

Elm Parish Council

Clerk: Kate Waller
 9 Cornflower Avenue, Hampton Vale, Peterborough, PE7 8PB
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**Minutes of the meeting of Elm Parish Council held on
 Tuesday 5 November 2019 commencing at 6.30 pm
 at the Parish Council Office, 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: Cllrs C Adcock, T Adcock, Best, Bloor, Dalliday, Keeble, McLaughlin and the Clerk,
 The meeting was chaired by Cllr Keeble (Vice Chairman) following the resignation of Robert Pinnock.

121/19	Health and Safety Information regarding the venue. The Chairman provided Health and Safety information regarding the venue.																																																
122/19	Apologies for absence <i>Apologies for absence were received and approved for Cllrs Brand, Bunting and Myles.</i>																																																
123/19	Members Code of Conduct The Chairman reminded members 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.																																																
124/19	To receive Declarations of Disclosable Pecuniary Interest regarding items on the agenda: 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> To receive Declarations of Non-Disclosable Pecuniary Interest or a Non-Pecuniary Interest <i>There were no declarations of non-disclosable pecuniary interest or a non-pecuniary interest relating to items on the agenda.</i>																																																
125/19	To receive reports from the District and County Councillors Cllr Sutton (Fenland District Council) reported that: <ol style="list-style-type: none"> 1. Places were available on the Planning Training course to be held on 21 November. 2. The Golden Age Fair would be held on 9 December in Whittlesey. 3. The Tower Hall Committee had met and agreed that they were willing to contribute towards the cost of replacement fencing at Fridaybridge (Minute 106/19) if the Parish Council were willing to contribute the S106 monies plus an additional £2000 of Parish Funds. <i>Members supported this proposal and agreed to review the contribution required once the required three quotes are available.</i>																																																
126/19	Police Matters <i>There was no Police Report</i>																																																
127/19	Elm Community Speedwatch The Speedwatch Coordinator reported that 6 sessions were held during October: <table border="0"> <tr> <td>10 Oct (am)</td> <td>Wind Farm Coldham</td> <td>234 Clicked</td> <td>14 speeders</td> <td>Highest 54 mph</td> <td>6.00%</td> </tr> <tr> <td colspan="6">(lower percentage as traffic being either diverted or temp traffic lights possible somewhere on route)</td> </tr> <tr> <td>10 Oct (pm)</td> <td>The Leam, Friday Bridge</td> <td>240 Clicked</td> <td>35 speeders</td> <td>Highest 48 mph</td> <td>14.60%</td> </tr> <tr> <td>14 Oct (am)</td> <td>Gosmoor Lane, Elm</td> <td>169 Clicked</td> <td>9 speeders</td> <td>Highest 47 mph</td> <td>5.32%</td> </tr> <tr> <td>17 Oct (am)</td> <td>Wind Farm, Coldham</td> <td>330 Clicked</td> <td>28 speeders</td> <td>Highest 66 mph</td> <td>8.50%</td> </tr> <tr> <td>22 Oct (am)</td> <td>Henry Warby Ave, Elm</td> <td>113 Clicked</td> <td>13 speeders</td> <td>Highest 46 mph</td> <td>11.50%</td> </tr> <tr> <td colspan="6">(half term)</td> </tr> <tr> <td>30 Oct (am)</td> <td>The Leam, Friday Bridge</td> <td>207 Clicked</td> <td>21 speeders</td> <td>Highest 42 mph</td> <td>10.10%</td> </tr> </table>	10 Oct (am)	Wind Farm Coldham	234 Clicked	14 speeders	Highest 54 mph	6.00%	(lower percentage as traffic being either diverted or temp traffic lights possible somewhere on route)						10 Oct (pm)	The Leam, Friday Bridge	240 Clicked	35 speeders	Highest 48 mph	14.60%	14 Oct (am)	Gosmoor Lane, Elm	169 Clicked	9 speeders	Highest 47 mph	5.32%	17 Oct (am)	Wind Farm, Coldham	330 Clicked	28 speeders	Highest 66 mph	8.50%	22 Oct (am)	Henry Warby Ave, Elm	113 Clicked	13 speeders	Highest 46 mph	11.50%	(half term)						30 Oct (am)	The Leam, Friday Bridge	207 Clicked	21 speeders	Highest 42 mph	10.10%
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	<p><u>MVAS Purchase</u> funded by Whitemill Fund still in process as permissions still being sought for site locations. <u>National Week of Action</u> week commencing 18 November. Cambridgeshire Police supporting extra sessions. <i>Members noted receipt of the report.</i></p>
128/19	<p>Public Forum 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 disclosure, and where this is a Disclosable Pecuniary Interest, must leave the room. The Chairman suspended standing orders at 6.47pm.</p> <ol style="list-style-type: none"> Two residents raised concerns regarding the traffic speeds throughout the village, despite the Speedwatch visibility, the use of speed cushions and cameras. <i>Cllr Adcock advised that:</i> <ul style="list-style-type: none"> <i>The location of the speed cushions was restricted due to Highways Regulations. An additional speed cushion planned had not been installed due to noise and vibration concerns as the location was outside a resident's listed building property in a Conservation Area. The purchase by Elm Community Speedwatch of 2 MVAS units had been agreed, however there are difficulties in siting the units due to the design of some of the streetlights on the Fridaybridge Road, Elm.</i> <i>The Police write to drivers for the first two recorded Speedwatch offences then personally deliver the third letter.</i> <i>The Highways Authority had been notified on three occasions of the need for reinstatement of the damaged speed cushion in the village. It was agreed that a further notice would be issued.</i> <i>The Speedwatch team urgently need additional recruits to maintain the number and regularity of sessions.</i> A resident raised concerns regarding overgrown hedges and the location of the Elm Defibrillator. <ul style="list-style-type: none"> <i>The Chairman advised that the hedges mentioned, which are outside the control of the Parish Council, are currently the subject of an enforcement notice by Cambridgeshire County Council.</i> <i>Cllr Adcock agreed to look into the location of the Defibrillator and to amend the Defibrillator location notices accordingly.</i> A resident raised concerns regarding the poor quality of repairs to roads in the village after being dug up by utility companies. <i>It was agreed that the Council would contact the Highways Officer regarding the area outside Meadowcourt, Main Road, Elm</i> <p>The Chairman reconvened the meeting at 7.05pm. 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>
129/19	<p>Minutes of Meeting held on Tuesday 1 October 2019 <i>It was proposed by Cllr Dalliday, seconded by Cllr T Adcock and carried that the minutes be approved as a correct record of the meeting.</i></p>
130/19	<p>Matters Arising from the Minutes not dealt with elsewhere on the agenda <i>There were no matters arising.</i></p>
131/19	<p>New Website Following the resignation of Cllr Pinnock, members requested that the Clerk contact the web designer to get an update on progress and for a working group of Councillors be formed to continue work with the Clerk. Cllrs Keeble and C Adcock volunteered.</p>
132/19	<p>Future use of the Parish Office Members considered the option of opening the Parish Office for residents' enquires on the afternoon before each Parish Council meeting. <i>It was proposed by Cllr McLaughlin, seconded by Cllr Dalliday and carried that the Parish Office be open to residents on the afternoon preceding each Parish Council meeting, on a trial basis. The office to be manned by the Clerk and one of the Parish Councillors between 2.30pm and 5.30 pm each month.</i> <i>Cllr Sutton requested that he be added to the rota of members present to extend the service offered.</i> <i>To be reviewed in six months' time when, if the exercise has proved successful, the council will review the installation of broadband for the office.</i></p>
133/19	<p>Street Lighting - Invitation to Quote The quotes received were reviewed by members. <i>It was proposed by Cllr T Adcock, seconded by Cllr C Adcock and carried that Balfour Beatty be appointed to carry out the works. The Chairman and Clerk signed the contract for the works.</i></p> <p>Street Lighting - Outstanding Works</p>

	<p>Cllr Keeble confirmed that Cable Test were in the process of carrying out the outstanding works, including the list of works authorised at the 2 October 2019 meeting.</p> <p>Street Lighting - details of any additional lights requiring inspection</p> <p>The Clerk reported that a number of residents had been in contact concerning lights that were not working. <i>Members authorised that any additional faulty lights reported to the Clerk, not already listed for action, be referred to the approved contractor for inspection and minor repair.</i></p> <p>Street Lighting Maintenance Contract</p> <p>The Clerk advised that Fenland District Council have been asked to provide a copy of their street lighting maintenance contract to ensure that any contract adopted by Elm PC complies with their standards. <i>Details of the contract to be submitted to the December meeting for approval by members.</i></p> <p>Cllr Sutton (Fenland DC) advised that a letter regarding street lighting maintenance was to be issued by the Leader of the Council for Fenland DC within the coming weeks.</p> <p>Other Street Lighting Works</p> <p><i>Members agreed to review the plan to upgrade all lights to LEDs, for which there is a grant available from Fenland DC (Cat 2 lights only) of £13,000</i></p>
134/19	<p>Bus Shelters</p> <p>Cllr C Adcock advised that a number of issues had come to light regarding the siting of the Elm Bus Shelter. EPC had discovered that Clarion Housing actually owns Birch Grove, not Cambridgeshire County Council. Clarion refused the consent to site the bus shelter on its land, but suggested that it would be prepared to transfer the land at Birch Grove to the Council, or FDC. Cllr Will Sutton had also contacted Clarion as he thought this rejection was disappointing. <i>Update to be provided to the December meeting.</i></p>
135/19	<p>Section 106 Funding - Fencing Works, Fridaybridge Play Area <i>This item was covered under minute 125/19.</i></p> <p>Section 106 Funding -Safety Play Surfaces, Elm:</p> <p>Members were advised that quotes had been requested for the required remedial works. <i>To be reported to the December meeting.</i></p>
136/19	<p>Cemetery Cemetery Cottage</p> <p>The Clerk advised that due to the original contractor being unable to carry out the previously agreed urgent works an alternative contractor has been appointed. The revised quotation for roofing works is £850 plus £550 for the interior works. The Clerk advised that the necessary agreement of two cheque signatories had been obtained prior to the authorisation of the works.</p> <p>Cemetery Grounds Maintenance Works</p> <p>It was proposed by Cllr T Adcock, seconded by Cllr Keeble and carried that the following quotes obtained from idverde, the Council's grounds maintenance contractor, be approved:</p> <ul style="list-style-type: none"> Removal of spoil pile, prepare land and seed in Spring 2020 - £710 Hard prune hedge to allow space between hedge and first row of slabs, prepare land by removing turf and soil to allow the supply and laying of 56 slabs on a base layer of sharp sand, laid flush with the surrounding turf - £822.50 Remove self-sets and brash from front of cemetery chapel building, prepare soil and seed area - £410 <p>The total cost of works - £1,942.50</p> <p>The Clerk advised members that alternative arrangements would need to be made for the provision of topsoil to be used for grave reinstatement.</p>
137/19	<p>Open Spaces within the Parish</p> <ol style="list-style-type: none"> 1. <i>Members authorised the request from UK Power Networks to trim back trees away from conductors.</i> 2. Arising on minute 60/19, the Clerk advised that a quote of £308.74 had been received from Fenland District Council to supply and install an additional waste bin at Begdale Road Playing Fields. <i>Members agreed to proceed with the purchase and installation and instructed the Clerk to place an order for the work to be carried out.</i> <p>Skate Park</p> <ol style="list-style-type: none"> 1. Members were advised that a crack has appeared in the skate park which would be reported to Gravity who installed the skatepark. Cllr Sutton to be included in circulation list.
138/19	<p>Street Naming - Land North of Henry Warby Avenue, Elm</p> <p><i>Members reviewed the invitation from Fenland DC to put forward some names for the new development and proposed that the following names be submitted:</i> <i>Thomas Aveling Avenue or Thomas Aveling Way (or similar)</i></p>

	<i>Cotterell Close(or similar)</i>								
139/19	<p>Coldham Defibrillator</p> <p>The Clerk advised that it was not possible to mount the Defibrillator on the brick built sub-station as previously suggested. <i>Members to look at alternative locations to mount a self-powered unit.</i></p>								
140/19	<p>Grounds Maintenance Contract</p> <p>To review the cost of adding the following works to the existing grounds maintenance contract:</p> <table> <tr> <td>The green adjacent to the Sportsman PH</td> <td>£ 140</td> </tr> <tr> <td>Second cut to all hedges</td> <td>£ 550</td> </tr> <tr> <td>Annual dyke strim and clear initial cost</td> <td>£ 610 (then ongoing annual cost £330)</td> </tr> <tr> <td>Total one-off cost £1,300, ongoing annual cost</td> <td>£1,020</td> </tr> </table> <p><i>It was proposed by Cllr C Adcock, seconded by Cllr McLaughlin and carried that the additional costs be approved.</i></p>	The green adjacent to the Sportsman PH	£ 140	Second cut to all hedges	£ 550	Annual dyke strim and clear initial cost	£ 610 (then ongoing annual cost £330)	Total one-off cost £1,300, ongoing annual cost	£1,020
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141/19	<p>Inspection of Play Equipment</p> <p>Removal of dangerous tyre swing and refurbishment of goal posts at Begdale Road Playing Fields The Clerk confirmed that an order has been placed for the above.</p> <p>ROSPA Annual Inspections</p> <p>The Clerk advised members that ROSPA confirmed that the November 2018 playground inspection was carried out as a one-off report and no standing order has been set up to re-inspect as part of the cycle of regional inspections in June each year. The cost of an inspection for 2019 will therefore be £437.50 for the four sites plus £30 per site to produce site specific regular inspection checklists, a total of £557.50.</p> <p>The Clerk recommended that a standing order be placed with ROSPA to include the sites on the regional inspection scheme for 2020, which will cost the reduced fee of £68.50 per site (including five pieces of equipment, with an additional charge of £3.50 per item above that number)</p> <p>Monthly Inspection of Play Equipment</p> <p>The Clerk advised that idverde, the Council's grounds maintenance contractor, is able to provide the monthly inspection of the four sites by a Register of Play Inspectors International (RPIL) level two operational inspector at a cost of £600pa.</p> <p><i>It was proposed by Cllr Bloor, seconded by Cllr Dalliday and carried that:</i></p> <ol style="list-style-type: none"> 1. <i>ROSPA be requested to carry out an annual inspection as soon as possible.</i> 2. <i>The Clerk arrange for the Elm sites to be included in the regional inspection rota from 2020.</i> 3. <i>That idverde be asked to add the monthly inspection to the Grounds Maintenance contract.</i> 								
142/19	<p>Planning - Local Plan Consultation</p> <p>The Clerk advised that Fenland District Council is in the process of preparing a new Local Plan. This is an important document which will determine what the district will look like in the future: https://www.fenland.gov.uk/media/16017/Issues--Options-Consultation-Document/pdf/Final_Issues_Options_Cons_Doc_Oct_19.pdf</p> <p>The Parish Council has until 21 November 2019 to respond to the Local Plan Consultation Document: https://www.fenland.gov.uk/media/16011/Form-A-Comment-Form/pdf/A_Local_Plan_Response_Form.pdf</p> <p>Members agreed to defer this review. The Chairman called for an Extra Ordinary meeting to be held on Tuesday 19 November.</p> <p><i>Comments to be submitted to the Clerk by Thursday 14 November to allow the Clerk to collate and circulate a summary of responses prior to the meeting.</i></p> <p>Members to also review the FDC proposal to not adopt a CIL system whereby nearly all Parish Councils receive 15% of Community Infrastructure Levy (CIL) charged on liable local developments in their parish area where the Planning Authority has adopted the CIL system. Any Parish Councils with an adopted Neighbourhood Plan will receive 25% of CIL.</p>								
143/19	<p>Planning Applications</p> <ol style="list-style-type: none"> 1. <i>Members ratified the comments submitted under Minute number 112/19.</i> 2. <i>Members reviewed the following applications and agreed the following observations to be submitted to the Local Planning Authority:</i> <p>F/YR19/0848/F</p> <p>Erection of 3no dwellings (2-storey 4-bed) with attached garages involving demolition of existing sheds at Land South and East of Meadowcourt, Main Road, Elm</p> <p>The original planning for this development was supported under reference consent F/YR14/0186/F and subsequent variations. The scheme is currently under construction and this further application has been submitted to accommodate some design changes including 'ceiling heights in some areas to be more appropriate for the sizes of the open plan nature of the internal layouts (quote from design and access statement); this has an impact on the overall ridge heights, hence the new application.</p>								

	<p><i>Members resolved to support the application.</i></p> <p>F/YR19/0496/F - Design changes to original scheme, including redesign of garaging. Conversion of Barn 3 to a 4-bed dwelling including erection of extension to front and rear elevations with 2-storey detached garage and Barn 6 to a 4-bed dwelling including erection of a rear extension at Stags Holt Farm, Coldham Bank, Coldham. <i>Members resolved to support this application subject to the revised proposals and Fenland District Council's conditions.</i></p> <p>FOR INFORMATION</p> <p>Notice of Appeal:</p> <p>Appeal Reference: APP/D0515/C/19/3226096 + 3226090</p> <ol style="list-style-type: none"> 1. Unauthorised stationing of caravans at Land West of Bar Drove, Elm 2. Change of use from agriculture to a residential use and the residential occupational 3no static caravans (retrospective) at Land West Of Bar Drove Friday Bridge <p>The hearing for this application will be held at The Boat House, Harbour Square, Wisbech, PE13 3BH on 19 November 2019 starting at 10:00am.</p> <p><i>Members chose not to appoint a representative to speak/attend on behalf of the Parish Council at the hearing.</i></p> <p>Appeal Decision</p> <p>F/YR19/0123/O</p> <p>Land South of 6 Fridaybridge Road Elm. Erection of up to 6no dwellings.</p> <p>The previous Council administration resolved not to support the application due to concerns in respect of access and increased traffic. However, further to an Appeal submitted to The Planning Inspectorate, the Outline Planning Application was granted subject to certain conditions.</p> <p><i>Members noted the decision.</i></p>
144/19	<p>Removal of Public Payphone – 01945 582580 PCO Kiosk 582580 Fridaybridge Road, Elm</p> <p>The Clerk advised that BT have served notice of the 90-day consultation required to remove the above kiosk which has received very little use over a significant period of time.</p> <p><i>Members had no comments to offer on this proposal and did not wish to purchase the kiosk for Parish Council use at a cost of £1.</i></p>
145/19	<p>Notice of Night time Closure of the A47 between South Brink roundabout and the A47 / A1101 roundabout from Wednesday 6 November to Tuesday 3 December</p> <p><i>Members noted the Highways England Notice of Closure.</i></p>
146/19	<p>Cambridgeshire County Council Highways Open Day</p> <p>Cllr C Adcock reported that following an invitation from CCC to local councillors, that she had attended the CCC Highways Open Day with Cllr Keeble where they met various members of staff and were introduced to nearly all of the teams making up the Highways Department.</p> <p>During the Open Day the councillors received an excellent tour of the various areas including:</p> <ul style="list-style-type: none"> • Carriageway Repairs/Maintenance • Gritters • LHI Project Team – The councillors met with the team and discussed various options available and were advised that the Elm Feasibility Study will shortly be complete and that having an active Speedwatch team improves chances of success. • Cambs Police Speedwatch Co-ordinator • Asset Management Team – Cllr Keeble discussed the boundaries for the Towpath which are unclear due to the poor quality mapping. • Balfour Beatty Team • Traffic Systems Team • District Highway Maintenance Manager – The councillors discussed current issues in the Parish including the damaged speed cushion in Elm, potholes in Redmoor and villages etc. • Traffic Management • Speedwatch - The Interim Highway Projects and Road Safety Manager is going to join the Elm Community Speedwatch Group for a session during the Week of Action. • An overview from Area Manager from Glasdon (who supply Highways Safety Solutions and Winter Safety Equipment) including the design and materials for new road layouts/signage etc. <p>Both councilors recommended that, if the opportunity presents itself next year, all councillors attend as the day gives an insight into what goes on, related to who is responsible for each department and what they can do to help.</p>
147/19	<p>Financial matters:</p> <p>It was proposed by Cllr Keeble, seconded by Cllr McLaughlin and carried that:</p>

	<ol style="list-style-type: none"> 1. A donation of £50 be approved for the Royal British Legion Poppy Appeal 2. The Clerk's report on Income and Expenditure (Appendix B) be adopted. 3. The expenditure for November 2019 detailed below be approved. 4. Members review the 2020/2021 budget and precept (Appendix D) report to ensure they are conversant with the basics of the past, current and future budgets for the council. 																																																																																																																							
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					14.52																																																																																																																			
72	703015	C Brennan	Security - Playing Field Elm	11.00		11.00																																																																																																																		
73	Transfer	Royal British Legion	Donation	50.00		50.00																																																																																																																		
	November 2019		NOVEMBER	4798.11		4381.92																																																																																																																		
	VAT				416.19																																																																																																																			
148/19	<p>Correspondence</p> <p>The Clerk reported on items of relevance to members (not otherwise covered by items on the agenda):</p> <ol style="list-style-type: none"> 1. Receipt of letter from Citizens Advice Wisbech – grant application form issued. 2. Development of Environmental Area – Friday Bridge Primary School 3. Use of land behind Sportsman PH – previously reviewed. 4. Receipt of Local Council's Update – Cllr C Adcock to receive a copy. 5. Receipt of letter of Resignation from Cllr Pinnock – reported to Fenland District Council, awaiting Notice of Vacancy. 																																																																																																																							
149/19	<p>Allotments / Agricultural Tenancies</p> <p>The Clerk advised that she had approached a land agent who advised that they will only advise on tenancy agreements where they are the agents for the property.</p> <p><i>It was proposed by Cllr C Adcock, seconded by Cllr McLaughlin and carried that the Clerk be instructed to appoint a solicitor to draw up the new agreement.</i></p>																																																																																																																							
150/19	<p>Date of Next Meeting</p> <ol style="list-style-type: none"> 1. Extraordinary Meeting – 19 November 2019, at 6.30 pm, at the Parish Council Office, Begdale Road, Elm. 2. Next Ordinary Parish Meeting – 3 December 2019, to commence at 6.30 pm, at the Parish Council Office, Begdale Road, Elm. 																																																																																																																							
151/19	<p>Items for Future Agendas:</p> <p>Members were invited to put forward items for discussion on future agendas.</p>																																																																																																																							
152/19	<p>Exclusion of Press and Public</p> <p>As publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, <i>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).</i></p> <p>Staffing Issues: The Clerk advised members of the progress of the matters previously discussed.</p>																																																																																																																							
153/19	<p>Close of Meeting</p> <p>The meeting closed at 8.40pm</p>																																																																																																																							