

# Elm Parish Council

## Draft Minutes of the meeting of Elm Parish Council held at Tower Hall, Friday Bridge on Wednesday 7th July 2021 commencing at 6.30pm

[Meetings of the Parish Council may be recorded by the Clerk to aid with minute taking. Any such recording is destroyed once the minutes are agreed].

Present: Cllrs, Butcher, Cotterell, Feaviour, Ferguson (Chairman), Griffiths, Hopkin, Milham & Welbourne, Mrs S England – Parish Clerk, 1 member of the public.

- 146.21 **Apologies** – The Clerk reported apologies for Cllrs Brand and Goodley, Council resolved to accept their reasons for absence.
- 147.21 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 148.21 **Disclosable interests and requests for dispensation** – Council resolved to approve a dispensation submitted by Cllr Ferguson permitting her to enter into discussions under agenda item 17 – Appointment of letting agent for Cemetery Cottage. Dispensation valid until 30<sup>th</sup> September 2021.
- 149.21 **Open Forum** – No request to speak received from the member of the public present.
- 150.21 **Review and approval of Minutes** – Council resolved to approve minutes of meeting held on 10<sup>th</sup> June 2021 as a correct record.
- 151.21 **Police matters** – Cllr Griffiths advised that the next Police/Council meeting would be held on 9<sup>th</sup> July. It was reported that children had been playing on the roof of Tower Hall, matter reported to police; a small sign had been removed from the Friday Bridge play area.
- 152.21 **District Councillor's Report** – Cllr Sutton had conveyed his apologies for not being able to attend the meeting. His written report (circulated to all Cllrs prior to meeting) advised as follows:  
Grove Gardens – Cllr Sutton was challenging the District Council's decision not to adopt the Public Open Space despite S106 stating that they would; there had been contact with Kier concerning the state of the pond area.  
The fence at Peartree Way had been repaired using recycled timber, a request had been made for complete replacement. A dog waste bin had been installed along Bar Drove.  
Road surfaces – pothole repaired outside 11 Oldfield Avenue, a section of dropped tarmac outside number 12 was being monitored; potholes along Low Road and Mill Way had been reported.  
A request had been made for noise reduction fencing to be extended further north (agreed) and south in order to mitigate an increase in vehicle noise further to removal of trees and bushes at the Guyhirn Roundabout site. Cllr Sutton confirmed his support for Elm Streetpride's funding application and praised the group for its excellent work.  
Investigations into a resolution for the ditch at the end of Birch Grove were ongoing.  
A 'Clean up' event had taken place in All Saints Church Yard on 26<sup>th</sup> June, Cllr Sutton had assisted with cleaning the drainage gully. Council acknowledged receipt of the contents of the report.
- 153.21 **Clerk's Report** – The Clerk reported as follows – The streetlight data collection exercise was complete, recommendations for repair and maintenance would be advised by FDC, at this stage the Parish Council could decide on additional improvements such as LED replacements. Vehicle access gates at Friday Bridge playing field had been installed, an S106 refund for their cost would be applied for. A pre-application had been submitted to FDC Planning Department in respect of the proposed Cemetery Chapel conversion project. The Speedwatch co-ordinator had advised he was withdrawing from the role, advertisements asking for new

volunteers to come forward would be circulated. The Clerk would be meeting contractors with a view to seeking quotes for refurbishment of Friday Bridge Clock Tower.

It was confirmed that Council was empowered by legislation to contribute towards a 'permanent solution' for issues relating to the drain located at the end of Birch Grove. The power being provided under The Public Health Act 1936 s20. Tenders received for new safety surfacing at Elm play area were under review to ensure they were on a 'like for like' basis.

A Council specific email address would be set up for all Members in line with data protection regulations.

A VAT reclaim needed to be processed covering the past two financial years; the refund would be significant.

Council resolved to acknowledge receipt of the content of the report (details circulated prior to meeting).

Cllr Milham advised that a light was out on the north face of the Clock Tower; Clerk to investigate.

#### 154.21 Financial Matters

- The Clerk advised the following sums had been received since the last meeting; Cemetery fees £9200.00, Allotment rent £1130.62, Refund from Emneth PC £17.00, Interest £0.85.
- Council resolved to approve expenditure for July as detailed below;

PAYEE	DETAIL	NET	VAT	TOTAL
Idverde Ltd	Grounds maint. Jun 21	£1,145.40	£229.08	£1,374.48
FDC	Street lighting re-charge 20-21	£5,834.42	£1,166.88	£7,001.30
Sharman Fabrications	Gates - FB Playing Field	£1,750.00	£350.00	£2,100.00
CAPALC	Cllr Training	£300.00		£300.00
Wave	Water Rates - Cemetery	£17.95		£17.95
Inspire Architectural	Submission of pre-applic.	£550.00		£550.00
Mrs S England	Clerk's Salary	£1,300.99		£1,300.99
Mrs S England	Clerk's Expenses	£251.70	£7.78	£259.48
HMRC	Tax & NI - Month 4	£277.07		£277.07
Nest	Pension Contr. 6/6-5/7	£118.91		£118.91
		£11,546.44	£1,753.74	£13,300.18

Chairman .....

- To approve bank reconciliation quarter ended 30<sup>th</sup> June 2021 – Council resolved to accept the document as a correct record.
- To approve budget update quarter ended 30<sup>th</sup> June 2021 – Council resolved to accept the document as a correct record.
- To resolve on quotations received for works to stove at Cemetery Cottage – Council resolved to accept a quote submitted by Warrick Services totalling £1245.00 for works associated with the stove and chimney.
- To resolve on quotations receive for garden maintenance at Cemetery Cottage – Council resolved to accept a quote of £787.00 + VAT submitted by Ultimate Land & Gardens for garden clearance work at Cemetery Cottage.
- To resolve on quotations received for electrical works at the Begdale portacabin (as recommended in Fire Risk Assessment) – Council resolved to defer the item pending receipt of further quotes.
- 7(b) ADDENDUM TO AGENDA INCLUDED FOR RISK ASSESSMENT PURPOSES – The Clerk presented details of recommendations arising as a result of electrical safety inspection at Cemetery Cottage. These included; new distribution board, updating sockets, change of junction boxes in loft, replacement of unsafe exterior light. Council acknowledged that the electrics needed to be made safe as a matter of priority and resolved to accept a quote submitted by L Green Electrical totalling £870.00 for work required.

The Clerk advised Councillors that expenditure under each category of the budget was limited to the sum specified at the time the budget was resolved. Funds could however be moved from one category to another [by resolution] as the need arose. It was resolved to top up the 'Cemetery Cottage Maintenance' budget category with funds transferred from the 'Cemetery Extension & Improvement' Earmarked Reserve. The sum transferred

to be equivalent to the total expenditure resolved under minute refs. 154.21 (5), (6) & (7b).

8. To resolve on S137 grant application submitted by Elm Streetpride - Council resolved to approve the funding application received from Elm Streetpride for £200.00 according to Section 137 regulations.
9. To resolve on S137 grant application submitted by Friends of Elm & Emneth Towpath – Council resolved to approve the funding application received from FEET totalling £848.00 [to be used for the purchase of petrol trimmers and health & safety equipment] according to Section 137 regulations.
10. Internal Auditor 2021-22 – Council resolved to approve the continued appointment of Mr T Jordan as Internal Auditor for 2021-2022.

#### 155.21 Correspondence

1. Email FDC, Whitemill Environment Fund; Request for two Councillors to be appointed to consider funding bids due to the fact that existing Committee was inquorate - It was resolved to appoint Cllrs Milham and Brand as Council representatives to consider funding bids, replacing Cllr Brand with Cllr Griffiths if it transpired that Cllr Brand was an existing Committee member.

FOR INFORMATION PURPOSES;

1. Email, FDC Press Release – Photobook ‘Lost Images of Wisbech’.
2. Email, Alzheimers.org.uk – Details of new Dementia Connect Service for families.
3. Email, FDC – Covid rapid testing information
4. Email, FDC – Covid £500.00 Self Isolation Grant information.

(For further information relating to the above items, refer to parish website or, contact the Clerk.)

#### 156.21 Planning

1. Statutory Consultation, Medworth Energy application for an ‘Energy from Waste’ Combined Heat & Power Facility, Algores Way, Wisbech – It was confirmed that details of local consultation events had been included on Council’s noticeboards, Facebook page and website. It was resolved to submit a robust objection to the application on the grounds that; existing infrastructure would not accommodate additional traffic volumes; the town centre location of the proposed site was totally inappropriate; the proposed development was in close proximity to a school and could therefore affect the long term health of those attending.
2. F/YR21/0339/F – Revised proposals in respect of development proposals on land north and west of 47 Friday Bridge Road, Elm. Councillors considered the new proposals which included conversion of the barn and removal of the Wales Bank access. It was resolved to object to the application on the grounds that; issues relating to conservation and biodiversity had not been properly addressed; access to the proposed site was too close to the junction with Wales Bank (already notoriously hazardous for motorists to negotiate); management of surface and foul water had not been properly investigated.
3. F/YR21/0694/F – 2-storey side extension to existing dwelling at, 5 Barnard Cottages, Well End, Friday Bridge. Council resolved to support the application.

#### 157.21 Highways and Footways

Update on outstanding matters;

1. Elm Low Road junction – No further response from Safety Audit Team.
2. Peartree Way, damaged fencing – Repairs had been undertaken using recycled materials, long term solution would involve installation of metal hoops.

To report any new matters;

1. Temporary Traffic Order Application (TTOA) – Begdale Road, 16<sup>th</sup>-28<sup>th</sup> August 2021 (BT).
2. TTOA – Graysmoor Drove, 23<sup>rd</sup>-25<sup>th</sup> August 2021 (AWA).
3. TTOA – Back Road, Friday Bridge, 21<sup>st</sup>-6<sup>th</sup> August 2021 (Gas).

#### 158.21 Reports from representatives of outside bodies;

FEET – Cllr Feaviour reported; ‘History of the Towpath’ articles had been added to the new notice boards; ‘Anti quad’ signs had been installed adjacent to Towpath access gates; Giant Hogweed should take two years to remove once treatment programme commenced. It was queried when the kissing gates and stile might be

installed, Cllr Griffiths to investigate.

159.21 **Canal Towpath**– To consider and resolve;

1. Specialist treatment programmes for Japanese Knotweed and Giant Hogweed – Due to the toxic nature of Giant Hogweed sap it was acknowledged that treatment programme needed to commence as a matter of urgency. It was resolved to accept a quote from Ultimate Land & Gardens for £247.00 + VAT per treatment. 50% of cost to be reclaimed from Emneth Parish Council.
2. Risk assessment requirements in order to ensure insurance cover for FEET volunteers – The Clerk advised that the following would be required; (i) names and contact details for FEET volunteers who were currently active, (ii) basic risk assessments for ground clearance work and use of small hand tools, (iii) detailed risk assessments for larger tools/machinery, for example; ride-on mower, petrol strimmers, (iv) individual risk assessments for large projects.

160.21 **Streetlighting** – To resolve on method for re-branding streetlights with updated Enplate ID badges.

The Clerk advised the cost for each new Enplate would be approximately £4.50 with an additional installation charge of £8.53 per plate, should Council prefer FDC contractor to undertake the fixing. It was resolved for installation of the new plates to be undertaken by Elm Parish Council.

161.21 **Cemetery and Garden of Rest** – To consider and resolve;

1. Health & Safety/Risk Assessment requirements for grave diggers and stone masons working in Cemetery - A copy of the 'Code of Safe Working Practice for Cemeteries' had been circulated to Councillors prior to the meeting. It was confirmed that the document covered best practice procedures in accordance with health & safety and risk management. In line with guidance received from the Institute of Cemetery Management, it was resolved to (i) seek signed acceptance of the Code of Safe Working Practice from all grave diggers and stone masons working in the Cemetery and, (ii) Hold on file copies of all contractors' risk assessment, method statement and public liability insurance documents.
2. Detail relating to installation of additional concrete beams in Lawn Cemetery area – It was resolved to, (i) install four additional beams on the south side of the Cemetery, (ii) install two additional beams on the north side of the Cemetery in line with those located to the south, (iii) leave a centre access gap in the lawn area beyond the tarmac turning circle, in line with the existing driveway, (iv) update the specification to include reinforced concrete.

162.21 **Cemetery Cottage** – To resolve on the appointment of an agent to deal with re-letting (Cllr Ferguson authorised to speak under the item, see dispensation granted under minute ref. 148.21).

It was resolved (Cllr Ferguson abstained from vote) to appoint Black Cat Residential as the agent to deal with locating a new tenant for Cemetery Cottage at a cost of £250.00 + VAT. The Clerk confirmed this represented a substantial saving to Council as other agents would charge in the region of £750.00.

163.21 **To resolve on alternative location for dog waste bin in Main Road** (originally to be sited at junction with The Stitch) – The Clerk was requested to enquire if there was a location along The Stitch which FDC would consider suitable for a bin.

164.21 **To receive requests from Members for subjects to be included on the next agenda** –

1. Installation of outdoor gym equipment at Begdale playing field – Cllr Ferguson.
2. Repair of height restriction bar at Begdale car park – The Clerk advised that; subject to cost; this issue may be able to be resolved before the August meeting.

In addition to the request for agenda items the Clerk was requested to circulate the following items before the August meeting – (i) update on projects, (ii) updated Asset Register.

165.21 **To resolve on date and format for next meeting** – Taking into account that many Parish Councils did not hold a meeting in the month of August, it was agreed to hold a 'pared down' meeting to deal with essential items only. It was resolved to meet at 6.30pm on Wednesday 11<sup>th</sup> August at the Tower Hall (in order to continue with social

distancing measures).

**166.21 To resolve on entering 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 s. 1[2])**

7.48 pm - Council resolved to enter closed session.

The member of the public left the meeting.

**167.21 Canal Towpath** – (public excluded on the grounds that it involved disclosure of personal information which may identify the person involved and therefore break data protection regulations).

The Clerk provided an update on the situation concerning an alleged breach of planning on the Towpath. Subject to be carried forward.

**168.21 To receive update concerning confidential matters relating to exclusive burial rights at Elm Cemetery –**

(public excluded on the grounds that it involved disclosure of personal information which may identify the person involved and therefore break data protection regulations). Item deferred.

**169.21 To consider matters relating to lease at Coldham playing field; resolve appropriately** – (public excluded on

the grounds that it involved disclosure of exempt information as defined in par. 12 [legal proceedings], Part 1 of Sched. 12A LGA 1972). Item deferred.

170.21 The meeting closed at 7.57 pm.

Signed .....  
Elm Parish Council Chairman

Date .....