

# MINUTES OF PARSON DROVE PARISH COUNCIL MEETING HELD IN ST MARKS CHURCH ON WEDNESDAY 13<sup>th</sup> FEBRUARY 2008.

Attended by Councillors:- C. Bellamy (Chairman), A. Sanderson (Vice Chairman), G. Bellamy, P. Everett, M. Shelley & P. Spriggs.  
PCSO Donna Thompson, T. Wadsley (Fenland Links), J. Craythorne, R. Reader, A. Killingworth, & Mr & Mrs A. Mills (members of the public).

## **08/21. Apologies for absence.**

Apologies for absence were received from J. Tuck (C.C.C.).

## **08/22. To fill the one vacancy of the Council by Co-option, electing one of the two candidates by ballot.**

Alan Killingworth and Andrew Mills had applied to the Clerk for co-option onto the Parish Council to fill the one vacant seat following the resignation of Roger Goy. The Clerk conducted a ballot by Councillors following guidance received from CALC resulting in Andrew Mills receiving the highest number of votes.

Mr Mills was invited to stay for the meeting but did not participate and was requested to complete his Declaration of Acceptance of Office and Register of Interests Forms and return these to the Clerk.

## **08/23. To approve and sign the minutes of the meeting held on the 16th January 2008.**

The minutes were taken as read, agreed as a true record and signed by the Chairman.

## **08/24. Members' Declaration of Interest for items on the Agenda.**

Councillors C. Bellamy and G. Bellamy declared a personal interest in respect of Agenda Item Number 08/26 b). (Nature of interest - Agents also acts for them).

Councillors C. Bellamy & G. Bellamy declared a personal and prejudicial interest in respect of Agenda Number Item 08/29 c) and left the room when the quotations were considered. (Nature of interest - Quotation for bus shelter submitted by Son-in-law).

## **08/25. Matters Arising from the Minutes. (For information only).**

Councillors C. Bellamy & M. Shelley had attended the Neighbourhood Police Panel Meeting held on the 30<sup>th</sup> January when the main area of concern raised was again speeding traffic. Parson Drove would be hosting another meeting on the 21<sup>st</sup> July 2008.

Councillors G. Bellamy & P. Everett had attended the Town & Parish Council Liaison Meeting on the 6<sup>th</sup> February, topic under discussion was the District Council Corporate Plan 2008 - 2011. This had been an interesting meeting but would have been more beneficial if the relevant information had been provided to the Councillors prior to the meeting. Clerk to relay these comments to the appropriate officer.

## **08/26. Planning Matters & Applications.**

a) Planning Application Number F/YR08/0054/F, D G & P A Warriner, No Agent, for the conversion of the garage to form additional living accommodation at Willow Lodge, The Bank, Parson Drove.

Councillors resolved to support the application.

b) Planning Application Number F/YR08/0066/F, B Hattersley, Agent Peter Humphrey Associates, for the conversion of a barn to a 2 bedroom dwelling involving raising the

roof and erection of a single storey extension to the Barn, Southea House, 16 Main Road, Parson Drove.

Councillors resolved to query the plans as no second bedroom could be identified also to raise concerns over insufficient parking space and adequate access in view of the recent approval granted for the conversion of The Surgery to a private dwelling at the same location.

c) Responses from F. D.C. Planning Enforcement Officer regarding The Willows, Bridge Drove, Cromwell Lodge, Main Road and Plot 1 John Bends Way, Parson Drove. The responses that no further action was to be taken were noted. Councillors agreed for this information to be relayed to a resident at John Bends Way.

#### **08/27. Thelma Wadsley - Fenland Links Update Report.**

Thelma Wadsley advised that the Half Term activities organised in the village had been well supported. All community groups and several service providers had been invited to attend the Public Consultation Day on Saturday 1<sup>st</sup> March.

John Craythorne was attending a meeting with Helen Turner and Jill Tuck later in the week to discuss various concerns regarding the proposed changes to the Fenland Links budget and their possible wider ramifications. The Council agreed with and supported John Craythorne's concerns.

#### **08/28. To consider and respond where appropriate to items of correspondence received from:-**

a) Letter from Cambridgeshire County Council regarding the footway extension near to the bus shelter.

The comments were noted, no further action required.

b) Letter from Fenland District Council Planning Manager regarding our comments on the Local Development Framework - Core Strategy Preferred Options 2 Document. Responses noted, no further action required at present pending outcome of Cabinets decision.

c) Letter from CPRE advising of a Planning Workshop on the 1st March at St Ives. No members able to attend as coincides with the Public Consultation Day.

d) Consultation Document on the regulations relating to the Code of Conduct for Members.

Contents noted, no responses to be made.

e) Letter from Wisbech St Mary Parish Council accepting our offer of £740 towards the new Street light at Back Road, Murrow.

Response noted, no further action required other than to approve payment.

f) Invitation to attend the Street Pride Achievement Awards at Fenland Hall on Thursday 6<sup>th</sup> March at 7.00pm. All Councillors indicated their acceptance to attend except for Councillor Spriggs.

g) Information from Cambridgeshire County Council advising of the review of speed limits for class A and B roads which will not be completed until 2011/2012.

#### **08/29. Accounts & Finance**

a) Councillors resolved to approve the following Invoices for payment:-  
E-ON, Electricity Invoice for the Cage, £28.06. L.G.A. 1972 s. 133  
Wisbech St Mary Parish Council, £740 towards the streetlight at Back Road, Murrow.  
P.C.A. 1957 s3.  
Cambridgeshire County Council, footway extension near Bus Shelter, £1,908.53.  
Highways Act 1980 ss 43, 50.

The Clerk advised Councillors that £2,000 had been transferred from the Barclays Deposit Account to the Alliance & Leicester Current Account.

b) To consider quotations received and agree on the Grass Cutting & Maintenance contract for 2008/2009.

Councillors considered the three quotations received and resolved to continue with the current contractor for another year.

c) Letter from Fenland Links confirming the £3,750 grant for the Bus Shelter, subject to certain conditions and to consider quotations received and agree on Contractor to undertake the project.

The Clerk advised the Council that a grant for £3,750 had been received from Fenland Links towards the new bus shelter subject to the shelter being erected by the 31<sup>st</sup> March 2008 and that once completed a new notice board should be attached to it.

Following concerns raised by a building contractor on the integrity of the brickwork and roof structure the detailed drawings by the Architect had been revised. This had resulted in an increase on the anticipated total cost of the project from £5,500 to £7,500 and a delay in obtaining detailed quotations.

Councillors C. Bellamy & G. Bellamy then left the room whilst Councillors considered the three quotations received.

Councillors resolved to offer the contract to Boston Builders, quoting £7,343,46, subject to them being able to confirm that the work will be completed before the end of March 2008. Failing this assurance then to approach A.N. White Building Contractors Ltd., quotation received for £6,800 plus an additional charge for any unforeseen labour and materials, providing that they would agree to a fixed price of less than £7,815 and could complete the work before the end of March to offer the contract to them. Third and final option to contact GB Construction Partnership Ltd., who quoted £7,815.

d) To review effectiveness of Internal Controls, Financial Risk Assessment and Internal Audit.

The Clerk provided Councillors with current details of the Risk Assessment for Parish Council Finances and Councillors resolved that these and the internal controls were adequate.

Councillors reviewed the Terms of Reference for the Internal Auditor and the effectiveness of the Internal Audit and resolved that the scope, independence and competence were acceptable subject to the Internal Auditors reporting to the Chairman of the Council and not the Clerk in the event of any discrepancies or suspected fraud.

e) Letter from the Audit Commission regarding the appointment of our External Auditor.

Letter advising that Moore Stephens will be the Council's External Auditors for the next five years. No action required as for information only.

**08/30. To report any faulty street lights & highway matters.**

The Clerk was requested to report the faulty streetlight along The Bank as this had still not been repaired.

County Council Highways to be contacted again requesting reinstatement of white lines indicating the public footpath along The Bank and repairs to the footway along Fen Road in front of the new development. Also to report the pot holes along Seadyke Bank from Pigeons Corner to Bellamy Bridge, the broken wooden fence around the traffic island near to Swan Bridge and the condition of the footway at Riverside Gardens near to the two new houses at the top end.

**08/31. To agree on dates for future Parishioners Open Surgeries.**

Councillors resolved to hold at Parishioners Open Surgery in the Cage on Saturday 10<sup>th</sup> May at 11.00am to be attend by Councillors G. Bellamy & A. Mills.

**08/32. To receive an Amenities 95 Management Committee Report.**

Councillor Shelley advised that grant funding had been obtained to install gas central heating in the village hall and this was to be completed at the end of the month.

**08/33. Councillors questions to Chairman & Clerk.**

Councillors enquired on the progress of the information pack being compiled for submission to the Solicitors regarding the re-application to the Land Registry for the registration of the village green.

The Clerk advised that this was currently being studied by all Councillors before submission to the Solicitors. As soon as Councillor Spriggs had studied the pack this would be forwarded to the Solicitor for his advice.

**08/34. Any other business (information items only).**

Councillors expressed concern over the extent of mole activity on the village green and the Clerk was requested to contact the contractors.

Councillor Everett also advised that the dead branch in the Lime Tree outside her property had not been removed by the contractors completing the work on the trees around the village green.

The Clerk advised that the information panel outside the Cage had been vandalised and broken. This had been reported to Fenland District Council who were arranging for the remaining posts to be removed. A request had been made to the District Council for the panel to be repaired and re -erected.

The concrete bases for the two new litter bins had been laid and the new bins ordered.

Meeting closed 10.10pm.