

## **Minutes of Parson Drove Parish Council Meeting held on Wednesday 13<sup>th</sup> April 2011 in The Cage, Parson Drove.**

Attended by Councillors G. Booth (Chairman), A. Sanderson (Vice Chairman), C. Bellamy, G. Bellamy, P. Everett, & P Spriggs.  
R. Scrimshaw (F.D.C.), & 3 members of the public.

### **11/73. To receive apologies for absence.**

Apologies had been received from Councillor M Shelley, Councillor J Tuck (C.C.C.) & P.C. S. Mitchell.

### **11/74. Members' Declaration of Interest for items on the Agenda.**

Councillor Booth declared a Personal Interest in respect of Agenda Items Numbered 11/82 and 11/85 – reason a member of the Committee & Working Group.

Councillor Everett declared a Personal Interest in respect of Agenda Item Number 11/85 – reason a member of the Working Group.

### **11/75. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.**

A member of the public enquired on the progress for improvements to the Swan Bridge junction and the Chairman advised that it was hoped that the matter would be discussed by the County Council Cabinet at their May meeting.

A member of the public asked for information on the proposed traffic calming measures outside the Payne School. The Chairman advised that the plans detailing the proposals had still not been received from the County Council.

A member of the public asked for more information regarding the proposed Exception site for Affordable Houses at Church End. The Chairman advised that we were waiting for comments from the District Council Planning Department on the suitability of the site and confirmation from the Housing Association, Circle Anglia, that they also would be interested in the site.

### **11/76. Community Police Officer's Report.**

No report was given but members were informed that the Police had been contacted and attended following a report of anti social behaviour at Newlands Road over the previous week end. The Clerk was asked to report a problem with children entering private land to the rear of Brewery Close and damaging property.

### **11/77. To approve & sign the minutes of the meeting held on 9<sup>th</sup> March 2011.**

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

### **11/78. Matters Arising from the Minutes. (For information only).**

Members were advised that Councillors Booth, Shelley & Everett had attended P.C. Julie Coales's retirement party and a present of B & Q gift vouchers had been sent from the Parish Council if members wished to contribute.

**11/79. To receive report from Julie Randall, Neighbourhood Management Services.**

No report was provided.

**11/80. To receive reports from County & District Councillors.**

Councillor Scrimshaw and Councillor Bellamy had no report to give.

**11/81. Planning Matters & Applications for consideration.**

a) J. Atkin, Planning Application No. F/YR11/0189/RM, Agent J Wenman, for the erection of a 4 bed roomed 2 storey dwelling at Plot 2 land east of Liswyn, Main Road, Church End, Parson Drove.

Councillors resolved to recommend approval is granted subject to there being adequate off road parking for 4 vehicles.

b) E Mann, Planning Application No. F/YR11/0225/F, Agent G Seaton, for the erection of a single storey front extension to existing dwelling at Fen Farm, Johnsons Drove, Parson Drove.

Councillors resolved to support the application and recommend approval is granted.

c) Notification from Fenland District Council that the appeal by Mrs Isha Manning regarding the bungalow built on Willow Place, Seadyke Bank, Murrow will now be dealt with by a Public Inquiry and not by written representations.

Information noted by Councillors.

d) Letter from Fenland District Council regarding development on Back Road, Murrow. Response noted by Councillors, no further action can be taken at present until the District Council has contacted the relevant Highways Officer at the County Council.

**11/82. Chairman's update report on future funding for Parson Drove Youth Club & letter from the Youth Club requesting the grant/donation of £300.**

Councillors resolved to give a grant of £300. (L.G.A. s. 137).

The Chairman advised the meeting that the County Council would be funding the Youth Club until July 2011. The new committee were still trying to obtain funding from other sources to ensure the Youth Club continued after then.

**11/83. Accounts & Finance.**

a) Councillors resolved to approve the following Invoices for payment:-

Fenland District Council, The Cage rates £216.50. L.G.A. 1972 s. 133.

CPALC annual subscription fees, £404.94. L.G. A 1972. s 143.

North Level Internal Drainage Board, drainage rates for Gardens & Allotments, £150.94. Smallholdings & Allotment Act 1908 ss 25,26 & 42.

b) To receive & approve the Accounts for the year ending 31<sup>st</sup> March 2011 and approve the completion of Section 1 of the Annual Return.

The Clerk presented a copy of the Accounts to each member. Councillors resolved to approve the Accounts presented and the completed Section 1 of the Annual Return.

c) To approve documents for the Internal Audit on the 13<sup>th</sup> May 2011.  
The Corporate Governance questionnaire requested by the Internal Auditors was completed and signed by the Chairman.

d) To consider a request for a grant/donation from Fenland Volunteer Bureau (Deferred from the last meeting).

Councillors resolved to give a grant of £25. L.G.A. 1972 s. 137.

e) Letter of thanks from Citizens Advice Bureau for the grant/donation of £120 and to consider a request for the Parish Council to agree to fund the Outreach drop in sessions from June 2011 to March 2012 as per the previous agreement for 2010/2011.

Councillors resolved to agree to fund the Outreach drop in sessions for the coming year on the same basis as last year.

The Clerk advised that following information received from NALC & CPALC she had contacted HM Revenue & Customs by telephone in late March to register the Parish Council as an Employer for the Clerks salary and was informed that this could not be completed until the start of the new tax year. This advice was followed up by the Clerk in early April but the dedicated adviser for Parish Councils at HM Revenue & Customs then informed the Clerk that as her salary was below the PAYE and National Insurance threshold it was not necessary to register the Parish Council as an Employer but for the Clerk to merely complete a P46 form for the Council's records. In view of the conflicting advice being given by HM Revenue & Customs the Clerk had contacted CPALC requesting confirmation of the correct action to be taken by the Parish Council.

#### **11/84. Risk Assessment**

a) To consider quotations received for outstanding work to the trees on the village green and work required to trees around the pond.

Councillors considered the 3 quotations received and agreed to accept the lowest quotation of £1,000 for the village green and £2,700 for the pond.

b) To consider and agree on response to the email received from EDF Energy regarding the Lime tree outside 23 & 24 The Bank, Parson Drove.

EDF Energy had advised that they were still considering what action to take regarding the electricity cables through the middle of the Lime Tree outside number 23 The Bank but had agreed to meet on site again to discuss this matter. Councillors resolved to delay a further site meeting until the outstanding work on the village green had been completed.

#### **11/85. Update report on Section 106 Funding, MUGA & Skate Ramp projects & to consider a request from the grass cutting contractor to level the ruts made on the playing field by the contractors who installed the MUGA and to re-seed the area.**

The Clerk advised that the grass cutting contractor had raised concerns over the future maintenance of the playing field in view of the large ruts in the field and areas with no grass around the MUGA. The contractor would be prepared to rectify these problems at an additional charge of £650 for the levelling of the ruts and reseeded the area and £250 for the area around the perimeter of the MUGA.

The Chairman advised that a site meeting with an Officer at Fenland District Council and members of the Amenities 95 Committee had been arranged for Thursday 21<sup>st</sup> April to discuss the outstanding work. Councillors agreed that it would be beneficial if the Parish Council's contractor could complete the remedial ground work as soon as possible and the District Council deduct the cost from the Invoice from the MUGA installers.

**11/86. To receive a report on the Green Communities Projects.**

The Chairman informed the meeting that Fenland District Council Officers had organised gardening & planting events to be held on the 19<sup>th</sup> & 21<sup>st</sup> April on the allotment allocated by the Parish Council as a community allotment.

**11/87. To discuss Affordable Housing in the Parish.**

Councillor C Bellamy brought to the Council's attention a letter received from Fenland District Council in May 2005 advising that they did not support an Exception Site for Affordable Houses at Church End as this was contrary to their Planning Policy for Parson Drove in which it states that conservation of the important features of the village is very important and open frontages and gap sites are also important especially between Parson Drove and Church End.

Councillors resolved to wait for a response from the Planning Department on the site being proposed at Church End and to invite the District Council's Housing Enabler Officer to the Annual Parish Assembly Meeting.

**11/88. To consider, debate & respond where appropriate to items of correspondence received from:-**

- a) Letter of thanks from Murrow Book Cafe for grant of £50. Noted by Councillors.
- b) Letter from Cambridgeshire County Council advising of the outcome of the consultation regarding the Bus Service changes. Information noted by Councillors.
- c) Newsletters, information leaflets and magazines from Open Spaces, Cambridgeshire ACRE, SLCC & Gridline. Noted by Councillors.
- d) Email from a parishioner complaining about the bird nests in the trees outside their property and the mess the birds were making to their cars and house. Councillors resolved for the Clerk to make enquiries with the District Council Environmental Health Department for guidance.

**11/89. Street Lighting & Highway Matters.**

- a) Highway issues to be reported to Cambridgeshire County Council.

Councillors reported that the footpath was flooding outside 36 & 37 The Bank, also the footpath outside Rookery Homes and the entrance to John Bends Way.

Overgrown hedges at the top of Silvers Lane were obstructing motorists vision and overgrown hedges at Fen Road outside the telephone exchange and the Old Farm House, Main Road were obstructing the footpaths.

Numerous road signs still missing throughout the village.

- b) Faulty street lights to be reported to Cambridgeshire County Council.

The streetlight outside the Cage was reported as not working.

**11/90. Gardens & Allotments.**

To consider a complaint received from a Garden Allotment tenant regarding the poor condition of the adjoining garden allotment.

The Clerk advised members that a complaint had been received from the tenant of Allotment Garden Numbers 12 & 13 that Allotment Garden number 14 was over grown. Councillors resolved for the Clerk to write to the tenant of Garden Number 14 requesting that they rectify the situation.

Councillors were also informed that a tenant of the Fen Allotments had not yet started to prepare the land for cropping and this was a cause for concern as the allotment would again soon be overgrown.

Councillors resolved for the Clerk to write to the tenant regarding this matter.

**11/91. To receive an Amenities 95 Management Committee Report.**

No report was received in view of the absence of Councillor Shelley.

**11/92. Councillors questions to Chairman & Clerk.**

The Clerk was asked if any further information had been received regarding the proposal to extend the Churchyard. The Clerk advised that although a reminder letter had been sent to the Agents several months ago no response had been received.

**11/93. Matters for future consideration.**

Councillors resolved to discuss the Queens Diamond Jubilee and the future of the Post Office at the June Council Meeting.

**11/94. Any other business (information items only).**

Councillor Everett had information on a free First Aid Course if any member was interested in attending.

Concern was raised regarding the poor condition of the village green as several areas were over grown with weeds and needed re-seeding. The Clerk advised that this had been pointed out to the grass cutting contractor at the recent site meeting and hopefully would be rectified in the near future.

The Day Centre at Parson Drove had now closed and the Payne School was being extended to use this part of the building.

**11/95. Dates for future Council meeting(s).**

The Annual Parish Assembly Meeting was confirmed for Wednesday 27<sup>th</sup> April at 7.30 in St Marks followed by a Parish Council Meeting at 8.30pm to attend to any urgent business before the Parish Council Elections on the 5<sup>th</sup> May.

In view of the Parish Council Elections on the 5<sup>th</sup> May and the Internal Audit on the 13<sup>th</sup> May the May Parish Council Meeting would now be held on the 18<sup>th</sup> May

Meeting closed 10.00pm.