

Elm Parish Council

Minutes of the meeting of Elm Parish Council held at Tower Hall, Friday Bridge on Thursday 10th June 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), Goodley, Griffiths, Hopkin & Milham, District Cllr Sutton, Mrs S England – Parish Clerk, 1 member of the public.

- 122.21 **Apologies** – The Clerk reported apologies for Cllrs Brand, Dalliday and Welbourne, Council resolved to accept their reasons for absence.
- 123.21 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 124 .21 **Disclosable interests and requests for dispensation** – Non declared.
- 125.21 **Open Forum** – No request to speak received from the member of the public present.
- 126 .21 **Review and approval of Minutes** – Council resolved to approve minutes of meeting held on 6th May 2021 as a correct record.
- 127 .21 **Police matters** – Members confirmed receipt of latest Police/Council meeting summary distributed by Cllr Griffiths. Concern was raised at the number of vehicles being parked on double yellow lines in Abington Grove and Gosmoor Lane during school pick up times and; a quantity of nitrous oxide gas canisters had been recovered from the roadway in Elm.
- 128.21 **District Councillor's Report** – Cllr Sutton advised; The large pothole in Low Road reported on 23rd May had still not been repaired; a pothole outside a property in Oldfield Avenue had been reported; Hundred of Wisbech Drainage Board would not be adopting the drainage ditch located at the southern end of Birch Grove, it was in a poor state again and engineers would be investigating measures to permanently fix the problem, Hundred DB would be seeking funding contributions from other bodies (including the Parish Council) in order to cover the cost of the project. Subject to be carried forward to the July agenda.
Flytipping was taking place at the end of Henry Warby Avenue, Cllr Sutton confirmed that he would make a request for notices to be put up. Moving forward, Council resolved to permit Cllr Sutton to comment on agenda item subjects as appropriate.
- 129.21 **Clerk's Report** – The Clerk reported as follows – Cemetery Cottage had been vacated, appropriate remedial works and testing would be arranged prior to re-letting the property; the Internal Auditor's Report had been received for year end 30th March 2021, it was very positive, the Clerk thanked the former Locum Clerk, Dave Gibbs for his support during recent months; a meeting would be held on 14th June between various parties interested in setting up a new Elm Community Speedwatch Group, it was hoped training could commence shortly; Cllr Christine Vale had resigned from the Parish Council, FDC Elections Department was dealing with the matter accordingly; Meetings had been held with three specialist contractors in order to seek quotes for new safety surfacing at Elm play area; a Fire Risk Assessment had been completed for the portacabin at Begdale, recommendations for electrical works would be incorporated into the tasks already resolved to be completed by Council's electrician; the Clerk advised she would be drafting a Grant Policy which could be used to promote funding applications for local community groups.
- 130.21 **Financial Matters**
1. The Clerk advised the following sums had been received since the last meeting; Cemetery Cottage rent £650.00, Interest £0.83, Cemetery fees £571.00.

2. Council resolved to approve expenditure for June as detailed below;

PAYEE	DETAIL	NET	VAT	TOTAL
Idverde Ltd	Grounds maint. May 21	£1,145.40	£229.08	£1,374.48
Longstaff	Farm Bus. Tenancy Agreement	£400.00	£80.00	£480.00
Fenland Fire App.	Fire Risk Assessment	£250.00	£50.00	£300.00
FDC	Bin emptying - Cemetery	£198.52		£198.52
Hundred of Wisbech	Agr. Drainage Rates	£92.24		£92.24
Inspire Architectural	Design proposals - Chapel	£300.00		£300.00
Tamar IT	Domain Hosting	£80.00	£16.00	£96.00
Smith of Derby	Clock Tower Service	£188.00	£37.60	£225.60
CAPALC	Chairman Training	£50.00		£50.00
Mrs S England	Clerk's Salary	£1,496.34		£1,496.34
Mrs S England	Clerk's Expenses	£205.33	£9.73	£215.06
HMRC	Tax & NI - Month 3	£412.61		£412.61
Nest	Pension Contr. 6/6-5/7	£155.07		£155.07
		£4,973.51	£422.41	£5,395.92

In addition to the payments included in the schedule, Council resolved to approve payment for the following;

CAPALC	Cllr Training	£75.00		£75.00
A1 Signs	Towpath signs	£34.00	£6.80	£40.80
T Jordan	Internal Audit	£255.00		£255.00

Chairman

- To consider and approve Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) 2020-21. Council resolved to approve the AGAR for 2020-21, details as presented.
- Insurance Policy 2021-22 – Council considered quotations presented by Came & Co, it was resolved to accept the Local Council Long Term Arrangement Scheme submitted by Hiscox Insurance at a cost of £4175.73 for each of the next three years.

131.21 Correspondence

- Email, Emneth Parish Council – Confirmation of their approval for installation of kissing gates and stile on Towpath (deferred to agenda item 14, see minute ref. 135.21).
- Email, parishioner – Request for Public Space Protection Order (to ban dogs) at the cemetery, Elm play area and Begdale field. Council confirmed that it had been decided some time ago to permit dogs to use the field at Begdale, the situation at the cemetery and Elm play area would be monitored.
- Email, parishioner – suggestion for opening a coffee shop in Elm. Members commented that the location referred to was not owned by the Parish Council, Clerk to respond appropriately.
- Email, parishioner – Report of quad bikes on Towpath. The Clerk presented contents of the email, Members voiced their concern over the incident.

FOR INFORMATION PURPOSES;

- Email, Highways England – A47 works update.
- Email, FDC – Great British Spring Clean Event, 28th May-13th June 2021.
- Email, FDC – Proposals for a Fens Biosphere.

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

132.21 Planning

- F/YR21/0427/F – Single storey rear extension to existing dwelling, 19 Birch Grove, Elm. Council resolved to support the application.
- F/YR21/0454/F – Change of use of restaurant to public house, takeaway and DIY store and construction of 2m high brick wall and gates, 6 March Road, Rings End, PE13 4DB. Council resolved to support the application.

3. F/YR21/0466/F – Single storey extension to rear of existing dwelling, Russ Royd, Begdale Road, Elm, PE14 0BE. Council resolved to support the application.
4. F/YR21/0528/TRCA – Fell one pine tree within conservation area, Tall Timbers, Main Road, Elm. Council resolved to raise no objection to the application.
5. F/YR21/0551/O (Addendum to agenda) – Outline application for one dwelling, land east of 1 Station Road, Coldham. Council raised concern in relation to highway safety taking into account the site's close proximity to a hazardous junction. It was resolved not to object to the application on the proviso that highway safety issues were fully investigated and Cambridgeshire Highways was happy with the design proposals.

133.21 Highways and Footways

Update on outstanding matters;

1. Elm Low Road junction – Clerk to chase Safety Audit Team concerning arrangements for a meeting.
2. Peartree Way, damaged fencing – Clerk to seek update concerning repairs.
3. Damaged pavement adjacent to Elm School – Diversion now in place, application for dropped kerb submitted.

To report any new matters;

1. Temporary prohibition of through traffic, Atkinsons Lane, Elm – 16th-21st June.
2. New Bridge Lane – Amendment to Prohibition of Driving Order to facilitate access to two new traveller sites. Cllr Sutton advised that a meeting needed to be scheduled with Highways in order to discuss location of earth bund, Hundred of Wisbech concerned that moving it to the new access would make the drains difficult to maintain and encourage flytipping.

134.21 **Streetlighting** – The Clerk confirmed that Cable Test and FDC had been provided with data included in Mr Gibbs' streetlight survey. The Service Level Agreement had been signed and returned to FDC.

135.21 Canal Towpath

1. Installation of kissing gates and stile – Council resolved to accept the full cost of installing the structures at £1620.00 + VAT.
2. Request from FEET for authorisation to plant daffodil bulbs – Council resolved to approve the plating of daffodil bulbs at the Collets Bridge end of Towpath. Cllr Feaviour reported that Japanese Knotweed and Hogweed plants on the Towpath were being dug out and burnt. Cllr Ferguson advised that she would provide contact details for a specialist 'invasive species removal' contractor.

136.21 **Cemetery Chapel** – To consider and resolve;

1. Draft design proposals – Council resolved to approve Option A design proposal to move forward. Clerk to notify architect and request additional details in relation to parking and amenity areas.
2. Ideas for outside landscaping – Council resolved to seek quotes for the removal of; conifers located adjacent to the chapel on the southern boundary and, a single conifer located to the front of the chapel.

137.21 **Cemetery & Garden of Rest** – To consider and resolve;

1. New regulations for Lawn Cemetery area – Council resolved to adopt the new Lawn Cemetery Regulations; detail in draft as circulated.
2. Further extension to Lawn Cemetery – Council resolved for the Clerk to seek a further quote from the appointed contractor to provide an additional four concrete beams on the southern side of the cemetery and two on the north side.
3. Creation of two additional plots in the Garden of Rest – Council resolved to approve the creation of two additional plots in the Garden of Rest; location as identified in the plan.
4. Additional area for interment of ashes – Council resolved to create a second area for the interment of ashes in the vacant space created by the 10m exclusion zone for full burials.

- 138.21 **To appoint Councillor representation to the following outside bodies;**
1. Friends of Elm & Emneth Towpath (FEET) – Council resolved to appoint Cllr Feaviour.
 2. Elm Community (covering whole parish) Speedwatch – Council resolved to appoint Cllr Butcher.
- 139.21 **To resolve on the following statement in support of national campaign for 20 mph speed limit** – ‘Elm Parish Council supports ‘20’s Plenty for Cambridgeshire’s’ aim for wide area, default signed 20 mph limits with public engagement for the Parish and across Cambridgeshire’s urban and village settlements’. Council resolved to support the statement designed to promote the ‘20’s Plenty’ Campaign.
- 140.21 **To receive requests from Members for subjects to be included on the next agenda** –
1. Overgrown drain, southern end of Birch Grove – possible contribution to improvement works.
 2. Condition of ponds at Grove Gardens – Cllr Sutton & Cllr Griffiths to pursue.
 3. Information board outside old Post Office – Cllr Feaviour to investigate if details are accurate.
- 141.21 **To resolve on date and format for next meeting** – It was provisionally agreed to hold Council’s next meeting on Wednesday 14th July; venue subject to developments concerning the easing of Covid restrictions. Clerk to confirm.
- 142.21 **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])**
- 7.45 pm - Council resolved to enter closed session.
 Cllr Sutton and member of the public left the meeting.
 It was resolved to move agenda item 23 forward as the next item to be discussed.
- 143.21 **Coldham Playing Field Lease** (public excluded on grounds that it involved disclosure of exempt information as defined in par.12 [legal proceedings], Part 1 of Sched. 12A LGA 1972).
 No information available; item deferred.
- 7.48 pm – Cllr Goodley left the meeting due to his interest in the next agenda item.
- 144.21 **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 discussed further at the July meeting.
- 145.21 The meeting closed at 7.55 pm.

Signed
 Elm Parish Council Chairman

Date