on the reduction. It was resolved that Cllr Pinnock contact CCC to commence whatever actions are necessary to obtain the speed reduction

(d) Local Highway Improvements scheme – Elm (Minute 129/16 (3) refers)

Contrary to rumours circulating, Councillor Pinnock advised that the Elm speed reduction scheme had not been shelved. There had been one letter of objection of which he gave a synopsis. The points raised had yet to be determined and Cllr Pinnock advised that he was in the process of making written representation which he hoped would negate the objections. In the meantime, work on the Dual Flashing Signs and the Double Yellow Lines around the junctions will commence

The various options open to the Council regarding the programming of the Dual Flash units was discussed and it was resolved that the basic system be installed

(e) Local Highways Improvements Scheme - Fridaybridge (Minute 129/16 (3) refers)

Cllr Pinnock advised that consent had been given to start the TRO for the Double Yellow Lines down Maltmas Drove, Fridaybridge

The various options open to the Council regarding the programming of the Dual Flash units was discussed and it was resolved that the basic system be installed

(f) Lighting in Limes Avenue – Minute 129/16(4) refers

The Clerk confirmed that she had contacted FDC by email requesting that more information be obtained in respect of the street light. To date no response had been received.

Members decided that the situation be noted

(5) Former Cemetery Chapel, Elm (minute 129/16(5) refers)

Members were advised that the inspection had not taken place but would be advised when it had been

(6) Appointment of Internal Auditor – (Minute 129/16(6) refers.

The Clerk confirmed that Canalbs Limited had agreed to be appointed as independent Internal Auditor for the financial year 2016/17. The Internal Audit will take place on 26 May 2017.

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

The Clerk that she had emailed the contact from Three Holes football club to ask that they attend the Meeting this evening. There had been no response to that email or indeed anything further heard from the contact

Members decided that this be noted and the Clerk be asked to email again to ask if they have any intention of using the field/porta cabin when the football season starts again.

145/16 Police matters – PCSO Sue Clarke

Following Report received by email

Please accept my apologies for Tuesday's meeting

With over 50 incidents having been reported in Elm alone this month I can't say that it's not been busy! However with issues such as Domestic/Poaching/Violence and Concerns as some of the headings what really concerns you as residents....

Friday Bridge had over 20 incidents and Coldham 4 minor incidents.

A burglary in Friday Bridge resulted in not only theft of cash and tools but also a Ford Transit Van

I was a little surprised and disappointed to see a laptop had been taken in Elm from a car that wasn't locked.

I'm still doing my usual visits to the Care homes and the Schools which keep me busy.

I had planned to do some Speeding Enforcement within the villages on Tuesday 11th April but unfortunately the Special who I need to deal with the enforcement side had to work. The Special Constabulary are all Volunteers so anything they can do to assist is appreciated.

I am covering an event in Coldham tomorrow.....if there are any events where I can come along to please let me know and I will do my best to attend.

Many thanks and stay safe
Sue

146/16 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/YR17/0261/F – Erection of a 2-storey side extension to existing dwelling involving the demolition of existing shed – 9 Queens Drive Friday Bridge PE14 0JB

Resolved: That the application be supported

2. F/YR17/0195F – Reserved Matters application relating to detailed matters of access, appearance, landscaping, layout and scale pursuant to outline planning permission

Resolved: That the application be supported

3. F/YR15/0781/0 (Erection of 2 x dwellings (max) (Outline application with all matters reserved) for Plot 2 only – Land West of The Holt Begdale Road Elm

Resolved: That the application be supported

4. F/YR17/0291/F – Erection of single storey side and rear extension to existing dwelling – Brooklyn, Begdale Road Elm Wisbech

Resolved: That the application be supported

147/16 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 Michelle Tanfield told the meeting that she recently did a “walk around” in Christchurch with the PCSO Sue Clarke. This involved a coffee morning and an opportunity to chat to residents. It is hoped to extend this to Elm and Fridaybridge.

Cllr Sutton informed Members that the PCC was visiting the Salvation Army on Monday at 10.am in Wisbech if they wished to meet with him.

He also confirmed that a tree considered dangerous in Birch Grove, Elm was due to be removed by the District Council shortly. It had been difficult to ascertain ownership of the land it is growing on but it was felt prudent to remove it due to its potential to cause injury.

Members thanked both Cllrs Ms.Tanfield and Sutton for their input.

148/16 Open Spaces

- (1) Members were advised that a tile was loose on the cemetery chapel roof. It was agreed that the Clerk be authorised to contact Turner Roofing to arrange repair
- (2) Cllr Pinnock confirmed that he had met again with the resident (Minute 142/16 refers) of Wales bank and it had been agreed that he would he contact the resident again in June
- (3) The safety inspection of all play equipment owned by the Council was discussed and it was resolved that the Clerk be authorised to contact RoSPA to arrange for inspections
- (4) Details of land owned by the Council was considered and the Clerk was requested to obtain confirmation from the solicitors that they still held all the land deeds and other papers
- (5) The Chairman raised a question as to the frequency of the grass cutting within the Parish. It was agreed that the Clerk write to the contractors and get a list of dates when grass would be cut and revised dates when weather prevented cutting
- (6) Cllr Stokes confirmed that the Elm war memorial was in need of cleaning. It was agreed that the Clerk review her files and report back at the next meeting

149/16 Financial Matters

(1) Income and Expenditure since last meeting

The Clerk reported on the Parish Council's income and expenditure since the last meeting as follows:-

ELM PARISH COUNCIL		
Income & Expenditure		
18 April 2017		
Income		
Payer	Description	Amount £
Maxey Grounds	Cottage Rent	523.60
Total		523.60
Expenditure		
Payee	Description	Amount £
Anglian Water	Water for Playing Field Elm	2.39
Anglian Water	Water for Cemetery	36.95
Cambs County Council	Lease - Playing Field FB	375.00
King's Lynn IDB	Agricultural Drainage Rates	65.33
Elm Friendship Club	Financial Support	1,494.00
C Brennan	Security - Playing Field Elm	100.00
RJ Warren Ltd	Grounds Maintenance	1,699.50
CL Butcher	Salary & Expenses	651.86
Total		4,425.03

In addition, the Clerk reported on the levels of funding held within the Parish Council's bank and savings accounts as at 31 March 2017 (in the total sum of £164,853.19), together with the figure as at 31 March 2016 (£111,715.74)

(2) Quarter 4 (year end 2016/17)

The Clerk reported on the management accounts produced for the fourth quarter (year-end) of the 2016/17 financial year and gave explanations as to variances between the estimated income and expenditure for the year and the actual levels of income and expenditure in that financial year.

(3) Management accounts Month 1 – 2017/18

- (a) The Clerk referred to the April 2017 management accounts circulated and explained that with Members' agreement, management in this format would be issued each month
- (b) It was also pointed out that the cottage rental income was always paid with the deduction of the management fee and that a Vat invoice was not received despite requests that one was provided. The Clerk asked Members if it was felt necessary to pay for this service and if it was considered necessary, whether an alternative management company whose administrative systems were more tailored to the Council's requirements could be employed

Members decided

- (1) that the income of £523.60 be noted and that the expenditure of £4,425.03 be authorised;
- (2) that the levels of funding held within the Parish Council's bank and savings accounts as at 31 March 2017 and the position as at 31 March 2016 be noted;
- (3) to note that, after allowing for the Parish Council's ear-marked reserves (totalling £96,550.00) at 31 March 2017, the actual balance available to the Parish Council at 31 March 2017 was £68,303.19; making further allowance for a general contingency (at the level of 112% of the 2016/17 Precept, which equates to £55,000) reduces the actual balance available to the Parish Council at 31 March 2017 to approximately £13,303;
- (4) that the financial information within the fourth quarter's management accounts be noted.
- (5) that the April 2017 management accounts be accepted and that they be issued in this format from now on
- (6) that the Clerk be instructed to terminate the cottage management agreement forthwith and that the management of the cottage be reviewed in 6 months

150/16 Annual Audit

- 1. The effectiveness of the internal control procedures was reviewed and after consideration IT WAS RESOLVED THAT these be accepted
- 2. The Annual Governance Statement 2016/17 was considered and IT WAS RESOLVED THAT this be accepted
- 3. The Annual Accounting Statement 2016/17 was considered and IT WAS RESOLVED THAT this be accepted
- 4. IT WAS CONFIRMED THAT Section 1 (Annual Governance Statement 2016/17) and Section 2 (Accounting Statements 2016/17) are signed and dated as required
- 5. The timetable for the Annual Audit was considered and noted

151/16 Governance & Policies

The following documents having been circulated previously were considered and IT WAS RESOLVED THAT these be accepted as policies of the Council

Document No.	Description
(2)	Audio Visual Recording Policy – 18 th April 2017

- (5) Code of Conduct – 18 April 2017
- (7) Data Protection Policy Information Security Policy – 18 April 2017
- (8) Disability Equality Policy 2017
- (9) Disciplinary and Grievance Policy for Employees – 18 April 2017
- (10) Document Retention Policy – 18 April 2017
- (11) Equal Opportunities Policy – 18 April 2017
- (12) Equality and Diversity Policy – 18 April 2017
- (15) Internal Control – Statement 18 April 2017
- (16) Openness Guide – DCLG
- (17) Publication Scheme – 18 April 2017
- (18) Risk Assessment – 18 April 2017

152/16 Website

(a) IT WAS RESOLVED THAT the documents in Minute 151/16 above be published on the Parish website together with the following documents previously adopted on the dates shown

(4) Cemetery Regulations - 21 march 2017

(6) Complaints Procedure - 21 March 2017

(13) Financial Regulations – 13 December 2016

(14) Grant Aid Policy – 18 June 2013

(19) Standing Orders – 13 December 2016

(b) IT WAS RESOLVED THAT the following documents be published on the Parish website

(1) Assets List 2016-17

(3) Care, support and wellbeing

Monthly Cumulative Management Accounts

(c) IT WAS RESOLVED THAT the Minutes of Parish Council meetings be published in draft form on the Parish website no later than 14 working days after the meeting to which they refer and that such Minutes to be approved subject to amendment at the following meeting

153/16 PC based accounting system

Members were advised that the accounts would be maintained on a PC based Excel VBA program rather than a manually written system. This would lead to greater accuracy and a significant saving in time. Councillor Pinnock advised that the Clerk had been trained in using the new system and that any Member wishing to acquaint himself/herself with the system should advise him

154/16 Workplace Pensions

The Clerk reported that she had only that day received information previously requested and confirmed that she would prepare a paper for discussion at the next meeting. She had registered the Parish Council as an employed with the Pensions Regulator as required by legislation and will comply with other relevant obligations as they occur.

155/16 Correspondence

A letter and invoice was received from Cambridgeshire and Peterborough Association of Local Councils offering membership. A discussion took place and Members decided not to join the organisation. However there was some information received from Clerks and Councils Direct Limited which Cllr Pinnock requested to take away and peruse and report back at the next meeting as to whether they were a good organisation to join for support and advice for the Council and the Clerk.

Letters were received from Barclays Bank. One stating that the bank mandate had finally been changed and another stating that this had been sent in error and they required another form returning. The Clerk confirmed that this form had been returned and it was hoped that she would shortly be a signatory on the bank account.

Date of Next Meeting

Members were reminded that the next meeting of the Parish Council is scheduled for 23 May 2017, to commence at the conclusion of the Annual Parish Assembly which takes place at 7.00pm, at the Parish Council office Begdale Road, Elm.

Meeting finished at 8.05pm

Signature :(Council Chairman).

Date: