

# Elm Parish Council

Clerk: Kate Waller  
9 Cornflower Avenue, Hampton Vale, Peterborough, PE7 8PB  
Tel: 07307 617290 Email: [clerk.elmpc@gmail.com](mailto:clerk.elmpc@gmail.com)

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## Minutes of the meeting of Elm Parish Council held on Tuesday 1 October 2019 at 6.30 pm at the Parish Council Offices at Begdale Road, Elm

Meetings of the Parish Council are recorded by the Clerk to aid the Clerk with minute taking. The recording is destroyed once the minutes are agreed.

Present: Cllr Pinnock (Chairman)  
Cllrs C Adcock, T Adcock, Bloor, Bunting, Dalliday, Keeble, McLaughlin  
Clerk, Kate Waller

92/19	<b>Health and Safety Information regarding the venue</b> The Chairman provided Health and Safety information regarding the venue.
93/19	<b>To receive and approve apologies for absence</b> Apologies for absence were received and approved for Cllr Best and Brand.
94/19	<b>Members Code of Conduct</b> <i>Members are reminded of the need 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.</i>
95/19	<b>To receive Declarations of Disclosable Pecuniary Interest regarding items on the agenda:</b> Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. Members were reminded that ALL Dispensation requests must be made to the Clerk prior to the meeting and that unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter and must leave the room whilst the matter is being debated or voted on. <i>There were no declarations of disclosable pecuniary interest relating to items on the agenda.</i> <b>To receive Declarations of Non-Disclosable Pecuniary Interest or a Non-Pecuniary Interest</b> <i>There were no declarations of non-disclosable pecuniary interest or a non-pecuniary interest relating to items on the agenda.</i>
96/19	<b>To receive reports from the District and County Councillors - This agenda item was deferred until 6.45 after the close of the Public Forum.</b> Cllr Sutton advised members that: <ul style="list-style-type: none"><li>• Arising on minute 73/19 the Housing Association lighting (All Saints Close, Elm) has now been repaired.</li><li>• That a road closure, outside 62 Fridaybridge Road, is planned from 12-20 December which will affect residents. Details to be sent to the Clerk who will circulate to members and publish on website once further information is known.</li><li>• The issues regarding the removal of trees at the Sportsman PH have now been resolved.</li><li>• That new tree locations were being reviewed for the Old Tow Path Pocket Park.</li></ul>
97/19	<b>Police Matters - to receive reports from the local policing team</b> <i>The Clerk advised that the new email had been registered for updates, however none had been received to date.</i>
98/19	<b>Elm Community Speedwatch</b> The Speedwatch Coordinator provided details of two recent sessions expressing concern that on both occasions the speed limit had been exceeded by a significant number of vehicles: <b>Wind Farm, Coldham 17 September</b>

	<p>240 vehicles recorded, with 30 drivers exceeding the speed limit of 40mph, a top speed of 62mph was recorded.</p> <p><b>The Leam, Fridaybridge 18 September</b></p> <p>198 vehicles recorded, with 20 drivers exceeding the speed limit of 30mph, a top speed of 47mph was recorded.</p> <p>Members were advised that a week of action is planned for the second week in October.</p> <p>Arising on minute 75/19 it was reported that Cambridgeshire Constabulary have been contacted regarding the proposed locations for the two new MVAS speed indicators. No decision has been received regarding the LHI bid.</p>
99/19	<p><b>Public Forum - A period not exceeding 15 minutes where the public so require, to raise issues relating to issues within the remit of this council.</b></p> <p>Councillors were reminded that should a subject be raised in the public forum where they have an interest, they must have regard to the Code of Conduct and make the necessary disclose, and where this is a Disclosable Pecuniary Interest must leave the room.</p> <p>The Chairman suspended standing orders at 6.35pm.</p> <ul style="list-style-type: none"> <li>• A resident raised concerns that the Perspex is getting scratched and damaged with glue from posters and notices. <i>Cllr Adcock advised that the new bus shelter panels are polycarbonate. After a brief discussion is was agreed that notices would be displayed on the proposed new shelters asking people to not post any notices or posters.</i></li> <li>• A resident raised concerns regarding potholes on the corner of Redmoor Lane and Begdale Road. The Chairman confirmed that the Highways Authority had been notified of the need for reinstatement.</li> <li>• A resident raised concerns that, where a number of people wish to speak in the public forum, the allotted time of 15 minutes would be too short. The Chairman confirmed that the time allocated was to be fairly shared between those present and wishing to speak, and that there is provision for the Council to extend this period, by resolution, at any meeting where this is deemed necessary.</li> </ul> <p><i>The Chairman reconvened the meeting at 6.45pm.</i></p> <p>Attendees were reminded that at the close of this agenda item members of the public will no longer be permitted to address the Council.</p>
100/19	<p><b>Minutes of Meeting held on Tuesday 3 September 2019</b></p> <p><i>It was proposed by Cllr T Adcock, seconded by Cllr Keeble and carried that the minutes be approved as a correct record of the meeting.</i></p>
101/19	<p><b>Matters Arising from the Minutes not dealt with elsewhere on the agenda</b></p> <p>The Clerk reported that:</p> <p>Arising on minute 83/19 idverde had carried out the urgent tree works in Elm Cemetery to dismantle and remove the ash tree to ground level, grind out the stump and to lift and supply two new slabs in the cottage garden, set on a continuous bed of sand and cement mortar to prevent further movement. The Traffic Management Plan provided by idverde who created a safe working zone on the open space close to the tree and diverted the footpath during the works.</p> <p>Arising on minute 82/19 an order is about to be placed for the Elm Bus Shelter with a private contractor to allow the shelter to be erected</p>
102/19	<p><b>New Website</b></p> <p><i>Cllr Pinnock advised that work was underway on the new website, with a timescale of two-three months for completion.</i></p> <p><b>Ongoing access / updating of new website</b></p> <p>It was proposed by Cllr T Adcock, seconded by Cllr Keeble and carried that, subject to the inclusion of the following clause, that the Council adopt the Communications Policy (Appendix A):</p> <p>Where the Clerk is not available to publish documents to the website a small Working Group of three councillors be established, as required, to agree and process updates to the website, agree press statements etc.</p>
103/19	<p><b>Installation of Broadband to Parish</b></p> <p><i>In view of the higher than anticipated cost of provision, and limited broadband speed quoted, Members deferred the decision on the installation of business broadband to the Parish Rooms until the future use of the Parish Office has been agreed.</i></p>
104/19	<p><b>Street Lighting - Invitation to Quote</b></p>

	<p>The Clerk advised Members that:</p> <ul style="list-style-type: none"> <li>• Invitations to quote for major works have been issued to four contactors.</li> <li>• A report summarising the results will be circulated with the agenda for the November meeting of the Parish Council to allow works to proceed as swiftly as possible.</li> <li>• Following the issue of the list of works it has come to light that some of the works listed under a separate contract to one of the companies who have been asked to quote for the works which will require adjustments to be made to the list of works to substitute some individual items on a like for like basis.</li> <li>• An additional list of urgent repairs had been prepared for members approval.</li> <li>• The handover from Cambridgeshire County Council/Fenland District Council is ongoing. It is expected that the handover date will be deferred by CCC due to the difficulties in obtaining the necessary documentation from the U.K. Power Network. An option to use Unity, used by CCC, is available should the Council wish to look into this.</li> </ul> <p>Members expressed concern that many of the lights detailed have been out of action since the previous financial year. The Clerk advised that due to the size of the contract the quotes would need to be reviewed by the full Council under the Council's Financial Regulations, the earliest opportunity being the November meeting. A separate order for urgent minor works could be placed in the interim.</p> <p><i>Following a full review of the difficulties faced in escalating these works, it was proposed by Cllr T Adcock, seconded by Cllr Dalliday and carried that:</i></p> <ul style="list-style-type: none"> <li>• <i>The Clerk be authorised issue a works order to the current contractor for the agreed list of urgent works, requesting that the inspections be carried out as soon as possible (repairs to include minor works such as wiring and replacement lamps).</i></li> <li>• <i>To avoid any further delay to the outstanding works that the quotes, when received, be assessed based on the current schedule of works (substituting additional streetlights where there is duplication).</i></li> <li>• <i>The Clerk advise the Council of any reported streetlighting problems to each meeting of the Council, in order to prioritise future works.</i></li> <li>• <i>The Clerk investigate the option of setting up a nominated contractor scheme for future works.</i></li> <li>• <i>The Clerk investigate alternative power suppliers or county approved suppliers to facilitate the handover from CCC.</i></li> </ul>
105/19	<p><b>Bus Shelters</b></p> <p>Cllr C Adcock advised Members that:</p> <ul style="list-style-type: none"> <li>• One of the three contractors approached can obtain all necessary permissions and install a new bus shelter at agreed location in Elm within a six to eight-week timescale.</li> <li>• The best method of delivering the planned second bus shelter, for Fridaybridge, scheduled for erection in 2020, is under review.</li> </ul> <p><i>It was proposed by Cllr Dalliday, seconded by Cllr C Adcock and carried that:</i></p> <p><i>The Council purchase a three-bay bus shelter for Elm from the selected contractor at a cost of £5000 plus delivery.</i></p> <p><i>That the purchase of a bus shelter for Fridaybridge in 2020 be considered by members once the full costed options are available.</i></p>
106/19	<p><b>Section 106 Funding:</b></p> <p><b>1. Fencing Works Fridaybridge</b></p> <p>The Chairman reported concerns about the condition of some of the fencing at Fridaybridge play area. A search of the Parish Office revealed that the 2018 ROSPA report also referred to hazardous fencing around the play area. Cllr Sutton was asked about ownership of the site and agreed to investigate who was responsible for the fencing, proposing that if it was, as believed, to be Tower Hall that the Parish Council may wish to consider sharing the cost of works by way of a contribution of the £3.5k Section 106 monies. Cllr Sutton agreed to refer this to the appropriate committee and the Council to review at the November meeting.</p> <p><b>2. Safety Play Surfaces Elm</b></p> <p>Members were advised that it was necessary to secure independent advice on the best means of replacing/reinstating the play surfaces as quotes received varied from £7.5k to £16k depending on the scope of works agreed.</p> <p><i>Having reviewed the ROSPA Reports it was proposed by Cllr Pinnock, seconded by Cllr T Adcock and carried that the urgent works required to make equipment safe, including the removal of a tyre swing at Begdale Road Elm and refurbishment of goal posts be carried out to a maximum cost of £500 without delay.</i></p>

	<p>The Clerk was asked to investigate whether the ROSPA report was an annual contract or one-off inspection and to arrange for site specific checklists to be sourced from ROSPA at the time of the next inspection.</p> <p>The Clerk was asked to investigate who carried out quarterly inspections at Fenland District Council and neighbouring parishes.</p>
107/19	<p><b>Cemetery Cottage</b></p> <p>Cllr T Adcock reported that quotes for urgent works had been obtained to bring the cottage up to a safe and reasonable standard.</p> <p>The Clerk advised that she had, under standing orders, obtained the necessary agreement of two cheque signatories and authorised the safety work costing £615 requesting that the repairs be carried out as soon as possible.</p> <p>It was proposed by Cllr T Adcock, seconded by Cllr Dalliday and carried that <i>Members agreed to waive Standing Orders to authorise urgent works to be processed to a value not exceeding £1500 including the £615 previously committed.</i></p>
108/19	<p><b>Open spaces within the parish (including the cemetery):</b></p> <p>Cllr Pinnock reported that the Council's grounds maintenance contractor had been asked to quote for works outside of the existing contract including safety works such as the ongoing levelling of graves in Elm Cemetery. To be reported to the November meeting.</p>
109/19	<p><b>Coldham Defibrillator</b></p> <p>Cllr Keeble reported that he had inspected suitable locations and proposed that the brick-built substation may be a suitable location for a self powered unit.</p> <p><i>The Clerk was asked to investigate this option and report to the next meeting.</i></p>
110/19	<p><b>Grounds Maintenance Contract</b></p> <p><i>Discussed under item 108/19.</i></p>
111/19	<p><b>Inspection of Play Equipment</b></p> <p><i>Discussed under item 106/19.</i></p>
112/19	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>Members ratified the comments submitted under Minute number 84/19.</li> <li>Members reviewed the following applications and directed the Clerk to submit their observations to the Local Planning Authority:</li> </ul> <p><b>Ref: No. F/YR19/0641/F Land South West of School Farm 183 Fridaybridge Road Elm</b></p> <p>Erection of a stable block, formation of fenced manege and muck heap area, together with erection of 6 No. 4.8 m high floodlights.</p> <p>Members noted that the Drainage Board had expressed their concerns regarding the revised proposals. Members were concerned that the runoff from the muck heap and from the would lead to ground water contamination.</p> <p><i>Members resolved to object to these proposals until further information is available to the Environment Agency confirming that there was no risk to water courses from the contamination sources.</i></p> <p><b>Additional Applications:</b></p> <p><b>Ref. No: F/YR19/0799/VOC Land South of The Conifers 67 Fridaybridge Road Elm</b></p> <p>Removal of condition 6 of planning permission F/YR15/0004/F (Erection of 3 x 2-storey 4-bed dwellings involving the formation of new accesses) relating to the provision of a footway</p> <p><i>Members did not support the removal of this condition as they believe that reducing the width of the footway will make it difficult for pedestrians to fully utilise the footpath particularly those with reduced mobility or those pushing pushchairs or prams. The Parish Council fully support the views of the Highways Development Management Engineer for Cambridgeshire County Council in the need to maintain the provision contained in the FDC Local Plan (Policy LP15).</i></p> <p><b>Ref. No: F/YR19/0810/F Solar Farm Coldham Estate March Road Coldham Cambridgeshire</b></p> <p>Installation of a ground mounted solar PV array solar farm with substation compound, 7no transformer units to include security fencing and 2no access gates, 6no CCTV cameras and temporary construction compound with 2.75-metre-high mesh fence and a battery energy storage facility (3no BESS container buildings, switchgear kiosk)   Solar Farm Coldham Estate March Road Coldham Cambridgeshire</p> <p><i>Members had no objection to this proposal.</i></p> <p><b>Ref. No: F/YR19/0811/F Land South West of Newsham Farm March Road Rings End Cambridgeshire</b></p> <p>Change of use from vehicle repair yard (B2) to storage of skips and vehicles (sui generis), siting of 2no storage containers and formation of hardstanding (part retrospective)</p> <p><i>Members objected to this application and expressed concern that the site was already in use as an unauthorised transfer.</i></p>

	The additional applications, received after publication of the meeting, will be reviewed and ratified at the 5 November 2019 meeting.																																																							
113/19	<p><b>Financial matters:</b>  <b>It was proposed by Cllr T Adcock seconded by Cllr Keeble and carried that the following be approved:</b></p> <ol style="list-style-type: none"> <li>1. Adoption of the NALC Parish Council Financial Regulations 2019 (Appendix B).</li> <li>2. Publication of the 2019 External Auditor Report and Certificate.</li> <li>3. Financial Report October 2019 (Appendix C).</li> <li>4. Expenditure for October 2019 totalling £6865.28</li> </ol> <table border="0"> <tr> <td>50 NEST</td> <td>Clerk Pension</td> <td>131.98</td> <td></td> <td>131.98</td> </tr> <tr> <td>51 NEST</td> <td>Clerk Pension</td> <td>244.01</td> <td></td> <td>244.01</td> </tr> <tr> <td>52 Premier Boiler Services Ltd</td> <td>Boiler Service</td> <td>833.36</td> <td>166.67</td> <td>1,000.03</td> </tr> <tr> <td>53 K Waller</td> <td>Salary</td> <td>400.00</td> <td></td> <td>400.00</td> </tr> <tr> <td>54 K Waller</td> <td>Salary</td> <td>600.00</td> <td></td> <td>600.00</td> </tr> <tr> <td>55 K Waller</td> <td>Expenses</td> <td>184.97</td> <td>3.29</td> <td>188.26</td> </tr> <tr> <td>56 Premier Boiler Services Ltd</td> <td>Boiler Service</td> <td>65.00</td> <td>13.00</td> <td>78.00</td> </tr> <tr> <td>57 idverde</td> <td>Grounds Maintenance</td> <td>1,033.33</td> <td>206.67</td> <td>1,240.00</td> </tr> <tr> <td>58 NALC</td> <td>Training</td> <td>19.99</td> <td></td> <td>19.99</td> </tr> <tr> <td>59 Came &amp; Co</td> <td>Insurances</td> <td>2,963.01</td> <td></td> <td>2,963.01</td> </tr> <tr> <td colspan="4"></td> <td style="border-top: 1px solid black;">6,865.28</td> </tr> </table> <p><i>Members were invited to propose projects to be considered for the 2020/2021 financial year by 14 October 2019 to allow estimates of expenditure to be included in the Budget Review at the November meeting.</i></p>	50 NEST	Clerk Pension	131.98		131.98	51 NEST	Clerk Pension	244.01		244.01	52 Premier Boiler Services Ltd	Boiler Service	833.36	166.67	1,000.03	53 K Waller	Salary	400.00		400.00	54 K Waller	Salary	600.00		600.00	55 K Waller	Expenses	184.97	3.29	188.26	56 Premier Boiler Services Ltd	Boiler Service	65.00	13.00	78.00	57 idverde	Grounds Maintenance	1,033.33	206.67	1,240.00	58 NALC	Training	19.99		19.99	59 Came & Co	Insurances	2,963.01		2,963.01					6,865.28
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114/19	<p><b>Discretionary Gritting Scheme</b>  The Clerk advised that the Parish Council has been invited by Cambridgeshire County Council to join the Community Gritting Scheme. As this requires a team of local volunteers the Council agreed to defer involvement until 2020 .</p>																																																							
115/19	<p><b>Correspondence – Clerk to report on items of relevance to members</b>  The Clerk reported that a number of items had been received regarding including street lighting, planning and the removal of the tree in Elm Cemetery and that responses had been prepared and sent in accordance with agreed the Council’s agreed policy on these issues.</p>																																																							
116/19	<p><b>Allotments / Agricultural Tenancies</b>  The Clerk advised members that the Parish Council is required to issue new contracts to the holders of the three tenancies to take account of the current regulations including the Agricultural Holdings Act 2005. A sample copy of a similar agreement has been obtained by the Clerk which extends to 30 pages which, the Clerk recommended, should be prepared by a solicitor to protect the council and residents’ financial interest in the property i.e. to ensure that the tenancy does not become an assured tenancy.  After a short discussion it was agreed that the Clerk should seek the cost of having the tenancy agreement prepared by a solicitor or land agent and report the cost to the November meeting.</p>																																																							
117/19	<p><b>Date of Next Meeting</b>  The Chairman confirmed that the date of the next meeting would be 5 November 2019, to commence at 6.30 pm, at the Parish Council office, Begdale Road, Elm.</p>																																																							
118/19	<p><b>Items for Future Agendas:</b>  Review of Earmarked Reserves – November meeting  <i>Members were invited to put forward items for discussion on future agendas.</i></p>																																																							
119/19	<p><b>Exclusion of Press and Public</b>  As publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, Members resolved to exclude the public (including the press) from this section of the meeting in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England).  <b>Allotments / Agricultural Holdings</b>  The Clerk confirmed that the prospective tenant was aware that a new agreement was being prepared.  <b>Staffing Issues:</b>  The Clerk provided an update on the current staffing situation.</p>																																																							

	<p><i>It was proposed by Cllr Pinnock, seconded by Cllr Keeble and carried that:</i></p> <ul style="list-style-type: none"> <li>• <i>The Clerk act on behalf of the Parish Council in liaison with the Council's solicitor.</i></li> <li>• <i>The Clerk's hours be increased from 40 to 50 hours per month.</i></li> <li>• <i>That the Council meet the cost of the Clerk's continued attendance on the Certificate in Local Council Administration (CiLCA) course.</i></li> </ul>
120/19	<p><b>Close of Meeting</b> The meeting closed at 8.28pm</p>