

Elm Parish Council

Minutes of the meeting of Elm Parish Council held at the Portacabin, Begdale, Elm on Wednesday 13th October 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 - Brand, Butcher, Cotterell, Feaviour, Ferguson (Chair), Goodley, Hopkin, Milham & Welbourne, Mrs S England – Parish Clerk.

- 218.21 **Apologies** – The Clerk reported apologies for Cllr Griffiths, Council resolved to accept his reason for absence. District Cllr Sutton had also submitted his apologies for the meeting.
- 219.21 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 220.21 **Disclosable interests and requests for dispensation** – Cllr Goodley declared his personal interest in agenda item 20 and confirmed that he would leave the meeting during the time the item was discussed.
- 221.21 **Open Forum** – No members of the public present.
- 222.21 **Review and approval of Minutes** – Council resolved to approve minutes of meeting held on 8th September 2021 as a true record of proceedings.
- 223.21 **Police matters** – Nothing to report.
- 224.21 **District Councillor’s Report** – Cllr Sutton not present at the meeting.
- 225.21 **Clerk’s Report** – The Clerk reported as follows; Ongoing projects – New fencing at Tower Hall had been installed; the further extension to burial facilities in the Cemetery was nearing completion, as was the installation of new safety surfaces at Elm play park. FDC’s response to the pre-application planning enquiry in respect of proposals for the Cemetery Chapel would be delayed until 21st October due to the ‘historical architectural merit’ of the building, this resulted in the requirement for input from the Conservation Officer. It had been confirmed that the kissing gates and stile (Towpath project) had been delivered and also, the bollards for Coldham lay-by, both projects would be commencing shortly. Cemetery Cottage had been re-let; Cllr Ferguson would be providing further details in closed session (due to data protection requirements). Electrical works at the portacabin would be completed before the November meeting; arrangements had been made for Data Shredders to visit the portacabin in order to confidentially destroy historical, obsolete paperwork. Vehicles parked along Station Road in Coldham (a number of them, allegedly, untaxed and/or without an MOT) had been removed from the highway and relocated to the grounds of Coldham Church. Arrangements for installation of new streetlight enplates would be advised before the November meeting.

226.21 Financial Matters

1. The Clerk advised the following sums had been received since the last meeting; Precept (50%) £15,000.00; Rent (Cemetery Cottage) £380.00; Interest £0.81.
2. Council resolved to approve expenditure for October as detailed below;

PAYEE	DETAIL	NET	VAT	TOTAL
Sharman Fabrications	Height bar & goal posts	£775.00	£155.00	£930.00
Gems Cleaning	Cem Cottage	£322.84	£64.57	£387.41
Gems Cleaning	Portacabin	£50.00	£10.00	£60.00
Economy Cookers	Oven - Cottage	£320.83	£64.17	£385.00
PKF Littlejohn	External Audit Fee	£300.00	£60.00	£360.00
S Hanslip	Cleaning shelter & n'boards	£65.00		£65.00
FB Tower Hall	Room hire	£50.00		£50.00
Wave	Cemetery - water rates	£31.49		£31.49
Bulb	Cottage - Elec & Gas	£30.57	£1.53	£32.10
A Feaviour	Expenses (keys cut)	£20.80		£20.80

S England	Clerk's Salary	£1,258.66		£1,258.66
S England	Clerk's Exps	£202.78	£5.05	£207.83
HMRC	Tax & M7	£247.86		£247.86
Nest	Pension	£111.09		£111.09
		£3,786.92	£360.32	£4,147.24

Chairman

3. Quarterly Budget – Council resolved to accept the Quarterly Budget Update and Report for qtr. end 30.9.21.
4. Quarterly Bank Reconciliation – Council resolved to accept the Bank Reconciliation for qtr. end 30.9.21.
5. AGAR (Audit 2020-21) – Council resolved to acknowledge and accept the External Auditor's Notice of Conclusion of the 2020-21 AGAR.
6. Quote for removal of conifers at Cemetery – Council resolved to accept a quotation received from Idverde Ltd for (i) the removal of large conifer growing in front of the Chapel; £310.00 + VAT and, (ii) removal of leylandii hedge growing on boundary alongside the Chapel; £450.00 + VAT.
7. Quote for tree works at Elm Cemetery – Council resolved to accept a quote of £1365.00 + VAT for tree works to be undertaken along the western boundary at Elm Cemetery.
8. Quote for fencing off gap in boundary hedge at Friday Bridge playing field – Item deferred pending receipt of quote.
9. Quotes for soil bay at Elm Cemetery – Item deferred pending receipt of additional quote.

227.21 Correspondence

For comment and/or resolution;

- i. Email, G Edwards (FDC Engineering Manager) – Request for Council to confirm acceptance of extension to Streetlight Service Level Agreement with FDC until July 2023. Council resolved to approve extension of the SLA until July 2023.
- ii. Email, Chairman of The Wisbech Society – Request for Council's support in obtaining 'listed status' for Friday Bridge Camp – Council resolved to support The Society's efforts to seek a listing pathway for the Friday Bridge Camp.

For information purposes (see website or contact Clerk for further details);

- i. Galliford Try – September Newsletter and additional update concerning A47 improvement works at Guyhirn.
- ii. FDC – District Council retains Cabinet Office's Customer Service Excellence Standard following inspection.

228.21 Planning

1. F/YR21/1064/O – Outline application, up to four dwellings at land north of Rathbone, Atkinsons Lane, Elm. Council resolved to object to the application on grounds that – Atkinsons Lane was a narrow track totally unsuitable for access purposes; the lane was already subject to regular flooding exacerbated by 'run off' of surface water from existing development; if granted, the proposals may set a precedent for further development on adjacent land.
2. F/YR21/1073/F – 2 storey side and single storey rear extensions to existing dwelling and widen dropped kerb at 4 Barnard Cottages, Well End, Friday Bridge. Council resolved to raise no objection.
3. F/YR21/1107/F – Single storey side extension to dwelling at 27 Mill Way, Friday Bridge. Council resolved to raise no objection to the application.
4. F/YR21/1103/LB – Works to listed building, replacing ten windows with double glazed timber casement Windows at Redmoor Farm House, 73 Main Rd, Friday Bridge. Council resolved to raise no objection to the application.

229.21 Highways & Footways

Update on outstanding matters –

- i. Collapsed drain cover (recently repaired) opposite Meadowcourt, Man Rd, Elm – The Clerk confirmed the damage had been reported as a serious hazard.
- ii It was confirmed that work was taking place on the site adjacent to Elm School.

To report new matters –

- i. Temporary Traffic Order Application – Needham Bank, Friday Bridge.

ii Details of essential survey work due to take place along the A47 between Thorney and Wisbech.

230.21 Reports from representatives of outside bodies;

FEET (To include resolution on U8 Waste Exemption' application – Cllr Feaviour reported; Further clearance work along the Towpath had uncovered scrap metal, tyres and a small amount of asbestos, removal of the items would be arranged once work had been completed. On a positive note, bamboo plants had been discovered and further planting of bulbs and seeds had taken place.

Unauthorised coppicing work had been undertaken at the Pocket Park end of the Towpath; to be discussed further in closed session.

It was resolved to approve an application for 'U8 Waste Exemption Certification' which; if successful; would allow FEET to use waste timber (e.g. old telegraph poles) for creating structures such as fencing and seating along the Towpath.

231.21 To resolve on action concerning proposal to provide a community facility in Elm.

The Chair reported the findings of a meeting held with Lisa Chambers, Community Development Officer at ACRE (Action with Communities in Rural England). It had been identified that a working party needed to be set up to deal with moving the project forward. In order to demonstrate need for the facility and assess the type of building required a community consultation would need to be undertaken.

Council resolved as follows;

- To set up a working party comprising up to four Councillors and up to four members of the public.
- To appoint Cllrs Feaviour, Ferguson, Milham and Welbourne to the working party.
- To request the Clerk to produce draft Terms of Reference for the working party.
- To confirm that the community consultation would include the residents of Elm village and not extend into the whole parish.

232.21 To receive update concerning replacement of benches at Elm Cemetery and resolve appropriately.

The Clerk advised that she was waiting for samples of the recycled material to arrive – item deferred.

233.21 To resolve on action concerning repair of Elm Village sign.

The Clerk advised the content of a letter received from Elm parishioners offering their services for refurbishment of the Elm Village sign. Taking into account the weight of the sign and the need for use of a step ladder for dismantling the structure, it was recognised that significant health & safety issues needed to be addressed.

It was resolved to convey thanks to the parishioners and accept their kind offer to refurbish the sign.

It was resolved to make arrangements for Idverde Ltd to dismantle the sign and deliver it to the parishioner's work shop.

234.21 To receive requests from Members for subjects to be included on the next agenda.

All deferred items to be carried forward to the November meeting.

Arrangements for this year's Remembrance Services were discussed. The Clerk advised two wreaths had been ordered, Cllr Milham confirmed that he would be happy to lay the wreath in Elm. Clerk to investigate the arrangements in place for the Friday Bridge service.

235.21 To resolve on date and format for next meeting – It was resolved to hold the next Parish Council meeting at 6.30pm on Wednesday 10th November at the Begdale portacabin.

236.21 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])

7.40 pm - Council resolved to enter closed session, Cllr Goodley left the meeting room due to his interest in the next agenda item.

237.21 To receive update concerning alleged breach of planning regulations on Canal Towpath (confidential due to data protection and potential legal issues).

The Clerk & Cllr Feaviour updated Members on events connected to the alleged breach of planning. It was resolved for the Clerk to seek the views of Emneth Parish Council concerning action to be taken.
7.45pm – Cllr Goodley re-joined the meeting.

238.21 **To receive update concerning new tenancy for Cemetery Cottage, resolve where appropriate** (confidential due to data protection issues connected to identity and tenancy details).

The Chair updated Members, confirming that a new tenant had moved into Cemetery Cottage; no further resolution required.

239.21 **To review matters relating to the Clerk’s Annual Appraisal and level of remuneration and resolve accordingly** (data protection issues – personal information under discussion).

The Clerk explained the need for improving records for the Cemetery and recommended the use of specialised software such as Scribe.

7.55pm The Clerk left the meeting room.

- It was resolved to authorise the purchase of a new printer/scanner for the Clerk’s use.
- It was resolved to use Scribe software for maintaining Cemetery records/plans.
- It was resolved to employ a person to take on the task of mapping the Cemetery and uploading records to the Scribe system; terms to be confirmed at November meeting.
- It was resolved to investigate the cost of installing broadband at the Begdale portacabin, with a view to the Clerk working from the premises at least one day a week.
- Further to the Clerk’s Annual Appraisal it was resolved to increase her level of remuneration by one point on the SLCC/NALC approved salary scale, in line with terms of Contract of Employment.

8.05pm The Clerk re-joined the meeting.

240.21 The meeting closed at 8.10 pm.

Signed
Elm Parish Council Chairman

Date