

Minutes of Parson Drove Parish Council Annual Meeting held in The Cage on Wednesday 20th May 2015.

Attended by Councillors G Booth (Chairman), P Spriggs (Vice Chairman), J Cook, J Hunt & C Killingworth.
Mrs D Newland & Mrs T Jarvis (John Bends United Charities)

15/118. To elect a Chairman & Vice Chairman and to receive their acceptance of office.
Councillor Booth was proposed by Councillor Cook and seconded by Councillor Spriggs for the office of Chairman. There were no other nominations and therefore Councillor Booth was elected as Chairman and completed his declaration of acceptance of office.

Councillor Spriggs was proposed by Councillor Cook and seconded by Councillor Booth for the office of Vice Chairman. There were no other nominations and therefore Councillor Spriggs was elected as Vice Chairman and completed his declaration of acceptance of office.

15/119. To receive apologies for absence.
No apologies had been received.

15/120. To receive Declarations of Acceptance of Office from elected Councillors and their completed Register of Interests Forms.
All the elected Councillors completed their Declarations of Acceptance of Office and Register of Interests Forms.

15/121. To consider any requests by Councillors for Dispensations.
There were no requests from Councillors for a dispensation.

15/122. Members' Declaration of Interest for items on the Agenda.
Councillor Cook declared a Pecuniary Interest in respect of Agenda Item No. 15/135 as he is an officer on the Amenities 95 Committee.

Councillor Booth declared a Personal Interest in respect of Agenda No. 15/134 c) as he resides at John Bends Way.

15/123. Community Police Officers Report.
The Clerk advised that no report had been received since early March on the crimes and incidences in the parish. Councillors resolved that as there had been no Police attendance at meetings for well over 6 months the Clerk was instructed to contact Inspector Alan Boughen as he had previously indicated that a representative from the Police would attend meetings at least every 3 months.

15/124. To receive & approve the annual accounts for the John Bends Charities.
The Annual Accounts were presented to the Council by the new Clerk, Mrs Doreen Newlands. The Accounts were approved by Councillors and signed by the Chairman.

15/125. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.
There were no members of the public present at the meeting.

15/126. To approve & sign the minutes of the meeting held on the 8th April 2015.

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

15/127. Matters Arising from the Minutes (For information only).

The Clerk advised that as the representative from FACT had been unable to attend the Annual Parish Assembly Meeting on the 29th April as arranged they would be attending the next meeting on the 10th June.

The Chairman advised that the signs for the extension of the 40mph speed limit at Church End should be installed by the end of May.

15/128. To receive reports from County & District Councillors.

Councillor Booth advised that Fenland District Council was holding their first full Council Meeting since the elections the following day. The Agenda included discussions on introducing car parking charges, a change from Cabinet to a Committee system and the adoption of the Street Trading Policy.

15/129. Planning Matters & Applications for consideration.

a) D Dye, Planning Application No. F/YR15/0259/F, Agent Alexandra Designs, for use of site for the temporary siting of a 3 bed roomed mobile home on land west of Daschside Cottage, Seadyke Bank, Murrow.

Councillors unanimously resolved to support the application subject to permission only being granted for 1 year and a condition being imposed restricting use for family members only.

b) T Jarvis, Planning Application No. F/YR15/0309/PNCOU, Agent Peter Humphrey Associates Ltd., for change of use of agricultural buildings to a 2 bed dwelling and workshop at the barns on land west of Carousel, 117 Back Road, Murrow.

Councillors resolved by a majority vote to support the application and recommend approval is granted.

c) Notification received from Fenland District Council of revisions to the following planning application:-

P Humphrey, Planning Application No. F/YR15/0223/F, Agent Peter Humphrey Associates, for the formation of a new vehicular access to existing field on land east of Dragonfly Cottage, Seadyke Bank, Murrow.

The Clerk advised that it was too late to respond to the revisions and therefore the proposed changes were noted by Councillors.

d) Notification from Fenland District Council that the following Planning Applications have been approved.

1. Mr & Mrs Ibrahim, Planning Application No. F/YR15/0147/F, Agent Ian Gowler, for the erection of a single storey and second storey side extensions to existing dwelling, Lauras View, Station Road, Parson Drove.

Information noted by Councillors.

2. R Mackay, Planning Application No. F/YR15/0173/F, Agent Morton & Hall Consulting Ltd., for the erection of a 2 storey side extension to existing dwelling Willow Lodge, 31B The Bank, Parson Drove.

Information noted by Councillors.

e) Email from N Bowditch, Storm Bay Developments Limited regarding Planning Application No F/YR15/0046/F for the erection of a dwelling on land south west of the Swan Inn and the access over the village green.

The Clerk advised that the applicant now accepted that the correct access to the building plot was via the access over the village green next to The Cage. The applicant had contacted the Planning Department who advised that no amendment was required to the Planning Approval already granted.

f) Letter from Cambridgeshire County Council advising of consultation on their proposed revisions of the Local Validation List for planning applications.

Information noted by Councillors.

15/130. Risk Assessment.

a) To review level of insurance cover on policy due for renewal on 1st June 2015 and to consider quotations received from AON for 1 year £857.11 or for a 3 year agreement £816.54 and Zurich for 1 year £803.64 or for a 3 year agreement £743.14.

Councillors resolved to accept the quotation from Zurich for 1 year at a premium of £803.64.

b) 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 of assets and the Gardens and Allotments on Wednesday 17th June at 7.30pm starting at The Cage.

c) To report on concerns raised by Tree Contractor regarding 2 Lime Trees on the village green.

The Clerk advised Councillors that concern had been raised by the tree contractors regarding the condition of the two Lime trees outside number 23 and 24 The Bank. The Clerk had subsequently emailed the tree officer at Fenland District Council asking that these tree be inspected by him but was still waiting for a reply.

d) To consider ROSPA reports received for the Pond and Playing Field.

Councillors were informed that there were no issues raised in the reports requiring urgent attention. A copy of the report for the playing field had been forwarded to the Amenities 95 Committee for them to action some minor issues raised.

15/131. Accounts & Finance.

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

Bowles Tree & Garden Services, work to trees on the village green, £1,950. Open Spaces Act 1906 s9 & 10.

Konica Minolta Business Solutions Ltd., photocopier rental & copy charges, £227.69. L.G.A. 1972 s. 111.

Auditing Solutions Ltd., Internal Audit Fees, £258. Accounts & Audit Regs.

NALC, Local Council Review membership renewal, £17. L.G.A. 1972 s143.

Insurance Renewal Premium AON £857.11 or £816.54 or Zurich £803.64 or £743.14. L.G.A. 1972 s 111.

Mrs Y Reader, Clerks monthly salary & expenses, £509.84. L.G.A. 1972 112.

Playsafety Limited, ROSPA inspections, £174.00. L.G.A. 1972 sch 14 parar 27.

Anglian Water, water rates for The Cage, £13.32. L.G.A. 1972 s111.

Crowson & Ward, administration supplies, £51.86. L.G.A. 1972 s111.

b) To consider Internal Auditors Report and agree on any action to be taken.
Councillors were provided with a copy of the Internal Auditors Report.
The report raised no issues requiring action.

c) To approve the completion of the Annual Return – Section 2 Annual Governance Statement for external audit 10th June 2014.
Councillors approved the completed Statement and this was subsequently signed by the Chairman and Clerk.

d) To consider quotations received for the refurbishment or replacement of the swings on the village green.
The Clerk advised that 4 quotations had been received to replace the swings and 1 quotation for the refurbishment of the swings. The Clerk was instructed to look into applying for grants for the replacement of the swings and a decision would then be made at a later date depending on the success of the grant applications.

e) To discuss and agree on a new Councillor being a Bank Signatory following Cllr Bellamy's retirement from the Council.
Councillors resolved that Councillor Killingworth should replace Cllr Bellamy as the third cheque signatory.

15/132. Report on progress from the working group on Neighbourhood Planning.

The Chairman advised that the group were amending the questionnaire following comments received from the District Council.

15/133. To debate & respond where appropriate to items of correspondence received.

a) Letter from Lee Bolton Monier-Williams acknowledging receipt of the cheque for £3,000 and advising that the documents have been submitted to the Land Registry and as soon as they have completed their work they will inform us.
Information noted by Councillors.

b) Email from Cambridgeshire ACRE inviting members to attend a Community Fair on Tuesday 2nd June from 3.00pm to 9.00pm at The Burgess Hall, Westwood Road, St Ives.
Information noted by Councillors.

c) Email from Fenland District Council advising of a complaint from a resident living along The Bank regarding grass and mud being thrown up by the grass cutting contractor onto their car.
Councillors resolved to respond to the complaint advising that the matter had been discussed with the grass cutting contractor but when the weather was windy a certain amount of grass cuttings are bound to land on cars parked on the edge of the village green.

Unfortunately nothing could be done to stop this from re-occurring again and the only way perhaps to resolve this is if vehicles are parked further away from the village green.

d) Email from BT Pay Phones regarding the adoption of the telephone box near the Swan Inn. Councillors resolved not to proceed with the adoption of the telephone box for the time being but would reconsider this in the future as they considered the telephone box should remain in use. Councillors also agreed to request BT tidy the telephone box up by repainting it.

e) Email from Making Money Count advising that the New Horizon Bus will be visiting Parson Drove on Tuesdays during May and June from 2pm to 4pm outside the village hall. It was noted that at present this service was not being used by many residents and it was therefore agreed that Councillors should try and promote this service.

f) CAPALC May Bulletin.
Information to be forwarded to Councillors.

15/134. Street Lighting & Highway Matters.

a) Highway issues to be reported to Cambridgeshire County Council.
The Clerk was requested to report pot holes at Elbow Lane and at Seadyke Bank near the Bellamy Bridge junction.

The Chairman advised that following discussion with the County Council Bridge Engineer proposals were being prepared to improve the Bellamy Bridge junction as part of the Local Highways Improvement Scheme for 2015/2016 and it was hoped that plans would be received shortly.

b) Faulty street lights to be reported to Cambridgeshire County Council.
Councillors reported two faulty street lights along Fen Road and one along Main Road.

c) Email from Cambridgeshire County Council regarding the adoption of John Bends Way. The response received was noted by Councillors and the Chairman advised that some minor defects had recently been rectified. Councillors agreed that regular reminders should be sent to the County Council as this matter had been left unresolved for far too long.

15/135. Amenities 95 Management Committee Report.

Councillor Cook advised that the Annual General Meeting would now be held on Tuesday 26th May at 7.00pm in the Pavilion.

15/136. Councillors questions to Chairman & Clerk.

Councillor Hunt requested a copy of a map showing the Parish Boundary.

15/137. Any other business (information items only).

Councillor Spriggs advised that two events had recently been held on the village green by the Swan Inn. Councillors agreed that the Landlord ought to notify the Parish Council of any events to be held on the village green as a matter of courtesy and that the Clerk sends a letter to the landlord stating that they must ensure that their own Public Liability Insurance covers any events they hold on the village green.

15/138. Dates for future Council meetings for 2015.

Councillors agreed future meetings would be held on the second Wednesday of each month. The meeting dates are
10th June, 8th July, 12th August, 9th September, 14th October, 11th November and 9th December.

Meeting closed at 9.40pm