

Elm Parish Council

Minutes of the meeting of Elm Parish Council held at the Portacabin, Begdale, Elm on Wednesday 8th June 2022 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 - Ferguson (Chair), Brand, Cotterell, Goodley, Lea, Milham & Welbourne, Mrs S England – Parish Clerk.

- 54.22 **Apologies for absence** – Apologies were reported for Cllrs Exell & Feaviour, Council resolved to accept their reasons for absence.
- 55.22 **Code of Conduct** – The Chairman reminded Councillors of the need to advise any changes to the content of their Register of Interests forms.
- 56.22 **Disclosable interests and requests for dispensation** – None reported.
- 57.22 **Open Forum** – No members of the public present.
- 58.22 **Review and approval of Minutes** – Council resolved to approve minutes of meeting held on 11th May 2022 as a true record of proceedings.
- 59.22 **Council Membership** – No candidates had been identified for the current vacancy.
- 60.22 **Police matters** – A number of thefts had occurred in recent weeks; Sgt Arnold had been updated. Incidents of anti-social behaviour had been witnessed in Begdale car park; police requested to check the location at regular intervals. The Clerk was requested to investigate the possibility of installing a pedestrian gate into the car park which would allow the area to be closed to vehicles where appropriate. Installation of CCTV and additional signage also to be considered.
Cllr Ferguson confirmed she would be attending the meeting due to be held on 27th June (organised by the Police & Crime Commissioner) for the purpose of discussing crime levels in the area and how the police were responding.
- 61.22 **District Councillor's Report** – Cllr Sutton not present.
- 62.22 **Clerk's Report** – The Clerk reported as follows;
Streetlights – Details of upgrades completed in 2020 by Balfour Beatty had been reported to Garry Edwards (FDC Engineering Mgr.) to ensure data spreadsheet was fully up to date. A quotation had been requested for replacement of all concrete columns and also the 41 assets identified as having 0-36 months remaining life, as resolved at the May meeting.
Elm Village sign – Painting and varnishing of the sign had been completed. The Clerk & Cllr Milham would be visiting Mr & Mrs Barnes the following morning to view the finished product. Once new fixing bolts had been sourced, the sign would be ready for installation. It was hoped that the local press would include an article covering news of the project.
Begdale portacabin – The electrical safety certificate had been signed off as satisfactory for the premises.
Strathmore House – Nick Harding (FDC Head of Planning) had advised that; due to legal reasons concerning the S215 notice; he was unable to provide a further update until the end of July.
Whitemill Environment Fund – The Fund Committee was keen to receive funding applications for projects involving environmental benefits and educational awareness.
Zip-wire, Friday Bridge playing field – The installing contractor HAGS had submitted a quotation of £500.00 + VAT for re-tensioning the cable. It was felt this was excessive particularly as they had repaired the wire in 2021. Clerk to query cost with HAGS and also seek additional quotation from another source.
Coldham defibrillator – Appropriate model identified; awaiting quotation.
30 mph wheelie bin stickers – had proved very popular with residents; nearly all stickers had been distributed.
Giant hogweed – A title search had been undertaken in order to ascertain ownership of property where hogweed was growing in the garden. Information forwarded to Emneth PC for further investigation.
Highways – Tree safety report had been requested again (4th occasion) for Coldham layby.
Pocket park – Gap adjacent to stile to be fenced off during next two weeks.

63.22 Financial Matters

- i. The Clerk advised the following sums had been received since the last meeting; Burial fees £1862.50; Interest £41.62.
- ii. Council resolved to approve expenditure for June as detailed below;

PAYEE	DETAIL	NET	VAT	TOTAL
Gallagher Insurance	Annual Premium	£4,382.01		£4,382.01
Idverde	Grounds Maint. May	£1,145.40	£229.08	£1,374.48
CAPALC	Annual sub.	£820.02		£820.02
L Welbourne	Cemetery records admin.	£125.00		£125.00
Hundred of Wisbech	Agr. Drainage rates	£97.91		£97.91
Plusnet	B'band - portacabin	£22.96	£4.59	£27.55
Emneth PC	Spraying - hogweed	£89.87		£89.87
S England	Clerk's Salary	£1,126.05		£1,126.05
S England	Clerk's Expenses	£184.74	£2.40	£187.14
HMRC	PAYE & NI - Month 2	£188.98		£188.98
NEST	Pension	£87.99		£87.99
		£8,270.93	£236.07	£8,507.00

Chairman

- iii. To resolve to approve Annual Accounts presented for year end 31st March 2022.
Council resolved to accept the accounts as presented.
- iv. To resolve to approve content of Sections 1 & 2 of Council's 2021-22 Annual Audit Return (AGAR).
Council resolved to accept Sections 1 & 2 of the AGAR; details as presented.
- v. To resolve to approve content of Council's Asset Register.
Council resolved to approve the updated Asset Register; details as presented, total £800,941.90.

64.22 Correspondence

For comment and/or resolution;

- i. Email, Astco UK – Request to install clothing bank. Council resolved to decline the request as a suitable location to install the collection bin was not available in the parish.
- ii. Email, parishioner – Raising concerns relating to vehicles speeding through Elm. To be discussed under agenda item 18; see minute ref. 71.22.

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

- i. Email, Cambs CC – Information relating to Transport Strategy Engagement Survey.
- ii. Email, FDC Member Services – Seeking views on FDC's role in enforcing quality of privately rented housing.
- iii. Post, FDC – Sample welcome pack for Ukrainian refugees.
- iv. Email, FDC – Confirmation that PC could now co-opt for existing vacancy.
- v. Email, T Jordan – Confirmation of acceptance of Internal Auditor role for 2022-23.

65.22 Planning

1. **F/YR22/0586/F** – Single storey extension and replacement canopy, 26 Queens Drive, Friday Bridge. Council resolved to support the application.
2. **F/YR22/0619/RM** – Reserved matters relating to appearance, access & landscaping (Plot 1), outline permission F/YR21/0337/O, land west of 207-215 Fridaybridge Road, Elm. Council raised no comment in respect to the application.
3. **F/YR22/0596/F** – Change of use of land for use of travellers including formation of 8 x caravan pitches, 2 x utility block buildings and a stable block, formation of hardstanding and an access, land north west of Nemphlar, Begdale Road, Elm. Council resolved to object to the application on the grounds that (i) access to the proposed site was not fit for purpose, (ii) Drainage strategy included with the application was incomplete.

4. **F/YR22/0500/F** – 2 storey, 3 bed dwelling, 1.8m high boundary fence and dropped kerb (inc. demolition of existing garage) at 101 Fridaybridge Rd, Elm. No comments resolved in respect of the application.
5. **F/YR22/0646/F** (Addendum) – 2 storey, 4 bed dwelling and formation of new access, land north of Cobweb Cottages, Fridaybridge Road, Elm. Council resolved to support the application.

66.22 Highways & Footways

Update on outstanding matters;

- i. LHI application – No further information received.
- ii. Removal of speed cushion on roadway adjacent to Elm School – Highways Officer had advised that a replacement cushion had been ordered and the matter was being treated as a priority task.

New matters;

- i. TTRO – Needham Bank, Friday Bridge (periodic intervals for resurfacing work).
- ii. TTRO – Back Road Friday Bridge, 6th June 2022 (repair to burst water main).

67.22 Reports from representatives of outside bodies;

- i. Community Facility Working Party – The Clerk confirmed that the survey had now been completed and results would be forwarded to Elm Parochial Church Council. There had been a positive response in favour of creating a community facility at Elm Church. The Chairman thanked members of the working party, particularly Cllr Exell for creating the survey document. It was formally resolved to disband the working party with immediate effect.
- ii. Jubilee Event – Cllr Welbourne reported the event had been a huge success with over 200 people attending. Thanks to Elm School PTA members for their assistance. It was suggested that a similar event (for example, a music festival) could be arranged annually.
- iii. Whitemill Fund - Cllr Milham advised he and Cllr Hopkin had attended the latest Fund Committee meeting; £17,000 was available for grants. New applications welcome; posters to be put up on notice boards.

68.22 To review Cemetery fees – Members resolved to amend fees as considered appropriate; new details to be circulated to funeral directors, stonemasons and displayed on Council’s website.

69.22 To receive information concerning application for Definitive Map Modification Order (at Tower Road entrance to Maltmas playing field) and resolve appropriately – The Clerk presented details of meeting with Roger Payne (CCC Definitive Map Manager) concerning how a Modification Order might be achieved in order to register a right of way at the Tower Road access. Whilst the process could take up to six years there was prioritisation criteria which; if relevant; could expedite the process. Obtaining evidence of historic use of the access (over the past 20 years) was crucial. Cllr Lea agreed to take copies of blank evidence statements which could be distributed to those residents who might be willing to make a statement in support of an application. Subject to be carried forward.

70.22 To resolve to adopt Lone Working Policy; draft as circulated – Council resolved to adopt the Lone Working Policy; details as presented.

71.22 To consider issue of speeding vehicles travelling through Elm, resolve appropriately – (Also taking into consideration item of correspondence received, see minute ref. 64.22 ii). Members expressed their ongoing concern in relation to the issue and hoped that installation of additional chicanes would be successful in the next round of LHI assessment. It was hoped that a Speedwatch team could be set up again if enough volunteers stepped forward. Sgt. Arnold had advised that registration numbers of habitual offenders could be reported to the local police team.

72.22 To resolve (i) Not to hold a meeting in August, (ii) delegate authority to four members to approve payments due in August – Council resolved not to hold a meeting in August. Council resolved to delegate authority to Councillors Ferguson, Goodley, Milham & Welbourne to approve supplier payments due in August 2022.

- 73.22 **To receive requests from Members for subjects to be included on the next agenda.**
 It was reported that refuse and builders' rubble was being dumped into the dyke adjacent to new houses at the end of Henry Warby Avenue. Cllr Ferguson suggested that a welcome letter could be sent to new residents including a note to warn that blocking the dyke may lead to flooding in their gardens. The letter could also be used to encourage volunteers to come forward for a new Speedwatch team.
- 74.22 **To resolve on date for next meeting** – It was resolved to hold the next meeting on Wednesday 13th July 2022.
- 75.22 **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 declined to enter closed session as there was nothing to report under the following agenda item.
- 76.22 **To receive update concerning alleged breach of planning regulations on Canal Towpath** (confidential due to data protection and potential legal issues) – No further action resolved.
- 77.22 **Close of meeting** - The meeting closed at 8.10pm.

Signed
 Elm Parish Council Chairman

Date