

Elm Parish Council

Draft Minutes of the meeting of Elm Parish Council held at the Portacabin, Begdale, Elm on Wednesday 10th November 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, Cotterell, Feaviour, Ferguson (Chair), Goodley, Griffiths, Milham, District Cllr Sutton, Mrs S England – Parish Clerk.

- 241.21 **Apologies** – The Clerk reported apologies for Cllrs Butcher, Hopkin & Welbourne; Council resolved to accept their reasons for absence.
- 242.21 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 243 .21 **Disclosable interests and requests for dispensation** – Cllr Griffiths declared his interest in agenda item 10 due to quotations submitted by Idverde Ltd.
- 244.21 **Open Forum** – No members of the public present.
- 245 .21 **Review and approval of Minutes** – Council resolved to approve minutes of meeting held on 13th October 2021 as a true record of proceedings.
- 246.21 **Police matters** – Appointment of Andy Morris to the position of Fenland Neighbourhood Inspector was noted. The Clerk confirmed she would contact Sgt. Arnold to find out when the next Police/Council meeting would be held.
- 247.21 **District Councillor's Report** – Cllr Sutton reported;
Concern raised in relation to Fenland District Council's Boundary Review which proposed increasing the number of Cllrs from 39 to 42 and, altering the Ward boundaries; Residential development at the bottom of Grove Gardens had provided approximately £42,000 in S106 funds for the development of a community facility in Elm; Darren Exell was welcomed as the newly co-opted member to Council; Fencing hoops had still not been installed at Henry Warby Ave./Peartree Way, Cllr Sutton to chase.
- 248.21 **Clerk's Report** – The Clerk reported as follows; Installation of additional beams at the Cemetery had been completed, plastic pegs had been identified as a possible solution for marking graves, Cllr Welbourne was investigating if the tops could be lasered with plot numbers. Bollards at Coldham lay-by had been installed, seeding would take place shortly. Large potholes in the road surface at Coldham lay-by had again been reported, road repairs for March Road, Coldham has also been chased – Cllr Sutton advised copying in emails to Martin Brooker (District Highways Manager CCC). Progress had been made in locating a new bench which would fit the existing concrete pad at the lay-by.
Re-coating of Friday Bridge Clock Tower had been arranged for 2nd and 3rd December, the streetworks permit had been approved. Installation of new safety surfaces at Elm play park was complete; positive feedback had been received. An Electrical safety works at the portacabin had been completed, extra cost had been incurred due to moving a spotlight onto the end of the building and the installation of two additional safety lights.
The Clerk raised concern at the poor state of the surface at Begdale car park; Cllrs confirmed the purchase of additional stone chippings should be investigated.
A meeting had been arranged with residents in Coldham who had kindly offered to accommodate the installation of a defibrillator at their property. Two untaxed vehicles; recently removed from Station Road in Coldham; had reappeared, Clerk continuing to liaise with FDC and Highways in an effort to resolve the situation.
New swing seats and a gate buffer were due to be fitted at Coldham playing field on 30th November, the rocker unit would also be re-fitted at Friday Bridge (FB). The recumbent bike at FB had been damaged, quotes were being sought for its repair.

New enplates for the parish streetlights had been divided into batches according to location, they would be fitted over the next few weeks. The picnic table and benches located at the Pocket Park had been treated with preserver/stain.

FDC had requested details of Council's Precept claim for 2022-23, the Clerk would be working on the budget and a meeting of the Finance working party would be called to discuss and agree on the finer details. Elm Village sign had been dismantled and would shortly be delivered to the parishioner who had kindly offered to undertake its refurbishment.

Glass vases had been stacked behind a number of graves in the Cemetery – Cllrs advised the Clerk to leave a laminated notice at each of the graves advising that; if not removed by a certain date; the items would be removed by Council.

FDC had reported that the streetlight lantern located at 23 Friday Bridge Rd, Elm had been 'shot out'; replacement of the LED would be £276.96 plus VAT – Council resolved to accept the sum quoted for the repair.

249.21 Financial Matters

- The Clerk advised the following sums had been received since the last meeting; Cemetery fees £2206.00; Rent (Cemetery Cottage) £750.00; Interest £0.83.
- Council resolved to approve expenditure for November as detailed below;

PAYEE	DETAIL	NET	VAT	TOTAL
Fenland Leisure	Elm play area safety surfaces	£15,844.00	£3,168.80	£19,012.80
Pro-edge Construct.	Cemetery beams	£4,950.00	£990.00	£5,940.00
Idverde	Ground Maint. Sep & Oct	£2,290.80	£458.16	£2,748.96
L Green Electrical	Electrical safety works - p'cabin	£3,155.00		£3,155.00
FDC	Council Tax - Vacant Cem Cottage	£487.42		£487.42
SLCC	Annual Fee	£185.00		£185.00
Data shredders	Conf. waste shredding	£60.00	£12.00	£72.00
S Hanslip	Cleaning Cem bench GoR	£20.00		£20.00
Mrs S England	Clerk's Salary	£1,190.24		£1,190.24
Mrs S England	Clerk's Expenses	£155.91	£3.45	£159.36
HMRC	Tax & NI Month 8	£200.17		£200.17
Nest	Pension contr's	£98.40		£98.40
D Cotterell	Stain benches	£150.00		£150.00
		£28,786.94	£4,632.41	£33,419.35

Chairman

Cllr Griffiths confirmed his interest in the following items and left the meeting room;

- To resolve on quote received for fencing off gap in boundary hedge at Friday Bridge playing field – Council resolved to accept a quote submitted by Idverde for £524.80 + VAT.
- Quotes for soil bay at Elm Cemetery – Details of the two tenders had been circulated prior to the meeting; Council resolved to accept the quote submitted by Idverde for £2120.00 + VAT for creation of the soil bay.

Cllr Griffiths re-joined the meeting.

- Transfer of funds under budget headings – The Clerk advised that there would be overspends under budget categories 'Salaries/NI/Pensions' and 'Stationery/post/sundry home office' mainly due to; ongoing workload connected to projects and home working allowance not being budgeted for. It was resolved to transfer funds from the other 'Administration' categories where it was expected there would be an underspend at financial year end.
- To resolve on connection of broadband at Begdale portacabin – The Clerk presented details of current deals on offer for unlimited business broadband. It was resolved to take up a two year contract with Plusnet (BT sister company) at £22.00 + VAT per month. There would be no additional charge for Openreach to set up the installation.

250.21 Correspondence

For comment and/or resolution;

- i. Email, Cllr Sutton – Request for support in arranging for numbers to be allocated to properties in Back Rd, Friday Bridge – It was resolved to support the proposal.

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

- i. Email, ACRE – notification of presence of invasive aquatic weed (Floating Pennywort) in local waterways.
- ii. Email, Cambs Police – Introduction from Andy Morris; newly appointed Fenland Neighbourhood Inspector.
- iii. Email, Freshwater Habitats UK – Notification that The Leam Pond has tested negative for great crested newts.
- iv. Press Release, FDC – Details of energy advice and Covid support available over the winter months.
- v. Email, FDC – Details of online survey and consultation workshops connected to the development of a marketing approach for towns in the Fenland area.
- vi. News Release , CCC – Cambs to become an Enhanced Response Area for tackling Covid pandemic w.e.f. 1st November 2021.
- vii. Email, Galliford Try – A47 Improvement works, November update.

251.21 Planning

1. F/YR21/1233/F – 3-storey, 5-bed dwelling at land east of 2 Limes Ave, fronting Begdale Rd, Elm. Council resolved to object to the application on the grounds that the proposals would create an overbearing feature on the streetscene and the design was not in character with neighbouring properties; it was therefore contrary to Policy LP16(d) of the Fenland Local Plan 2014.
2. F/YR21/1210/F – Conversion of barn to form 1 x single storey, 3-bed dwelling at 1 Stags Holt Farm, Coldham Bank, PE15 0BS. Council resolved to raise no objection to the application.
3. F/YR21/0337/O – 2 dwellings, land west of 207-215 Fridaybridge Rd, Elm – It was noted that the application had been referred to the Planning Committee.

252.21 Highways & Footways

Update on outstanding matters –

- i. Collapsed drain cover (recently repaired) opposite Meadowcourt, Man Rd, Elm – Cllr Milham reported that the hole surrounding the drain had been filled with hardcore with an inverted cone embedded into it. The Clerk and Cllr Sutton confirmed that they would again report the matter as an emergency issue.

253.21 Reports from representatives of outside bodies;

FEET – Cllr Feaviour reported; Further clearance of the Towpath had uncovered more scrap metal. Additional bulb planting had taken place. The AGM had been delayed until 17th November 2021, 6.30pm at the Begdale portacabin.

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

- (i) It was resolved to adopt the draft Terms of Reference for the Community Facility working party, details as circulated prior to the meeting.
- (ii) It was resolved to arrange a meeting of the working party on Wednesday 1st December, 6.30pm at the portacabin, items to be considered to include 'assessment of need' survey; Clerk to attend as note taker.

255.21 To consider content of response received from FDC Planning in respect of pre-application for proposed Cemetery chapel conversion.

Details of the response had been circulated to Cllrs prior to the meeting. It was resolved for the Clerk to organise an on-site meeting between Cllrs and the architect in order for design details and the provision of amenity space to be considered.

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

The Clerk presented a sample of recycled material received from a bench supplier; it was noted that the colour was completely different to that shown in the brochure. Item deferred pending contact with a supplier who was local to the area.

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

All deferred items to be carried forward to the December meeting. The following issues were raised;

- (i) Youths travelling on motorised scooters, allegedly delivering drugs into Elm.
- (ii) Development work taking place at Atkinsons Lane site despite planning application still being undecided.

258.21 To resolve on date and format for next meeting – It was resolved to hold the next Parish Council meeting at 6.30pm on Wednesday 15th December at the Begdale portacabin. The Chair advised she would book at table at The Chequers for Cllrs (and partners) to enjoy a meal after the meeting.

259.21 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])

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

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

The Clerk presented details of legislation which was relevant to the situation. A further update from Emneth PC was also considered. It was resolved for the Clerk to seek guidance from NALC. Item to be carried forward.

7.45pm – Cllr Goodley re-joined the meeting.

261.21 Staffing – To resolve on matters relating to Cemetery Records Admin post (confidential due to the discussion of personnel matters).

Council resolved on terms relating to the administration position.

It was resolved for the Clerk to authorise hours of work for the person undertaking the role.

Details of the 'Scribe' Cemetery Records Management system were presented to Council. It was resolved to subscribe to the system commencing 1st December 2021, charged at £39.00 monthly, 12 months up front and a set-up fee of £397.00 + VAT.

262.21 The meeting closed at 7.55 pm.

Signed

Elm Parish Council Chairman

Date