

## **MINUTES OF PARSON DROVE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2008 IN THE CAGE.**

Attended by Councillors:- C. Bellamy, A. Sanderson, G. Bellamy, P. Everett, A. Mills & M. Shelley. P.C. Julie Coales and 3 members of the public.

### **08/76. To elect a Chairman & Vice Chairman and to receive their acceptance of office.**

C.B. Bellamy was proposed by A. Sanderson and seconded by M. Shelley as Chairman for the coming year.

A.E. Sanderson was proposed by P. Everett and seconded by G. Bellamy as Vice Chairman for the coming year. There were no other nominations and both Councillors agreed to accept the positions and completed the acceptance of office declaration forms.

### **08/77. To receive apologies for absence.**

Apologies were received from Councillor P. Spriggs and T. Wadsley (Fenland Links).

### **08/78. To approve and sign minutes of the meeting held on the 14th May 2008.**

The minutes of the meeting held on the 14<sup>th</sup> May were taken as read, agreed as a true record and signed by the Chairman.

### **08/79. Members' Declaration of Interest for items on the Agenda.**

Councillor Everett declared a Personal and Prejudicial Interest in respect of Agenda Item Number 08/84 c). Reason Councillor Everett is the Postmistress for Parson Drove Post Office.

### **08/80. Matters Arising from the Minutes. (For information only).**

The Clerk advised that a meeting had been arranged with Tydd Fishing Club to discuss the parking problems along the Allotment Gardens access roadway for Monday 23<sup>rd</sup> June at 7.00pm. The Chairman agreed to invite a representative from North Level Drainage Board to attend the site meeting.

Councillor C. Bellamy informed that Council that he did not attend the Extra-ordinary Meeting of CALC on the 31<sup>st</sup> May.

Councillor Shelley informed the Council that he had attended the recent Neighbourhood Policing Panel Meeting when he had been advised that Parson Drove would be provided with speed checking equipment. Smartwater would soon be available to purchase at a reduced rate and is to be promoted by the Police. Smartwater is a new way of marking belongings and valuables.

### **08/81. Planning Matters & Applications.**

a) Letter from Fenland District Council regarding access to Planning Officers Reports and public access to Planning Applications.

Councillors resolved to make no changes to the current arrangements of including details of planning applications in the Council Meeting Agendas.

b) Notification from Fenland District Council that the Planning Application for the erection of a dwelling on land west of 27 Main Road, Parson Drove had been withdrawn.

No action required as notification for information purposes only. The Chairman agreed to approach Mr Van-Daalen asking for his assistance in obtaining information for the Conservation Officer to submit an application to English Heritage for listing building status on The Old Farmhouse, 27 Main Road, Parson Drove.

**08/82. Accounts & Finance.**

a) Councillors approved the following Invoices for payment:-

Playsafety Ltd., ROSPA Report, £155.10. Open Spaces Act 1906 ss 9 & 10.

Clerks quarter year salary & expenses, £986.68. L.G.A. 1972 s 112.

b) To complete Section 2 Annual Governance Statement on the Annual Return following completion of the Internal Audit ready for submission to the External Auditors by the 1<sup>st</sup> July 2008.

The Clerk advised that the Internal Audit had taken place and Section 4 Internal Report of the Annual Return had been completed with no issues arising. The Internal Auditor had advised that an amendment to the figure shown in box 8 of Section 1 Statement of Accounts should be amended to the final figure shown in the Cash Book and not the final figure from the Bank Statement. The full written Internal Auditors Report would be received in due course.

Councillors resolved to complete Section 2 Annual Governance Statement of the Annual Return ready for submission to the External Auditors.

c) Letter from Fenland District Council revising the charges made to Parish Councils for the 2007 Elections.

The charges for the 2007 Elections for Parish Councils have been amended resulting in a refund of £347.45 being received from Fenland District Council.

**08/83. Risk Assessment - To consider the ROSPA Inspection Report and agree on any action to be taken.**

Councillors were informed of the contents of the ROSPA Report for the swings on the village green and the village pond. There were no areas rated as high risk therefore requiring immediate attention. The condition of the swing seat and surface would be checked at the annual inspection of assets and monitored thereafter.

**08/84. To discuss and agree responses where appropriate to items of correspondence received from:-**

a) Email from Payne Primary School advising of Cambridgeshire County Councils response to their application under the Safer Routes to School Scheme.

The schools application for September 2008 had been successful and more information on the scheme would be provided in due course. No further action required at present.

b) Letter from J Craythorne resigning from the Fenland Links Board and the Parish Plan Action Group.

Clerk to send a letter of thanks to Mr Craythorne. As no Councillor present wished to replace Mr Craythorne as the representative for Parson Drove on the Fenland Links Board Councillors resolved that the Clerk advertise the vacancy in the next newsletter. The Clerk advised Councillors that the Parish Plan Action Group will be having a meeting shortly to decide on their future.

c) Letter from Cambridgeshire County Council inviting representatives from the Parish Council to attend a briefing session on Post Office closures on Tuesday 15<sup>th</sup> July at 6.00pm in the Council Chamber at Fenland Hall.

Councillors resolved that C. Bellamy and A. Sanderson attend the briefing session on behalf of the Parish Council.

d) Letter from Cambridgeshire County Council requesting applications under the Jointly Funded Minor Highways Improvements for 2009/2010 by the 18<sup>th</sup> July.

Councillors resolved to submit an application for an extension of the footway along Fen Road. Councillor Bellamy agreed to measure the area being proposed in order to try and ensure that the cost did not exceed the maximum cost allowed under the scheme.

e) Letter from Fenland District Council advising of the progress on the Development Plan Documents.

No action required as for information purposes only.

f) Letter from the Open Spaces Society advising of their Green Alert campaign.

Councillors resolved for the Clerk to write to Fenland District Council, Development Control Department, enquiring as to whether they had agreed to adopt the suggested approach by the Open Spaces Society when considering planning applications connected to commons and greens.

g) Information from Fenland District Council promoting Fenlands Great Nature Challenge.

No action required as for information purposes only.

h) Letter from Solicitors and Land Registry regarding registration of the village green.

The Clerk's letter enclosing the relevant plans and measurements had crossed in the post with the letter received from the Solicitor. We were therefore still no nearer with this matter pending further advice from the Solicitors.

**08/85. Fenland Links Report by Thelma Wadsley.**

Due to unforeseen circumstances Thelma Wadsley was unable to attend the meeting and therefore no report was given.

**08/86. To discuss problems reported regarding the inappropriate use of tenants sheds on the Riverside Allotment Gardens and agree on action to be taken.**

This matter was discussed at length during public participation with members of the public attending the council meeting and with P.C. Julie Coales.

The Police advised the Council that they were unable to take any action. Councillors therefore resolved that the Clerk should write to the tenant instructing him to immediately stop allowing his allotment shed being used for human habitation. Also to give him notice that his tenancy would cease from the 1<sup>st</sup> October 2008 as he had been in breach of the terms of the tenancy agreement for more than one month.

Councillor Shelley then left the meeting.

**08/87. To agree on date for annual inspection of assets.**

Councillors resolved to carry out the annual inspection of assets on Wednesday 18<sup>th</sup> June at 7.00pm starting at The Cage and to complete the annual inspection of the Gardens & Allotments before the start of the next Council Meeting on Wednesday 9<sup>th</sup> July at 6.30pm.

**08/88. To report any faulty streetlights and highway matters.**

The Clerk was requested to again remind Cambridgeshire County Council of the matters previously reported to them during the last two months that had still not been rectified.

**08/89. To receive an Amenities 95 Report.**

The Amenities 95 Management Committee had written to the Parish Council requesting they attend a joint meeting with them and the Section 106 Working Group on Monday 30<sup>th</sup> June at 7.00pm to discuss the present position. Councillors resolved to accept the invitation to attend the meeting.

**08/91. Councillors questions to Chairman & Clerk.**

No questions were asked by Councillors.

**08/92. Any other business (information items only).**

The Clerk was requested to obtain the relevant details from the Police in order to make a claim against the owner/driver of the vehicle involved in an accident along Main Road on the 2<sup>nd</sup> June resulting in the concrete posts and fencing being severely damaged around the pond.

The Clerk was requested to enquire with the contractor when he would complete the planting and weeding of the flower tubs on the village green and traffic island.

The Clerk was requested to make enquiries with T. Wadsley, Fenland Links as to whether some more wooden posts around the village green to stop the grass being eroded could be funded from this year's community grants scheme.

The Chairman agreed to contact North Level Drainage Board regarding a complaint received during public participation of treated sewerage being seen in the drain near Swan Bridge.

Meeting closed at 10.20pm