

Elm Parish Council

Minutes of the meeting of Elm Parish Council held at the Portacabin, Begdale, Elm on Wednesday 15th December 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, Exell, Feaviour, Ferguson (Chair), Goodley, Griffiths, Milham, Mrs S England – Parish Clerk, 1 member of the public.

- 267.21 **Apologies** – The Clerk reported apologies for Cllrs Butcher, Cotterell, Hopkin & Welbourne; Council resolved to accept their reasons for absence. District Cllr Sutton had also conveyed his apologies for the meeting.
- 268.21 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 269.21 **Disclosable interests and requests for dispensation** – Cllr Goodley declared his interest in agenda item 19 and confirmed he would leave the meeting room when the subject was under discussion.
- 270.21 **Open Forum** – No comments received from the member of the public present.
- 271.21 **Review and approval of Minutes** – Council resolved to approve minutes of meetings held on 10th & 25th November 2021 as a true record of proceedings.
- 272.21 **Police matters** – Cllr Griffiths advised he had contacted Sgt. Arnold concerning the issue of youths using scooters in Elm to deliver drugs, it had been confirmed that a member of the police team would be assigned to investigate the problem in depth early in the new year. Date for January police/council meeting to be confirmed.
- 273.21 **District Councillor's Report** – Cllr Sutton absent from the meeting.
- 274.21 **Clerk's Report** – The Clerk reported as follows;
Friday Bridge Clock Tower – the Tower had been re-painted but the surface was cracking and; in several areas; paint could be brushed off exposing the old colour. The contractor had been requested to investigate; recommend to withhold payment in the meantime.
Fitting new LED lights into the clock faces had been delayed to the new year.
Portacabin, broadband - setting up of the service had been delayed by Openreach. New start date would be 7th January 2022.
Coldham Defibrillator – East of Ambulance Service had advised their preference was for the unit to be mounted onto a brick wall. Further options to be explored which would enable siting on boundary at the old 'Overstone Arms' public house.
Conifers at Cemetery Chapel – Removal of the large single conifer and boundary hedging to be completed by 17th December.
Kissing gates & stile at the Towpath – Installation should be completed by week ending 17th December.
Soil bay, Cemetery – Meeting held with Idverde to confirm location of the structure.
Projects completed – Friday Bridge playing field; cutting back of boundary hedge and fencing off gap. (A number of complaints had subsequently been received from Tower Road residents concerning the access being closed off).
Vacant land at end of Grove Gardens – The Clerk and Cllr Exell had been in contact with Robin Chapple (Tech. Manager, Tilia Homes) concerning the untidy state of the site. It had been confirmed that the developer's maintenance team had been instructed to tidy up the area.
Streetlighting – with the exception of four outstanding queries, all enplates had been fixed to lighting columns. Garry Edwards (FDC Eng. Manager) had confirmed he would be looking into appropriate upgrades for the streetlights and report recommendations for improvements.

Barclays Bank signing mandate – Mandate amendment forms had been received in order to include Cllr Feaviour as an account signatory.

Planning – Outline application (F/YR21/0337/O) for two dwellings at land west of 207-215 FB road, Elm had been granted by the Planning Committee; despite the Parish Council's objection.

Training – Cllr Exell had been booked in for 'New Cllr Training' on Saturday 29th January.

Cemetery records – The Clerk and Cemetery records assistant had undertaken training on the Scribe system.

Damaged swing seats at Elm play area – Seats had suffered further damage; two replacements ordered.

Fenland Leisure Products were still waiting for items required at Coldham play area to be delivered.

Damage to gym equipment, Friday Bridge playing field – Safety reports had identified minor damage to equipment; repairs arranged.

Portacabin, high earth loop reading – UK Power Network had still not been in contact in order to make arrangements to resolve the issue; Clerk to chase.

Highways matters – the following issues had been chased; potholes at Coldham lay-by; road surface March Road, Coldham; abandoned vehicles, Station Rd, Coldham.

Planning training – short online courses would be available to everyone in 2022, covering subjects such as highways, trees, flood risk, surface water drainage etc. Links to be forwarded to those interested in taking part.

2022-23 Budget – Draft to be circulated in early January, a meeting of the Finance Working Party would need to be arranged prior to the January meeting in order to discuss and agree on the finer details ready for Council resolution.

Council vacancy – Mrs Tracey Dalliday was no longer a member of the Council (due to the 'six month absence' rule), FDC Elections Dept. had been advised.

275.21 Financial Matters

1. The Clerk advised the following sums had been received since the last meeting; Allotment rent £5273.38; Cemetery fees £552.00; Rent (Cemetery Cottage) £750.00; Interest £7.20.
2. Council resolved to approve expenditure for December as detailed below, with exception of payment to LE Wallcoatings which was put on hold pending satisfactory completion of the project.

PAYEE	DETAIL	NET	VAT	TOTAL
Idverde	Ground Maint (2 months)	£2,290.80	£458.16	£2,748.96
LE Wall Coatings	FB Clock Tower	£1,800.00		£1,800.00
Cable Test Ltd	Streetlight Survey	£1,240.20	£248.04	£1,488.24
Scribe	Cemetery software sub & set-up	£865.00	£173.00	£1,038.00
L Welbourne	Cemetery records Admin work	£130.00		£130.00
Tamar IT	Microsoft Office 365 Ann fee	£65.83	£13.17	£79.00
RBL	Poppy Wreaths S137	£34.00		£34.00
S England	Clerk's Salary	£1,277.20		£1,277.20
S England	Clerk's Expenses	£288.26	£11.50	£299.76
HMRC	Tax & NI Month 9	£260.35		£260.35
Nest	Pension Scheme	£114.48		£114.48
D Cotterell	Fixing Enplates	£450.00		£450.00
		£8,816.12	£903.87	£9,719.99

It was noted that the payment to the Royal British Legion for £34.00 was made according to S137 legislation.

Chairman

3. To resolve on quotes received for improvement of surface in Begdale car park – Item deferred pending receipt of quotes.
4. To resolve on grant funding for MAGPAS Air Ambulance - Council resolved to approve a grant of £500.00 under powers granted by Section 137 of the Local Government Act 1972.

5. To resolve to confirm Parish Council contribution towards the Tower Hall extension project – Further to resolution passed on 3rd June 2020, *‘to contribute £10,000 now, with the possibility of an additional contribution of up to £5,000 when final costs are known’* – the Clerk confirmed that the total cost of the project would be £57,000 + VAT partially funded by a County Council grant of £36,000. Council resolved to approve an additional contribution of £5,000, resulting in a total grant of £15,000 towards the project.

276.21 Correspondence

For comment and/or resolution;

- i. Email, parishioner – raising concern at lack of safe crossing place for pedestrians in area of Main Rd/Rose Lane – Council acknowledged the hazard of getting across the road but agreed that the location was not suitable for installation of a pedestrian crossing.
- ii. Email, FDC – Fenland Boundary Review Consultation – Council resolved to object to the Boundary Review on the grounds that it was a complete waste of time and money.
- iii. Email, parishioner – concerns relating to Maltmas Drove access to Friday Bridge playing field, particularly for those with mobility issues - Councillors commented that the Tower Road boundary access had to remain fenced off for health & safety reasons. It was resolved for the Clerk to seek quotes for a suitable access to be constructed at the Maltmas Drove entrance.

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

- i. Email, CAPALC – Information relating to renewal of bus passes.
- ii. Emails, FDC – Information relating to PCR & Lateral Flow Covid testing and, locations of test sites in Fenland.
- iii. Galliford Try – A47 Guyhirn improvements – Newsletter.
- iv. Email, FDC – Information relating to fuel poverty awareness.
- v. Email, FDC – New legal requirements in response to Covid Omicron variant.

277.21 Planning

1. F/YR21/1277/F – 1 x 2-storey, 3-bed dwelling, relocation of access (part retrospective) – One Woodhouse Cottages, 76 March Rd, Friday Bridge. Council resolved to support the application.
2. F/YR21/1257/F – Change of use of summer house to beauty salon – 38 Tower Rd, Friday Bridge. Resolved, no objection.
3. F/YR21/1349/TRCA – Felling of 2 x Cypress Trees – Elm House, Main Rd, Elm. Resolved, no objection.
4. F/YR21/1301/F – 2-bed annexe to dwelling (part retrospective) – land north of Homelands, Nettle Bank, Elm. Resolved no objection.
5. F/YR21/1405/F – 2-storey side extension to dwelling – Lea Cottage, Molls Drove, Friday Bridge. Resolved no objection.

278.21 Highways & Footways

Update on outstanding matters –

- i. Highways Officer, Amanda Hill had advised; a works order had been raised for repairs to surface of March Rd in Coldham, date to be confirmed. Contractors had been requested to repair potholes at Coldham layby.
New issues –
 - i. The Clerk had reported severe subsidence of road surface in Bramble Lane; Highways to investigate.

279.21 Reports from representatives of outside bodies;

FEET – Cllr Feaviour reported; The working party would be undertaking maintenance on the third Saturday of every month until May. Work to include; further cutting back and removal of dead tree. Councillors were warned to take care when visiting the Towpath as the surface was extremely slippery underfoot.

280.21 To receive update from Community Facility working party and resolve on action as appropriate.

Cllr Exell confirmed a meeting had been held on 1st December during which he had been appointed as working party leader. Matters discussed had included – options for appropriate venue of the facility; funding; accessibility; assessment of need survey; visits to other venues; co-option of non-Councillor members. Council resolved – 1. To approve the appointment of Mr M Porter to the working party; 2. To authorise Cllr Sutton to attend working party meetings in an advisory capacity; 3. To authorise visits to other community facilities and also Elm Church, Clerk to arrange.

- 281.21 **To receive update concerning proposed Cemetery Chapel conversion – resolve appropriately.**
 It was confirmed that an on-site meeting had taken place between Councillors and the architect to consider the proposed plans and provision of amenity space. Council resolved for a full planning application to be submitted (based on design A, as resolved previously) and to include – ‘study’ on ground floor and removal of garage. Architect had confirmed he would also investigate whether the splay of the entrance driveway needed to be widened.
- 282.21 **To receive requests from Members for subjects to be included on the next agenda.**
 No requests for agenda items put forward. Cllr Milham reported a number of streetlights were not working; Clerk to report to FDC.
- 283.21 **To resolve on date and format for next meeting –** It was resolved to hold the next meeting on January 12th at 6.30pm; venue to be confirmed pending further instruction from NALC concerning Covid regulations.
- 284.21 **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]) –** Council resolved to enter closed session.
- 285.21 **To receive update concerning alleged breach of planning regulations on Canal Towpath** (confidential due to data protection and potential legal issues). Council considered the matter; no specific action was resolved; item to be carried forward.
- 286.21 The meeting closed at 7.35 pm.

Signed
 Elm Parish Council Chairman

Date