

Minutes of Parson Drove Parish Council Annual Meeting held in The Cage on Wednesday 11th May 2016.

Attended by Councillors G Booth (Chairman), P Spriggs (Vice Chairman), J Cook, J Hunt, & C Killingworth.
D Newland Clerk to the John Bends Charity.

16/86. To elect a Chairman and Vice Chairman and receive their declaration of acceptance of office.

Cllr Booth was proposed for the office of Chairman by Cllr Hunt and seconded by Cllr Cook. Cllr Spriggs was proposed for the office of Vice Chairman by Cllr Killingworth and seconded by Cllr Cook. There were no other nominations, therefore Cllr Booth was elected as Chairman and Cllr Spriggs elected as Vice Chairman. Both Councillors completed their Declaration of Acceptance of Office.

16/87. To receive apologies for absence.

Apologies had been received from Cllr Bates and Cllr Williams.

16/88. To consider any requests by Councillors for Dispensations.

There were no requests from members for dispensations.

16/89. Members' Declaration of Interest for items on the Agenda.

Cllr Cook declared a personal interest in respect of Agenda Item No. 16/103 as he is an officer of the Amenities 95 Committee.

The Chairman declared a personal interest in respect of Agenda Item No. 16/102 as he is an allotment garden tenant.

16/90. 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.

16/91. To approve and sign the minutes of the meeting held on the 13th April 2016.

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

16/92. Matters Arising from the Minutes of 13th April 2016. (Information only).

There were no matters arising from the minutes.

16/93. Presentation by the Clerk of the John Bends United Charities of the Annual Accounts.

A copy of the Annual Accounts were provided to Councillors who are not Parish Council representatives on the John Bends Charity and the Parish Council Clerk. The Accounts were approved and signed by the Chairman.

16/94. Community Police Officers Report.

An email had been received advising that there had not been any crimes reported in the parish during April. Speeding in rural villages still appeared to be a key concern and the Police would endeavour to encourage community groups to set up community speed watch groups. Meanwhile the Police have undertaken some speed enforcement operations in the north rural villages which has resulted in the issue of several speeding tickets.

This operation did highlight that the majority of the offenders were actually people from the local community. Attending local schools is one of their main priorities and they will endeavour to attend local schools on a weekly basis to hopefully address some of the parking issues regularly highlighted. It was agreed that a letter should be sent to the new Crime Commissioner congratulating him on his appointment and asking for his assistance in obtaining additional equipment for rural speed watch groups.

16/95. To receive reports from County & District Councillors.

District Councillor Booth advised that he had nothing new to report as the next full District Council Meeting was the following day. County Councillor Gillick had informed him that a new Officer had been appointed to take charge of Highway issues.

16/96. Planning Matters & Applications for consideration.

Notification that the following planning application has been approved.

J Foster Planning Application No. F/YR16/0192/F, Agent Peter Humphrey Associates, variation of conditions 4, 5 and 8 relating to planning permission F/YR14/0877/F (Erection of a single storey rear extension to existing dwelling involving demolition of stores to rear & side) to enable change of roof tile and facing brick type, change window casements from timber to plastic, reduction in number of roof lights & rainwater goods to be mock cast iron at Church Farm 315 Main Road, Church End, Parson Drove.

Information noted by Councillors.

16/97. Risk Assessment.

a) To review level of insurance cover for renewal of the policy on the 1st June.

Councillors reviewed the level of insurance cover currently in place and resolved to make no changes other than to inform the Insurance Company of the value of the replacement swings to be installed on the village green next month as the cost was less than the current sum insured level.

b) To consider recommendations made resulting from the 5 yearly Periodic Inspection and Testing of the electrics in The Cage.

Councillors resolved to action immediately the recommendation for a replacement smoke alarm and for the Clerk to obtain quotations for the installation of RCD protection for the circuits as whilst this work was not urgent the recommendation should be action before the next inspection.

c) To consider ROSPA report for the Pond.

Councillors considered the report received and agreed to ask the Street Pride Group to action the recommendation of cutting back the nettles in the viewing area. The suggestion to provide Life Saving Equipment was not supported by Councillors as it was not cost effective due to it being persistently vandalised and sufficient warning signs were already installed advising of the dangers.

16/98. Accounts & Finance

a). Councillors resolved to approve the following invoices for payment.

Mrs Yvonne Reader, 1 months' salary & expenses, £515.88. L.G.A. 1972 s112.

J. E Electrical, Periodic Inspection and Testing of the electrics in The Cage, £100. L.G.A 1972 s113.

Auditing Solutions, Internal Audit Fees £264. Accounts & Audit Regs. 2015.

C&PALC Membership Fees 2016/17, £331.82.L.G.A. 1972 s143.

Crowson & Ward, administration supplies, £26.34.L.G.A. 1972 s 111.

Zurich Insurance PLC, renewal premium, £841.72. L.G.A. 1972 s111.

Konica Minolta Business Solutions Ltd, photocopier charges, £250.15. L.G.A. 1972 s111

b) To receive and discuss the Internal Auditors Report for the Accounts for the year ending 31st March 2016.

Councillors were provided with a copy of the Internal Auditors report with no actions required. The Chairman thanked the Clerk for all the work completed to ensure a clear report.

c) To complete and approve Annual Return Section 1 – Annual Governance Statement for 2015/16.

Councillors completed and approved the Annual Return Section 1 of the Annual Governance Statement for 2015/16.

d) To approve the Accounts for the year ending 31st March 2016 and to approve the Annual Return Section 2 Accounting Statements for 2015/16.

Councillors resolved to approve the Accounts presented by the Clerk/RFO for the year ending 31st March 2016.

Councillors resolved to approve the completed Annual Return Section 2 Accounting Statements for 2015/2016.

e) Notification from the Cambridgeshire Community Foundation that the grant from the Wyrde Croft Wind Farm Community Fund of £3,120 has been paid into the Parish Council's bank for the installation of swings on the village green. A revised quotation has now been received for £3,436 + VAT taking into account the requested changes to the swing seats. Councillors resolved to approve the revised quotation of £3,436 + VAT and noted that the grant money of £3,120 had been received. The Clerk advised that the new swings were due to be installed during the week commencing Monday 27th June.

16/99. Report on progress from the working group on Neighbourhood Planning.

The Chairman advised that the last meeting of the group had been cancelled but the draft policies were in the process of being prepared. A copy of the findings from the questionnaire and the overview report provided to parishioners had been given to the District Council

16/100. To debate & respond where appropriate to items of correspondence received.

a) Email from Mr Bowditch, Stormbay Developments regarding the easement for the water supply pipe and the footpath from the front gate of the new house to join the Council's existing footpath and Email advice received from Solicitors, Carbon Law Partners.

Councillors resolved to exclude the public and press in accordance with section 1(2) of the Public Bodies (Admission to Meeting) Act 19 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed for this Agenda Item.

Councillors resolved to proceed with court proceedings for trespass and to ask the Solicitor to attend a site meeting. Councillors resolved to enquire with the Solicitor if a caution could be placed on the site with the Land Registry.

b) Invitation from Heritage Lottery Fund to attend an event on Friday 1st July from 10.00am to 2.00pm at the Oasis Centre, Wisbech to hear how Heritage Lottery & Big Lottery funding can help our local community deliver projects involving green spaces.

Cllr Cook expressed a wish to attend the session and the Clerk was asked to book a place.

c) Notification had been received that further consultation was being conducted by the Boundary Commission in relation to the County Council districts.

Councillors resolved to reiterate their previous comments in so much that the District Council Ward of Wisbech St Mary & Parson Drove should not be split into two County Council Divisions as they are under the current proposals.

16/101. Highway & Street Lighting Matters.

Highway issues to be reported to Cambridgeshire County Council.

The pot holes reported at Ingham Hall Gardens, Brewery Close and Long Drove had still not been repaired. There were also problems with the road surface and pot holes along Seadyke Bank and Murrow Bank.

b) Email from the Local Highway Improvements Team regarding the footpath at Sealeys Lane.

The County Council were suggesting leaving the lit Give Way Sign where it was and widening the new footpath at the back costing the Parish Council £300.

Councillors resolved not to proceed on this basis as it was considered that this would not rectify the problem. Councillors resolved to ask for the lit Give Way Sign to be moved further back as this was the most logical solution although may incur higher costs which the Parish Council considered should be met by the County Council.

c) Faulty Street lights to be reported to the County Council.

The faulty street light outside Snips had still not be repaired but the Clerk advised that this was probably due to the work shortly to be undertaken to up- grade the street lights along Main Road.

d) Update report regarding Parish Street Lighting.

The Chairman advised that the District Council were obtaining tenders for the street light maintenance contract. In view of this Councillors resolved to take no action regarding the replacement Parish street lights pending the outcome of the tendering process.

e) Emails from Balfour Beatty regarding the intended work to County Council street lights on Fen Road and Main Road.

Balfour Beatty had confirmed that no street lights would be removed from Fen Road only the lanterns changed and therefore Councillors resolved to raise no objection to this proposed work.

Balfour Beatty had advised that our request for the replacement street light in the triangle at Swan Bridge to be of the same heritage style was being considered by the County Council.

Balfour Beatty had also advised that only one street light CC6 was being permanently removed along Main Road but the Chairman advised that Column No CC11 outside the garage had a sticker attached on it advising that this column was being permanently removed. Councillors resolved to ask for clarification and a delay in the commencement of the proposed work until clear and accurate information had been received.

16/102. Riverside Garden Allotments.

a) To consider a request by a tenant to erect a poly tunnel.
Councillors resolved to approve this request.

b) To debate a proposal by the Chairman that future requests for the placing of structures on the garden allotments be dealt with by the Clerk in consultation with the Chairman and Vice Chairman of the Council.
Councillors resolved to agree to this proposal.

16/103. Amenities 95 Management Committee Report.

Councillor Cook advised that only one member of the public attended the Annual General Meeting held recently and therefore the Officers and Committee were re-elected en-bloc.

Only one tender had been received for the Village Hall project and therefore the Architect was trying to obtain at least another two as required for the grant applications. The application for a grant from BIFFA had been rejected as the location of the village hall was now beyond the area qualifying as this has recently been reduced from 10 miles to 7 miles. The Committee would now make a grant application to the Big Lottery Fund.

16/104. Councillors questions to Chairman & Clerk.

Councillor Hunt enquired as to where the Annual Parish Assembly Meeting had been advertised after receiving comments on Facebook. The Clerk advised that a poster had been displayed in the Parish Council Notice Board on the village green, there was a large notice on the front page of the Parson Drove website and the date of the meeting had been highlighted in the February Parish Council Newsletter delivered to most dwellings within the parish. Councillors suggested that the only way the advertising of the meeting could be improved would be to place an advertisement in the local Newspaper but this could be quite expensive.

16/105. Any other business (information items only).

Councillor Spriggs advised that the hook had now been repaired by the blacksmith ready for reinstatement on the village green and he was now looking into obtaining a new post or repairing the existing post.

16/106. Dates for future Council meetings.

The next meeting was confirmed for Wednesday 8th June and subsequent meetings for Wednesday 13th July and 10th August.

Meeting closed 9.10pm.