

Elm Parish Council

Locum Clerk: Dave Gibbs
358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS
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Minutes of the meeting of Elm Parish Council held remotely on Wednesday 6 May 2020 commencing at 6.30pm

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 Brand (Chair), Butcher, Cotterell, Feaviour, Ferguson and Milham, Sutton (FDC)
and the Clerk, D Gibbs

001/20	Apologies for Absence <i>Apologies for absence were received and approved for Cllrs Bunting and Dalliday.</i>
002/20	Members Code of Conduct The Chair 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.
003/20	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>
004/20	Public Forum No members of the public participated in the meeting.
005/20	Annual Meeting of the Parish Council <ol style="list-style-type: none">1. Cllr Brand was nominated for the post of Chairman of the Council for the forthcoming year. <i>Members resolved unanimously to elect Cllr Brand and to permit him to sign the declaration of acceptance at a future date.</i>2. Cllr Ferguson was nominated for the post of Vice Chair of the Council for the forthcoming year. <i>Members resolved unanimously to elect Cllr Ferguson and to permit her to sign the declaration of acceptance at a future date.</i>3. Andrew Griffiths and Richard Welbourne offered themselves for co-option onto the Council. <i>It was resolved that the two individuals named above be co-opted onto the Council. Declaration of acceptance and register of interests to be completed at a future date within the required timescale. Cllr Griffiths will represent the Elm and Fridaybridge ward and Cllr Welbourne the Rings End ward.</i>4. The Clerk confirmed that the Council has adopted the current model standing orders (March 2020) and financial regulations (October 2019).5. The Clerk confirmed that the Council has adequate insurance for all risks arranged through Messrs Came & Company with an expiry date of 31 May. Renewal documentation will be considered at the next meeting.

	<p>6. The Clerk reminded members of their decision in July 2019 to appoint Terry Jordan as the internal auditor for the 2019/20 financial year. <i>Members resolved to reappoint Mr Jordan for the 2020/21 financial year.</i></p> <p>7. The Clerk reminded members that they have annual subscriptions to the Cambridgeshire & Peterborough Association of Local Councils and Cambridgeshire ACRE. <i>Members resolved to renew both subscriptions when due.</i></p> <p>8. The Clerk reported that the register of assets will be reviewed as part of the internal audit process and will be brought to a meeting for review at that time.</p> <p>9. The Council currently meets on the first Wednesday of each calendar month. <i>Members resolved to continue to meet on the first Wednesday of each month, namely 3 June, 1 July, 5 August, 2 September, 7 October, 4 November, 2 December, 6 January 2021, 3 February, 3 March, 7 April, 5 May.</i></p>
006/20	<p>Minutes of Meeting held on Wednesday 4 March 2020 <i>It was resolved that the minutes be approved as a correct record of the meeting.</i></p>
007/20	<p>Matters Arising from the Minutes There had been no further developments with regard to the Coldham Lay-by, the Tower Hall fence, the Elm children's playground or the trees between Gosmoor Lane and Birch Grove, as contractors were adjusting to new ways of working. Members discussed the ongoing need for a bus shelter in Elm. Cllr Sutton offered to take up this matter with Clarion Housing to discuss options for the preferred site opposite Henry Warby Avenue. <i>Members resolved to consider the purchase of the whole of the green space for a nominal sum and to ask Cllr Sutton to negotiate with Clarion on their behalf and report to the next meeting.</i></p>
008/20	<p>District and County Councillor Reports Cllr Sutton (Fenland District Council) welcomed Cllrs Griffiths and Welbourne to the Council. He advised that he had attended the public meeting regarding the future of All Saints Church. The meeting was well supported and several good ideas were put forward for increased community use of the building. It was suggested that the Parish Council and the Parochial Church Council could explore the potential for a dual use facility. Parking may be an issue. This could be a short to medium term solution and need not preclude work towards a new building in the future. <i>Members resolved to work with the PCC to explore the potential.</i> Cllr Sutton had also been approached with regard to the future of St Mark's Church, Fridaybridge. He planned to attend a PCC meeting, but this has been cancelled. The congregation has been using the Tower Hall for around six months due to structural issues with the church building. The Tower Hall Management Committee has submitted a planning application for an extension to the front of the building incorporating new entrance, toilets and kitchen, heating upgrade and solar panels. Several funding sources have been identified and the final cost has not yet been clarified. The Parish Council will be invited to contribute to the project. <i>Members agreed to consider this at their next meeting.</i> Cllr Milham reported that vehicles carrying straw bales through the villages were leaving a trail of loose straw behind and asked whether Cllr Sutton could assist in arranging for the road to be swept to remove this.</p>
009/20	<p>Police Matters No report has been received.</p>
010/20	<p>Clerkship Arrangements The advertisement for the role of Clerk and Responsible Financial Officer was placed with the local associations in Cambridgeshire and Norfolk and with the Society of Local Council Clerks. One application was submitted, from an experienced local Clerk. <i>Members resolved that the interview panel be asked to interview the applicant and to report to the next meeting.</i></p>

011/20	<p>Planning Applications</p> <p>Members considered the following applications:</p> <p>F/YR20/0164/TRTPO - Remove 1 storm damaged Ash tree covered by TPO 10/2010 (5 day notice) - TPO at Town Field, West of Low Road, Elm.</p> <p>F/YR20/0168/F - Erection of a part 2-storey/single storey side extension to existing dwelling - 5 Barnard Cottages, Well End, Friday Bridge.</p> <p><i>Members resolved to ratify their previous decision to offer no objection to the above applications.</i></p> <p>F/YR20/0241/F - Erect a part single-storey part 2-storey side extension and single-storey rear extension to existing dwelling - 19 Henry Warby Avenue, Elm</p> <p>F/YR20/0246/F - Erect a single-storey side and rear extension to existing dwelling including the demolition of the existing garage - 4 Belt Drove, Elm</p> <p>F/YR20/0272/VOC - Variation of conditions 4 (materials) and 5 (approved plans) of Planning permission F/YR19/0408/F (Erection of 4 x 2-storey dwellings comprising of 2 x 3-bed with garages and 2 x 2-bed) - Land South of 49 Fridaybridge Road, Elm</p> <p>F/YR20/0297/F - Erect a 2-storey 3-bed dwelling with garage - Land to the South of 125 Fridaybridge Road, Elm</p> <p>F/YR20/0303/F - Erect a single-storey extension to front of existing building - Tower Hall, Maltmas Drove, Friday Bridge</p> <p>F/YR20/0314/F - Erect a single storey rear extension to existing dwelling - Little Ranch, Begdale Road, Elm</p> <p>F/YR20/0329/F - Erect a 2-storey extension to rear involving the demolition of existing conservatory, and insertion of 2 x dormer windows to front of existing dwelling - 78 The Stitch, Friday Bridge</p> <p>F/YR20/0378/F Erect a single-storey side extension and a 1.8m high (approx) boundary fence to existing dwelling involving the demolition of existing outbuildings - Chequers Cottage, Back Road, Friday Bridge</p> <p><i>Members resolved to offer no objection to the above applications.</i></p>																																																																						
012/20	<p>Financial Matters:</p> <p>1. The Clerk provided a draft income and expenditure summary as at 31 March, showing income of £108,046.52 and expenditure of £64,396.46, resulting in a surplus for the year of £43,650.06 and total funds held of £257,126.00.</p> <p><i>Members resolved to approve the draft accounts for the year ended 31 March 2020. It was noted that there is a need for the Council to develop a long term strategic plan to clarify the expenditure requirements for major projects and an investment plan for surplus funds held. The Clerk agreed to investigate interest bearing accounts and report to the next meeting.</i></p> <p>2. <i>Members resolved that the expenditure for May 2020 detailed below be approved.</i></p> <table border="1" data-bbox="199 1227 1517 1798"> <thead> <tr> <th>Ref No.</th> <th>Cheque No.</th> <th>Payee</th> <th>Expenditure</th> <th>Gross</th> <th>VAT</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>703029</td> <td>Anglian Water Business (National) Ltd</td> <td>Water rates</td> <td>45.24</td> <td>-</td> <td>45.24</td> </tr> <tr> <td>2</td> <td>703030</td> <td>Balfour Beatty Living Places Ltd</td> <td>Street lighting</td> <td>21,261.50</td> <td>3,543.58</td> <td>17,717.92</td> </tr> <tr> <td>3</td> <td>703031</td> <td>Idverde Ltd</td> <td>Grounds maintenance</td> <td>1,240.00</td> <td>206.67</td> <td>1,033.33</td> </tr> <tr> <td>4</td> <td>703032</td> <td>Cambridgeshire County Council</td> <td>Land rent (Fridaybridge)</td> <td>375.00</td> <td>-</td> <td>375.00</td> </tr> <tr> <td>5</td> <td>703033</td> <td>Playsafety Ltd</td> <td>Play equipment inspection</td> <td>383.40</td> <td>63.90</td> <td>319.50</td> </tr> <tr> <td>6</td> <td>703034</td> <td>D A Gibbs</td> <td>Locum Clerkship service to 31 March</td> <td>3,000.00</td> <td>-</td> <td>3,000.00</td> </tr> <tr> <td>7</td> <td>703035</td> <td>CAPALC</td> <td>Affiliation fee and data protection scheme</td> <td>785.69</td> <td>-</td> <td>785.69</td> </tr> <tr> <td colspan="4"></td> <td>May 2020</td> <td>27,090.83</td> <td>23,276.68</td> </tr> <tr> <td colspan="4"></td> <td>VAT</td> <td>3,814.15</td> <td></td> </tr> </tbody> </table>	Ref No.	Cheque No.	Payee	Expenditure	Gross	VAT	Net	1	703029	Anglian Water Business (National) Ltd	Water rates	45.24	-	45.24	2	703030	Balfour Beatty Living Places Ltd	Street lighting	21,261.50	3,543.58	17,717.92	3	703031	Idverde Ltd	Grounds maintenance	1,240.00	206.67	1,033.33	4	703032	Cambridgeshire County Council	Land rent (Fridaybridge)	375.00	-	375.00	5	703033	Playsafety Ltd	Play equipment inspection	383.40	63.90	319.50	6	703034	D A Gibbs	Locum Clerkship service to 31 March	3,000.00	-	3,000.00	7	703035	CAPALC	Affiliation fee and data protection scheme	785.69	-	785.69					May 2020	27,090.83	23,276.68					VAT	3,814.15	
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013/20	<p>Correspondence</p> <p>The Clerk reported on items of relevance to members (not otherwise covered by items on the agenda):</p> <p>Cambridgeshire County Council Highways – relaxation of deadlines for Local Highway Improvements application process for 2021/22.</p> <p>Fenland District Council – survey of bus routes, shelters, stops and information.</p> <p>Several surveys or questionnaires on Coronavirus responses, challenges and recovery plans.</p>																																																																						

014/20	Date of Next Meeting The next meeting will take place on Wednesday 3 June.
015/20	Items for Future Agendas Members were invited to put forward items for discussion on future agendas. The canal towpath, facilities, land ownership and other issues were nominated for discussion.
016/20	Close of Meeting The meeting closed at 8.00pm