

## **Minutes of Parson Drove Parish Council Annual Meeting held on Wednesday 14<sup>th</sup> May 2014 in The Cage, Station Road, Parson Drove.**

Attended by Councillors G. Booth (Chairman), P Spriggs (Vice Chairman), C Bellamy, G. Bellamy, P Everett, & A Kraus.  
D Broker (F.D.C.), Mrs T Jarvis (Clerk to John Bends Charity) & 2 members of the public.

### **14/96. To elect a Chairman & Vice Chairman and to receive their acceptance of office.**

Chairman :- Councillor Booth was proposed by Councillor G Bellamy and seconded by Councillor Everett. There were no other nominations and Councillor Booth agreed to continue as Chairman and completed the Acceptance of Office declaration.

Vice Chairman :- Councillor Spriggs was proposed by Councillor G Bellamy and seconded by Councillor Booth. There were no other nominations and Councillor Spriggs agreed to continue as Vice Chairman and completed his Acceptance of Office Declaration.

### **14/97. To receive apologies for absence.**

Apologies had been received from Councillor J Cook and County Councillor G Gillick.

### **14/98. To consider any requests by Councillors for Dispensations.**

There were no requests for dispensations.

### **14/99. Members' Declaration of Interest for items on the Agenda.**

There were no declarations of interest made by Councillors.

### **14/100. Community Police Officers Report.**

The Clerk had not received a monthly report from PCSO Russ but the Chairman had recently received a report advising of 7 burglaries where empty properties were being targeted. The Chairman also advised that he had been contacted by a Parishioner who informed him that they had disturbed someone who was attempting to enter their property. It was agreed that a notice should be put up on the notice boards warning people to be on their guard.

### **14/101. To receive & approve the annual accounts for the John Bends Charities.**

The annual accounts were present by the Clerk to the John Bends Charity and approved and signed by the Chairman.

### **14/102. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.**

The two members of the public present expressed concern over possible drug selling in their area and although this had been reported to the Police with relevant car registration numbers they appeared to be taking no action to resolve this.

Councillors resolved to write to Fenland Safer Partnership highlighting these concerns and the local Police Inspector.

Councillor & Mrs Kraus kindly agreed to open the Cage for visitors on some Sunday afternoons during the Summer months. Dates to be confirmed for publication in Village Voices and on the Website.

**14/103. To approve & sign the minutes of the meetings held on the 9<sup>th</sup>, 16<sup>th</sup> & 25<sup>th</sup> April 2014.**

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

**14/104. Matters Arising from the Minutes (For information only).**

The Amenities 95 Committee will be having a Public Meeting to discuss how the parish might commemorate the Great War.

The problem with mud and stones on the road at John Bends Way had been raised at a recent John Bends Charity meeting and it had been decided to remove the gravel on the field entrance.

**14/105. To receive reports from County & District Councillors.**

District Councillor Broker advised that the damaged railing at Bellamy Bridge junction would be repaired within the next few days.

District Councillor Booth advised that the new Core Strategy had been approved by the Council and would now be called the Local Plan. The new Leader of the District Council was Cllr John Clark and he hoped to attend a meeting of the Parish Council in the near future. The information regarding the survey on the condition of the Parish Council Street Lights should be available in the very near future.

**14/106. Planning Matters & Applications for consideration.**

C Elbury, Planning Application No. F/YR14/0290/F, Agent D Broker, for the erection of a single storey front extension to the existing dwelling Erayna, 119 Main Road, Parson Drove.

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

Notification from Fenland District Council that the following Planning Application has been approved.

M Rebane, Planning Application No. F/YR14/0193/TRTPO, no Agent, for the felling of a Beech Tree covered by a TPO at Oakleigh, 81 Main Road, Parson Drove.

Information noted by Councillors.

**14/107. Risk Assessment.**

a) To review level of insurance cover on policy due for renewal on 1<sup>st</sup> June 2014 and to consider quotations received from Zurich for £1,188.06 and AON for £857.11.

The level of insurance cover was reviewed with no amendments required and Councillors resolved to accept the quotation received from AON.

b) To consider ROSPA Reports received.

The report received for the MUGA and Skate Ramp on the playing field was considered and it was agreed that a copy of the report would be sent to the Amenities 95 Committee.

The report for the village pond was considered but the report for the swings on the village green had not yet been received as this had inadvertently been missed by the Inspector.

c) To arrange date for annual inspection of Parish Council Assets and annual inspection of the Riverside Allotment Gardens & Fen Allotments.

Councillors resolved to carry out the annual inspection on Wednesday 16<sup>th</sup> July at 7.30pm, starting at The Cage.

Councillors Spriggs advised that the problem with the rabbits on the Riverside Allotment Gardens was increasing and suggested that perhaps it would soon be necessary to contact a pest control company to deal with this problem.

#### **14/108. Accounts & Finance.**

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

Crowson & Ward Ltd., Administration supplies, £15.54.L.G.A. 1972 s111.

Konica Minolta Business Solutions Ltd., photocopier rental & copy charges, £250.45.L.G.A. 1972 s.111.

Auditing Solutions Ltd., Internal Audit Fees, £252. Accounts & Audit Regulations.

Anglian Water, water rates for The Cage, £13.95. L.G.A. 1972 s.133.

Insurance Renewal Premium AON £.857.11. L.G.A 1972 s.111 & s114.

Playsafety Limited ROSPA Inspection, £96.00. L.G.A. 1972 s 111.

b) To consider Internal Auditors Report and agree on action to be taken.

A copy of the report had been provided to all Councillors and the 2 issues raised in the report were considered by Councillors.

Councillors resolved to correct the error regarding the value of assets immediately and to amend the Asset Register, Supporting Statement of Accounts and the value of assets on the Annual Return accordingly.

The Internal Auditors Report also highlighted the omission of recording in the Parish Council Minutes Councillors agreement to increase the Clerks Salary by £250 from 1<sup>st</sup> April 2014. It was therefore formally resolved that the Clerks Salary would be increased from £4,750 to £5,000 with effect from 1<sup>st</sup> April 2014.

c) To approve the amendments to the Supporting Statement of Accounts and the amended Annual Return Section 1 in relation to the value of assets.

Councillors resolved to approve the amendments to the Supporting Statement of Accounts and the amended Annual Return Section 1 in relation to the value of assets.

d) To approve the completion of the Annual Return – Section 2 Annual Governance Statement for external audit 10<sup>th</sup> June 2014.

Councillors resolved to approve the completed Annual Return Section 2 Annual Governance Statement as required by the External Auditors.

e) Income received since last meeting:-  
Reclaimed VAT £1,272.35.  
Information noted by Councillors.

f) Email from Cambs County Council confirming that the verge grass cutting grant will be the same as last year at £656.11.  
Information noted by Councillors.

**14/109. Report on progress from the working group on Neighbourhood Planning.**

There had been no progress since the last Parish Council Meeting as the Working Group had not had a meeting recently.

**14/110. To debate & respond where appropriate to items of correspondence received.**

a) Letter from Circle Housing Roddons confirming the information relayed at the meeting held on the 25<sup>th</sup> April regarding the Affordable Houses on the Exception Site at Church End.

There were still some issues arising from the information being relayed to applicants and the actual allocation process. A meeting had been arranged with Circle Roddons Housing Association and Dan Horn from FDC for Thursday 29<sup>th</sup> May at 4.30pm. The Chairman and Councillor Kraus would attend on behalf of the Parish Council to discuss the outstanding issues and to obtain clarification on the administration of the 1 year probationary tenancy.

b) Email confirming the proposed dates for 3 Councillor Training sessions provided by C&PALC.

Confirmation had been received that the Councillor Training would be held on the follow Monday evenings, 8<sup>th</sup> September, 6<sup>th</sup> & 27<sup>th</sup> October starting at 7.00pm.

Councillors resolved to hold the training sessions in the Pavilion. Clerk to liaise with the other Parish Councils wishing to attend.

c) Email from Fenland District Council regarding Fenland Tourism Board Update. Councillors suggested that the Car Show, Gymkhana and the Cage be advertised in the What's On Guide issued by the District Council. Councillors also requested that the Clerk enquire about the District Council replacing the Information Panel outside the Cage as this was now in a poor state of repair.

d) Letter from Cambridgeshire Police & Crime Commissioner providing an up date on the pledge to work with young people.

Councillors suggested that they should visit the local Youth Clubs to promote Police Cadets.

e) Email from the Trading Standards Institute regarding Scams.

Information noted and distributed to Councillors for display on the Notice Boards.

**14/111. Street Lighting & Highway Matters.**

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

Councillors reported the following issues for the County Council's attention:-

Overgrown bushes outside 19 Sealeys Lane obstructing the footpath, large hawthorn bushes in the grass verge at Elbow Lane, and conifers at Highside.

Dip in the road at Highside, pot holes along Fen Road, outside Woad Mill Farm and at the top of Riverside Gardens.

The repairs to the wooden railings at Swan Bridge had still not been completed.

The Clerk was requested to enquire with the Highways Department on their intentions to overcome the flooding along The Bank

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

Councillors reported that FPC 14 was on during the day.

**14/112. Amenities 95 Management Committee Report.**

No report was received as Councillor Cook was unable to attend the meeting due to ill health.

**14/113. Councillors questions to Chairman & Clerk.**

The Clerk was asked if there had been any further information regarding the Enforcement action being taken by the District Council regarding the brick pillars on the access road at the Old Farmhouse, Main Road and the fence on the neighbouring property. The Clerk advised that no further information had been received but would make enquiries with the District Council.

**14/114. Any other business (information items only).**

Councillors advised that the moles were evident again on the village green and there was a problem with dog fouling at the far end of the green as well as along the Allotment Gardens roadway.

Councillors reported that the clothes recycling bin on the village green was overflowing.

**14/115. Dates for future Council meetings.**

The next meeting was confirmed for Wednesday 11<sup>th</sup> June.

Meeting closed 9.40pm