

ELM PARISH COUNCIL

Meeting Notice & Agenda

Published 5th May 2026

Notice is hereby given; and all members of the Council are summoned to attend the Annual Meeting of Elm Parish Council due to be held at the Parish Council Office, Begdale Road, Elm on Wednesday 13th May 2026, commencing 6.30pm.

Members of the public and press are welcome to attend.

There is a 15 minute Open Forum for public participation when members of the public are invited to address Members relating to Council business. Any questions raised shall not require a response or start a debate during the meeting. Meetings of the Parish Council may be recorded by the Clerk to aid with minute taking. The recording will be destroyed once the minutes have been resolved as agreed.

Suzanne England

Clerk to Elm Parish Council
5th May 2026.

Agenda

1. To elect a Chairman.
2. Chairman to sign Declaration of Acceptance of Office
3. To elect a Vice-Chairman.
4. Apologies for absence.
5. Members Code of Conduct – Members are reminded of the need to submit; via the Clerk; any changes to their Register of Interests information.
6. To receive declarations of interests (pecuniary, non-pecuniary & other) and any requests for dispensation.
7. Open Forum for public participation (15 minutes maximum).
8. AGM Tasks –
 - i. To review adopt latest model Standing Orders (circ. 16.4.26)
 - ii. To adopt new model IT Policy (adapted for Elm PC as appropriate, (circ. 16.4.26)
 - iii. To review financial regulations
 - iv. To approve content of all other Council Policies and Procedures.
 - v. To review effectiveness of Council's internal control systems.
 - vi. To confirm the continued appointment of Mr Terry Jordan as Council's Internal Auditor.
 - vii. To review Council's Asset Register and insurance arrangements for the coming year.
 - viii. To confirm meeting dates for the municipal year as – second Wednesday monthly with the exception of August when no meeting is held.
 - ix. To review Council's banking arrangements and signing mandate.
 - x. To resolve to continue with the regular direct debit payments for the current financial year to suppliers, Wave Water, BT, KLIDB, ICO data protection and NEST.
 - xi. To confirm to members their responsibilities in relation to data protection.
9. Committees, working parties & outside bodies – to review membership/representatives; resolve appropriately.
 - i. Personnel Committee (currently Cllrs Ferguson, Hopkin, South & Milham).
 - ii. Finance Working party (All Councillors)
 - iii. Christmas Decorations Working Party (currently Cllrs South, Milham, Welbourne & Lee).
 - iv. Emergency Plan WP (currently Cllrs Pilbeam, Cage, Goodley, Pigden & Milham).
 - v. Street Pride (currently Cllr Pilbeam).
 - vi. Whitemill Fund (currently Cllr Pilbeam).
10. Signing of Minutes - To review and approve Minutes of meeting held on 8th April 2026 as a correct record.
11. To receive report from District Councillor/s.
12. To receive report from County Councillor.
13. To receive the Clerk's report on subjects not otherwise included in the agenda.

14. Financial Matters;

- i. To note sums received since last meeting.
- ii. To resolve to approve expenditure for May 2026 as detailed below;

PAYE	DETAIL	NET	VAT	TOTAL
Tawny Owl Services	Grounds Maintenance	£1,748.55	£349.71	£2,098.26
Tawny Owl Services	Hogweed treatment (50%)	£42.50	£8.50	£51.00
Tawny Owl Services	Repairs	£626.50	£125.30	£751.80
BT	Broadband	£36.95	£7.39	£44.34
Scotish power	Cemetery Cottage power	£64.16	£2.84	£67.00
David Clark Builder	Cemetery Cottage/portacabin repairs	£10,074.00	£0.00	£10,074.00
Fenland Heating Solutions	Cemetery Cottage Boiler	£2,445.54	£0.00	£2,445.54
CAPALC	Trf of assests training	£35.00	£0.00	£35.00
Citizens Advice	Grant - S137	£50.00	£0.00	£50.00
Wave	Portacabin water	£21.63	£0.00	£21.63
KLIDB	AGR. Drainage rates	£93.11	£0.00	£93.22
Salaries	Clerk's & Deputy Clerk salary	£2,791.17	£0.00	£2,791.17
Expenses	Clerk's & Deputy Clerk exps	£320.13	£16.81	£336.94
HMRC	PAYE M1	£466.63	£0.00	£466.63
Nest	Pension contributions	£262.13	£0.00	£262.13
		£19,078.00	£510.55	£19,588.66

- iii. To resolve to confirm situation arising concerning appointment of contractor to undertake refurbishment works at Cemetery Cottage (in line with advice received from Auditor).
- iv. To resolve on Grant Funding request from CRAG for a Portaloo at Coldham Carnival at a cost of £250.00 plus VAT.
- v. To resolve on quotation received from Fen Group for maintenance works on The Leam Pond for £506.75 plus VAT (if applicable).
- vi. To resolve on quotations received for the refurbishment of Fridaybridge Village Sign; £160.80 (inc VAT) for removal and transportation and, £262.50 for artwork and paints.
- vii. To resolve to approve the end of year accounts for financial year 2025/26.
- viii. To resolve on quotations received for Council's Annual Insurance Policy.
- ix. To resolve on updates to Council's annual 2026/27 budget.
- x. To resolve on updated fees for Elm Cemetery.

15. Correspondence

- i. E-mail, parishioner - regarding road safety along Main Road, Elm (*forwarded to Councillors 16.4.26*); *advice sought from Highways Safety Officers.*
- ii. E-mail, parishioner - regarding incident of ASB in Begdale Car Park – *holding response sent; resolve appropriately.*
- iii. E-mail, parishioner - complaint regarding condition of ponds at Grove Gardens. *Clerk actively engaging with Tilia and RMG Group reference maintenance.*
- iv. E-mail, FDC play area project officer – request for clarification of play areas to be considered for funding.
- v. E-mail, parishioner – complaint of stain damage to memorial headstone. *Clerk seeking advice from stonemason.*
- vi. E-mail, parishioner - ref proposed work on trees at property within the conservation area. *Clerk advised appropriately.*
- vii. E-mail, FEET - concerning presence of Hogweed along Towpath. *Clerks liaising with contractor & Emneth PC..*
- viii. E-mail parishioner - reference alleged theft of floral arrangement from grave. *Clerk advised parishioner to make police report, grounds maintenance contractor asked to be vigilant.*

16. **To receive update from Working Parties / Outside bodies where appropriate.**
- i. Finance Working party – NTR
 - ii. Christmas Decorations Working Party - To receive update
 - iii. Emergency Plan WP – i. To receive update. ii. (If applicable) to resolve on terms of reference for working party
 - iv. Street Pride – to receive update where appropriate
 - v. White Mill Fund – to receive update where appropriate

17. **Planning:**

- 1.. **F/YR26/0309/F - Installation of mounted PV solar panels and 2 x external air conditioning units on flat roof (part retrospective) at The Sportsman Main Road Elm Wisbech Cambridgeshire PE14 0AG**
- 2.. **F/YR26/0310/LB - Works to a listed building including the installation of mounted PV solar panels and 2 x external air conditioning units on flat roof at The Sportsman Main Road Elm Wisbech Cambridgeshire PE14 0AG**
3. **Applications to Traffic Commissioner for Vehicle Operators Licences at (i) Biomarch sire (ii) Elm Self store – resolve on appropriate action / responses.**

18. **Highways & Footways;**

- i. LHI 25/26 – Receive update.
 - ii. LHI 26/27 – Update ref application process.
19. To resolve to (i) register with Parish Online (POL) mapping system, (ii) to appoint District Cllr Roy as the designated person to take ownership of Nature Recovery Plan within the POL system.
20. To receive requests from members for items to be included on next agenda.
21. To confirm date / time for next Parish Council meeting – 10th June 2026.
22. To resolve to enter 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)..
23. To consider matters relating to tenancy agreement at Cemetery cottage (confidential due to contractual matters and personal data).
24. To resolve to close the closed session.
25. Close of meeting.