

Elm Parish Council

Clerk: Suzanne England
Church Lodge, Church Lane, Tydd St Giles, PE13 5LA
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You are hereby requested to attend a meeting of Elm Parish Council to be held remotely on Wednesday 11 November 2020 commencing at 6.30pm. The business to be dealt with at the meeting is listed below in the agenda.

There will be a public forum [maximum 15 minutes] prior to the commencement of agenda items when members of the public may make a short statement or raise enquiries relating to Council matters.

Suzanne England

Clerk to Elm Parish Council

If you wish to participate in the meeting, please contact the Clerk before noon on the day of the meeting to make the necessary arrangements.

Please note that meetings of the Parish Council may be recorded by the Clerk to aid the Clerk with minute taking. The recording is destroyed once the minutes have been agreed.

115/20	To receive apologies and consider the approval of reasons for absence
116/20	Members Code of Conduct <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>
117/20	Declarations of Interest – to receive declarations of disclosable pecuniary or other interests <u>not previously notified to the Monitoring Officer</u> and/or consideration of any written request for dispensation All Dispensation requests must be made to the Clerk prior to the meeting. <i>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>
118/20	Signing of Minutes – To review and resolve on minutes of meeting held on Wednesday 14 October as a correct record of the meeting.
119/20	Membership of the Council - To consider requests, if any, from eligible applicants for co-option onto the Council.
120/20	Police Matters <ol style="list-style-type: none">1. To receive a report from the local policing team.2. To receive feedback from remote Police/Council meeting held 5 November.
121/20	District and County Councillor Reports - To receive reports from Cllrs Sutton and Tanfield, French and Count.
122/20	Clerk's Report – The Clerk and Mr Gibbs (Locum Clerk) to report on matters not included elsewhere on the agenda, if appropriate.
123/20	Financial Matters <ol style="list-style-type: none">1. To note sums received since the last meeting.2. To receive update on the investment of surplus funds.3. To receive update on the bank mandate and resolve on further action where appropriate.

- 123/20 contd.
4. To resolve to close Council's unused Barclays Community Account (A/C ref ****7444), transferring remaining balance (£1.00) to functioning account.
 5. To resolve to create a Finance Working Party in order to assist with preparation of Annual Budget and other matters where appropriate.
 6. To resolve to adopt Terms of Reference for the Finance Working Party – draft as circulated.
 7. To consider latest draft of Council's Asset Register and receive feedback from members.
 8. To consider latest draft of Council's Budget preparation and receive feedback from members.
 9. To approve expenditure for November 2020, as detailed below.

Schedule of accounts for payment 11 November 2020:

PAYEE	DETAIL	NET	VAT	TOTAL
Sharman Fabrications	See-saw repair, Coldham	£250.00	£50.00	£30.00
Local Councils Update	Annual Subscription	£100.00		£100.00
Cambs ACRE	Annual Subscription	£47.50	£9.50	£57.00
J Brand	Chairman's Allowance	£150.00		£150.00
S England	Clerk's Salary	£1,098.50		£1,098.50
S England	Clerk's Expenses	£185.82	£5.17	£190.99
FDC	Bin emptying	£184.27		£184.27
Tower Hall - FB	Hall hire	£45.00		£45.00
Idverde	Grounds Maint. & Play equip checks: May-Nov (£1195.40 + VAT per month)	£8,367.80	£1,673.56	£10,041.36
		£10,428.89	£1,738.23	£11,897.12

- 124/20 **Correspondence**
- **Items of correspondence for comment;**
 1. Email, Elm Street Pride – Thanks to Council for donation; ideas for further enhancement of village.
 2. Email, geViews – offering recyclable, self-watering planters/baskets.
 3. Email, Mr Allen – Request for Council's support in deployment of mobile speed unit along B1101 in Coldham. RESOLVE APPROPRIATELY.
 4. Email, Longstanton Parish Council – Request for trade reference, Idverde. RESOLVE APPROPRIATELY.
 5. Email, Mr M Bullen – Request for information relating to Elm Speedwatch. RESOLVE APPROPRIATELY.
 6. Letter, FDC Elections – Potential use of Council office as Polling Station. RESOLVE APPROPRIATELY.
 - **Items of correspondence for information purposes;**
 1. Email, Cllr Count – Cambs CC Covid-19 update.
 2. Email, FDC – Additional support for businesses during Covid-19 pandemic.
 3. Email, Cambs & Peterborough CCG – Information for staying warm in winter. (To website)
 4. Email, Co-op Food Fund, Information including 'who can apply'.

125/20 **Planning Applications**
F/YR20/0990/F – Single storey 2-bed annexe, ancillary to existing dwelling at land north of Homelands, Nettle Bank
 Any applications received after publication of the agenda to be reviewed and a draft response confirmed; subject to ratification by resolution at the next meeting.

- 126/20 **Highways & Footways**
1. Update on outstanding matters
 - Kerb damage, Birch Grove Elm – Repair order acknowledged.
 2. To report any new matters
 - Overgrown hedgerow adjacent to Abington Grove/play park.
 - Remote meeting to be held to provide update on A47 Guyhirn start of works; 19 November 2pm.

127/20	Website – To resolve to authorise the Clerk to undertake SLCC training in the creation of accessible Word and Excel documents in line with Public Sector Website Accessibility legislation (£30 + VAT per course).
128/20	Streetlights – To consider the following issues and resolve accordingly; <ol style="list-style-type: none"> 1. Authorised contractor for repair works. 2. Status of LED replacements. 3. Instructing Utility Aid to source details of most economical power supply provider.
129/20	Cemetery - <ol style="list-style-type: none"> 1. To receive update concerning improvement works and resolve on appropriate further action. 2. To resolve to join the Institute of Cemetery and Crematoria Management; Annual membership fee £95. (<i>In order to access specialist advice and training opportunities for the Clerk</i>). 3. To review terms of the Cemetery Regulations concerning the purchase of double plots.
130/20	Cemetery Chapel – To resolve on final draft of tender document to be submitted to architects in relation to re-design works.
131/20	The Leam – To consider issues relating to the area and resolve on action to be taken.
132/20	Clock Tower, Friday Bridge – To resolve on specification for refurbishment works to be undertaken.
133/20	Coldham Lay-by – To confirm details of improvement works required and resolve on further action.
134/20	Coldham Defibrillator & Cabinet – To resolve on design statement for the apparatus.
135/20	Risk Assessment <ol style="list-style-type: none"> 1. Trees - To receive information sourced from Council's insurers and resolve on further action. 2. Play Areas/Open Spaces – To receive information sourced from Council's insurers and resolve on appropriate action.
136/20	Noticeboard at Rings End – To consider issues relating to the structure and resolve on appropriate action.
137/20	Canal Towpath – To consider matters relating to boundaries, signage and litter bins and resolve on appropriate action.
138/20	To receive requests from members for items to be included on the next agenda
139/20	To resolve on date and format of next meeting
140/20	To resolve to enter closed session in order to consider the following agenda items on the grounds of confidentiality. By virtue of; The Public Bodies (Admission to Meetings) Act 1960 1 (2).
141/20	Personnel /Staffing - <ol style="list-style-type: none"> 1. To resolve on the Clerk's contract of employment. 2. To resolve on handover arrangements moving forward.
142/20	Contract of works – To consider information relating to a works contract and resolve appropriately.
143/20	Close of Meeting