

Elm Parish Council

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Draft Minutes of the meeting of Elm Parish Council held remotely on Wednesday 14 October 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, Hopkin, Milham, and Welbourne,
Locum Clerk; D Gibbs, S England (Clerk to be appointed see minute ref. 102/20 [1])

098/20	Apologies for Absence <i>Apologies were received for Cllrs Ferguson and Griffiths. Council resolved to accept their reasons for absence.</i>
099/20	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.
100/20	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>
101/20	Public Forum No members of the public participated in the meeting.
102/20	Appointment of Clerk & Responsible Financial Officer (1) To ratify the decision of the recruitment panel and confirm the appointment 6.35 pm - Mrs England was excluded from the meeting for reasons of confidentiality. <i>Council resolved to appoint Mrs Suzanne England as Clerk and Responsible Financial Officer to the Parish Council with immediate effect.</i> 6.38 pm - Mrs England re-joined the meeting. (2) To resolve on action relating to Office software for the laptop and a mobile phone for the Clerk's use <i>Council resolved to approve installation of Microsoft Office onto the Parish laptop.</i> <i>Council resolved for the Clerk to be provided with a mobile phone.</i>
103/20	Minutes of Previous Meetings <i>It was resolved that the minutes of the meeting held on Wednesday 9 September be approved as a correct record of the meeting.</i>

	<i>The Chairman conveyed his thanks and appreciation to the Locum Clerk, Mr Gibbs for the work he had undertaken during recent months; Councillors echoed the Chairman's comments.</i>
104/20	<p>Matters Outstanding</p> <p>1. Bus shelter – A significant number of individuals had come forward voicing their concern that a new bus shelter may attract anti-social activity. A petition [dated 2019] calling for installation of a shelter could not be ratified and further monitoring of the proposed site would need to be undertaken in order to assess the number of people that would actually use the facility. <i>Council resolved to shelve the project for the foreseeable future.</i></p> <p>2. Cemetery Cottage – A specialist survey had identified that the incorrect installation of a wood burner in 2015 had led to the ingress of water and damp patches on the chimney breast. It was unclear if a post-installation safety certificate had been issued which raised health & safety and risk assessment concerns. <i>It was resolved to write to the tenant requesting, (i) that the wood burner should not be used until the remedial works had been completed, (ii) a copy of the installation safety certificate, (iii) a 50% contribution towards the cost of remedial works. Clerk to seek written acknowledgment of Council's letter from the tenant.</i> <i>It was resolved to seek quotes for the remedial works as a matter of priority.</i> <i>It was resolved to authorise expenditure to the maximum sum of £1000 in respect of the remedial works; 50% of the total cost to be reclaimed from the tenant.</i></p> <p>Comments raised by Councillors & Clerk unrelated to the agenda item;</p> <ul style="list-style-type: none"> • Trees on Cemetery boundary overhanging resident's garden. <i>The Clerk (SE) confirmed that a programme of tree works would be organised taking into account risk assessment requirements as stipulated by Council's insurers, Came & Co.</i> • Kerb stone outside shop had still not been repaired – <i>it was confirmed that the matter had been chased.</i> • Utility company had not removed 'Road Closure' signage on completion of works thereby causing disruption to residents' travel arrangements. • Gutters and drains had been cleared in Elm.
105/20	<p>Membership of the Council</p> <p>The Clerk reminded members that a vacancy existed. No nominations received to date.</p>
106/20	<p>District and County Councillor Reports</p> <p>No reports had been received.</p>
107/20	<p>Police Matters</p> <p>The Clerk (DG) reported that the trial run of a video conference; due to be held monthly; between the Police Neighbourhood Team and Parish and Town Councils had been a success. The Chairman (or other nominated Councillor) was invited to attend the next event, due to be held at 6pm on 6 November, it would provide an opportunity for questions to be raised concerning village matters.</p>
108/20	<p>Planning Applications</p> <p>The following applications had been submitted since the last meeting:</p> <p>F/YR20/0828/F - Erect first floor and single-storey front extensions to existing dwelling - Dicks Cottage, Molls Drove, Friday Bridge. <i>Council raised no objection to the application.</i></p> <p>F/YR20/0918/F - Change of use of land for domestic purposes - Land East of 190 - 192 Fridaybridge Road, Elm. <i>Council raised no objection to the application.</i></p> <p>F/YR20/0940/F - Change of use of land for use as public-house car park and amenity land involving the formation of hardstanding, and the siting of a container (part retrospective) - Land West of The Sportsman, Main Road, Elm. <i>Council raised no objection to the application.</i></p>

109/20	<p>Local Plan Second Call for Sites Council reviewed the seven potential future development sites submitted under the second call for sites process. Responses include a suitability factor on a rising scale of 1-10.</p> <p>40468 - Coldham Wind Farm (wind farm) Council resolved to raise no objection to the submission – Suitability factor 10.</p> <p>40469 - Land adjacent to Graysmoor Drove (wind farm) Council resolved to raise no objection to the submission – Suitability factor 10.</p> <p>40470 - Hauler’s Yard, Begdale Road (30 dwellings) Council resolved to raise the following concerns in respect of the submission: (i) Access road and footway inadequate for 30 dwellings, (ii) Development would require significant improvements to local infrastructure including medical facilities and schools – Suitability factor 2.</p> <p>40472 - Land north of Bar Drove/Needham Bank (10 dwellings) Council resolved to raise the following concerns in respect of the submission: (i) Access road and footway inadequate, (ii) Development would require significant improvements to local infrastructure including medical facilities and schools – Suitability factor 3.</p> <p>40473 - Land north of Bar Drove/Needham Bank (15 dwellings) Council resolved to raise the following concerns in respect of the submission: (i) Access road and footway inadequate, (ii) Development would require significant improvements to local infrastructure including medical facilities and schools – Suitability factor 3.</p> <p>40474 - Land at Outwell Road, Collett’s Bridge (15 dwellings) Council resolved to raise the following concern in respect of the submission: (i) Access road was far too narrow and included a blind staggered junction which could not be altered – Suitability factor 1.</p> <p>40476 - Land at Atkinson’s Lane, Elm (20 dwellings) Council resolved to raise the following concern in respect of the submission: (i) Access road totally inappropriate; it could not be widened due to adjacent land belonging to privately owned properties – Suitability factor 1.</p>																																																
110/20	<p>Financial Matters:</p> <ol style="list-style-type: none"> The Clerk (DG) provided an income and expenditure summary as at 30 September, showing income of £62,035.93 and expenditure of £43,337.13, resulting in a surplus for the year of £18,698.80 and total funds held of £275,825.80. It was also reported that since the end of September a further £20,183.50 had been received from FDC, representing 50% of the annual precept. The Clerk (DG) reported that arrangements to invest surplus funds with Redwood Bank were ongoing. Sums received during September were confirmed totalling £690.82 comprising; rent and bank interest. Members resolved that the expenditure for October 2020 detailed below be approved. <table border="1" data-bbox="177 1400 1532 1691"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Detail</th> <th>Gross</th> <th>VAT</th> <th>NET</th> </tr> </thead> <tbody> <tr> <td>703050</td> <td>Fenland District Council</td> <td>Bin emptying</td> <td>368.54</td> <td></td> <td>368.54</td> </tr> <tr> <td>703051</td> <td>Fen Property Services</td> <td>Gas Safety Insp. & Repair</td> <td>125.00</td> <td></td> <td>125.00</td> </tr> <tr> <td>703052</td> <td>R Pinnock</td> <td>Refund of Right of Burial</td> <td>80.00</td> <td></td> <td>80.00</td> </tr> <tr> <td>703053</td> <td>Emneth Parish Council</td> <td>Gate repair on Canal Tow Path</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>703054</td> <td>AB Damp Proofing</td> <td>Survey of Cemetery Cottage chimney</td> <td>35.00</td> <td></td> <td>35.00</td> </tr> <tr> <td>703055</td> <td>Friday Bridge Tower Hall</td> <td>Hall hire for meeting</td> <td>35.00</td> <td></td> <td>35.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>693.54</td> <td></td> <td>693.54</td> </tr> </tbody> </table>	Chq No	Payee	Detail	Gross	VAT	NET	703050	Fenland District Council	Bin emptying	368.54		368.54	703051	Fen Property Services	Gas Safety Insp. & Repair	125.00		125.00	703052	R Pinnock	Refund of Right of Burial	80.00		80.00	703053	Emneth Parish Council	Gate repair on Canal Tow Path	50.00		50.00	703054	AB Damp Proofing	Survey of Cemetery Cottage chimney	35.00		35.00	703055	Friday Bridge Tower Hall	Hall hire for meeting	35.00		35.00				693.54		693.54
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111/20	<p>Clerk’s Report The Clerk reported on items of relevance to members (not otherwise covered by items on the agenda):</p> <ol style="list-style-type: none"> Meetings – Cambridgeshire Police Wisbech Neighbourhood Team video conference – See minute ref. 107/20. Correspondence; <ul style="list-style-type: none"> ACRE Local Councils Conference to be held remotely on 23 October; a good opportunity for networking. LEAP (Local Energy Advice Partnership) – providing services such as energy advice and free low energy appliances for people on low incomes or those with long term illness or disability. 																																																

	<ul style="list-style-type: none"> • Age UK Cambridgeshire & Peterborough – COVID-19 support database was being updated (due to second lockdown) in order to ensure continued availability of support. • FDC – Review of Statement of Licensing Policy • FDC – Second call for sites, see minute ref. 109/20. • FDC – Leisure centres may reduce opening hours or close. • FDC – Council Tax Support consultation on how funding should be divided up taking into account the huge increase in demand; details on FDC website. • FDC – Objection to proposed reform of national planning system. Government may impose rule to replace S106 funding with a flat rate infrastructure levy which could make housing development in the Fenland area unviable. • FDC – Discretionary Heating Grants for those on low incomes – details on FDC website. • CAPALC re AGM; all training currently provided remotely online. • Cambridgeshire Police re Stop and Search and Use of Force Scrutiny Panel - Members of Panel to reflect all sectors of the community; training to be provided on review of police camera footage in order to form a balanced view of day to day aspects of policing.
112/20	<p>Date and Format of Next Meeting Councillors expressed their preferred option for the next meeting to be held on 11th November at the Tower Hall. Clerk to investigate booking availability at the Hall and report back to Councillors with options if date was unavailable.</p>
113/20	<p>Items for Future Agendas Members put forward the following items for discussion on the next agenda;</p> <ul style="list-style-type: none"> • See-saw at Coldham Playing Field • Arrangements for the Remembrance Service on Sunday 8 November were discussed, agenda item not required. • Canal Towpath – matters relating to boundaries, signage and litter bins.
114/20	<p>Close of Meeting The meeting closed at 8.05pm</p>