

Minutes of Parson Drove Parish Council Meeting held in the Cage on Wednesday 12 February 2020

Attended by Parish Councillors: G Booth (Chairman), P Spriggs (Vice Chairman), R Fowler, J Hunt, G Watson, P Williams, C Killingworth. Also, in attendance: E Murat (Parish Clerk), S Bligh (Fenland District Cllr), and three members of the public.

20/26. To receive apologies for absence.
Parish Council in full attendance. Apology received from County Cllr. S King.

20/27. To consider any requests by Councillors for Dispensations.
None requested

20/28. Members' Declaration of Interest for items on the Agenda.
G Booth and J Hunt – Amenities 95

20/29. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting limited to 3 minutes per person.

The Council will produce a leaflet to encourage people to vote in the forthcoming referendum.

Concerns were expressed about dog fouling in the village.

A resident expressed concerns about the failure of FDC to collect bins in Bridge Drove. This item to be referred under item 20/33 (g) as an additional District Council item for matters not on the agenda. Concerns were also expressed by a resident about a dangerous hump in the road at Bridge Drove, and a pothole. A resident also expressed concerns about the lack of boarding along the drain in Bridge Drove which has a drop of around fifteen feet. These items to be referred under item 20/32 (b).

20/30. Members approved the minutes of the meetings held on 8 January 2020, and 15 January 2020, noting that the minutes of 8 January did not include the last four items. These are to be added and the minutes re-submitted for approval at the next meeting.

20/31 Matters arising from the minutes not covered on the agenda (information only)
None

20/32 County Council Report not covered on the agenda (including Highways matters)

a) Councillor King had sent an email reporting:

Fen road path checked and considered not obstructed.

Gulley near village hall had been jetted.

Letter being sent to property owner on High Side.

Potholes on The Bank now filled.

Highside and Leverington Common remedial work was due to work not meeting standard.

Manholes on Main road to be assessed and with remedial work if required.

Highways Quality KPI's are reported monthly.

b) Highways matters not on the agenda (refer to items at 20/29).

- c) Members noted the email referring to white Lining along Fen Road, footway and 30-mile speed limit.
- d) Members noted that remedial resurfacing has been completed to High Side and Leverington Common.
- e) Members noted that the Leylandii has been cut back to boundary at Highside (in response to Clerk's letter, and that 4 Letters were sent by the Clerk in total to cut back hedges: Fen Road, Highside, The Limes, and Main Road. Members were asked to let the clerk have full postal addresses for any similar works that needed to be carried out.
- f) Members noted the email from CCC Highways – Access Road to The Bank from No.2. to No 24 will be repaired within the next three months. Cllr Watson reported that he had spoken with officers during their inspection to ensure that the works extend to No 1 The Bank.
- g) Members noted that the sewer connection pipe has been laid and road re-instated along the Bank.
- h) There were no additional items

20/33 District Council Report not covered on the agenda (Including Lighting matters)

- a) members noted the District Council Report back from Sarah Bligh and Gavin Booth: next FDC full council meeting will be 20 February 2020. FDC is considering up to £25 million investment strategy. Parson Drove to be given two of the ten bird boxes donated to Sarah Bligh. FDC to be contacted asking which street lighting columns in Parson Drove need replacing and costs i.e. concrete posts like the three on Sealeys lane.
- b) Members noted that FDC had cleared a sofa that had been dumped in the village, and that there is dog fouling (not being cleared by owners) near the school. Item under 20/29 pertains.
- c) Members noted Street light outage PC1 (as reported under item 20/42)
- d) Members noted Street light outage FPC1 (as reported under item 20/42)
- e) Pledge by Leader of FDC to re-balance non-County Council streetlight costs between Towns and Parishes to reach a more comprehensive and permanent settlements of the inequity during 2020/2021 Members noted the Clerk's report which included an analysis of responsibility for street lighting repairs (item 20/43)

f) Street Lighting request for answers from Cllr Boden

Members decided the following answers to Cllr Boden's questions relating to street lighting.

1. YES -additional monies should be provided by FDC and allocated to cover all the capital costs of repairing and renewing streetlights, and for the ongoing running costs.
2. YES - FDC should re-imburse Parishes for all capital costs and ensure these are included in the calculation of allocation of additional financial support, and reimburse all the monies already incurred by Parishes over the last few years against capital repair and renewal costs which currently remain outstanding?
3. YES - FDC should re-imburse Parishes for all ongoing revenue costs and ensure that these are included in the calculation of allocation of additional financial support, and re-imburse all costs to date. Installing newer, more energy efficient, LED lights would definitely be the optimum equitable solution to the unequal costs being borne by parishes.
4. FDC should re-imburse Parishes for all administrative costs (in both time and money) associated with the whole issue of managing Parish streetlights. These costs definitely fall disproportionately upon our smaller Parish Councils. This re-imburement must include the £1,800 survey costs.

20/34 Cambridgeshire Constabulary Report

- a) There was no report from Cambs Constabulary.
- b) Members noted the Speedwatch Report sent by email and read out during public participation.

20/35 Amenities 95/Village Hall Report

More keys need to be cut. Rubbish is a Health & Safety issue. Old chairs need to be disposed of. Still trying to put on more activities in the Hall. Celebrating 25 years of Amenities 95 group this year. Booking Hall procedures to be improved – possibly going on-line.

20/36 Referendum

- a) Members agreed to hold a public meeting that is not part of the council's meeting cycle. The meeting is to be held in the Village hall at 7.30 pm on 19 February.
- b) Form completed, and to be submitted for COUNTING AGENTS: C Britt, G Booth, R. Fowler, S Bligh, and P Williams.
- c) Members agreed that there was no need for nominating polling agents.
- d) Members noted the email from FDC + Information about polling station and responsibilities.
- e) Members noted the email from FDC advising that Parson Drove Neighbourhood Planning Referendum will take place on 27 February, that FDC will be administering it, but reminding us that it is our plan and our responsibility to publicise it within the Parish. FDC will be sending out poll cards to electors notifying them of the referendum.
- f) members noted that the up-dated version of the Parson Drove Neighbourhood Plan may be found on <https://fenland.gov.uk/article/14411/Parson-Drove-Neighbourhood-Plan>

20/37 Operation London Bridge Information from the Chief Executive of the County Council – Protocol to be agreed.

Members agreed to defer this matter to the next meeting to allow the Chairman to attend a briefing at the Council Chamber in Fenland Hall tomorrow, and to report back to the next meeting.

20/38 Members considered CAPALC'S INCORPORATION with the following responses to the questions:

1. YES – members are in favour of CAPALC becoming a non-profit, incorporated body in the form of a company limited by guarantee?
2. YES - Members are in favour of £1.00 from your affiliation fee being ringfenced as your maximum liability for any claims being awarded against CAPALC?
3. YES - Members agree with clerks of member councils being eligible to become directors as well as councillors?
4. YES - In the event of CAPALC being wound up, Members are in favour of any assets being transferred to another organisation with similar aims, e.g. a neighbouring ALC?

20/39 Planning Matters

1) Applications for consideration

- a) Members approved **F/YR20/0044/F** Change of use of land for domestic purposes and erect 2 no outbuildings (retrospective) at Land North of 47 Main Road Parson Drove Cambridgeshire. Extension requested for Parish Council consultee response.
- b) Members approved **F/YR20/0028/F** Erect a 3-bay greenhouse and erection of a 1.8m high boundary fence at Fysons Nursery Sealeys Lane Parson Drove Cambridgeshire
- c) members approved **F/YR20/0087/VOC** Land West Of Church Farm 315 Main Road Church End Parson Drove Cambridgeshire Variation of conditions 5 (bat box) and 8 (approved plans) of Planning permission F/YR14/0764/F (Erection of a 2-storey 4-bed dwelling, with detached 4-bay carport (2

bays for 315 Main Road) and 1.5m high front boundary wall, involving alterations to existing accesses and demolition of existing barns and part of existing dwelling)

2) Members noted the following Decisions

a) Planning Application **No/F/YR19/1082/F** Was noted as refused. However, following the meeting, it was identified this was pending consideration still.

c) **APPEAL DISMISSED F/YR18/1073/PNC07**, Appeal Ref: **APP/D0515/W/19/3233540**

Stackwell Forge, Clough's Bridge, The Bank, Parson Drove, PE14 4JD

d) **GRANTED F/YR19/0971/O** Land East of The Silverings 114 Main Road Parson Drove Erect up to 5 dwellings (outline application with matters committed in respect of access).

e) **GRANTED F/YR20/3010/COND** Plot 1 Site of Rupen Long Drove Parson Drove Cambridgeshire Details reserved by condition 3 of planning permission **F/YR17/1099/F** Plot 1 Site of Rupen Long Drove Parson Drove Cambridgeshire to carry out the Erection of a single-storey 3-bed dwelling involving the demolition of existing mobile home and outbuildings.

3) Members noted the information on the opportunity to 'Have your say on future development sites (emerging Fenland Local Plan)' It was agreed that this will be discussed at the next meeting, where plans will be provided for discussion.

The deadline for completing this form is **27 March 2020**.

20/40 Accounts & Finance

1) Members approved the following cheques for payment.

1. Consider 4 quotations for cutting of seven trees on Village Green, authorise cheque for payment to selected contractor. Four quotes have been obtained following site visits ranging from £1,000 to £6,000 for pollarding 7 trees on the Village Green. It was agreed to obtain appropriate documents from the two lowest quotes and progress with the lowest quote first if deemed satisfactory.

- a) Consider Training courses for Responsible Financial Officer – CAPALC. Agreed in principle with costs to be confirmed.
- b) Cheque for Bowles Tree & Garden Services - £4,200
- c) Cheque for Clerks & Councils Direct - £12.00
- d) Cheque for Cambridgeshire Acre - £57.00
- e) Cheque for Salary + £50 expenses - E Murat – £511.36
- f) Cheque for HMRC – PAYE - £12.80
- g) Cheque for FDC – admin costs uncontested election May 2019 - £247.08

20/41 Members noted the following correspondence

- a) PAINTING OF VILLAGE SIGN. It was suggested that a resident is approached regarding this.
- b) FDC questions about ownership and usage of the Cage and the K6 Listed phone box – It was noted that possible damage to downpipe to the Cage has been identified by the officer.
- c) Request for info about missing boundary marking cross at Clough Cross – none available.
- d) Streetlight outage PC1. Noted.
- e) Streetlight outage FPC1. Noted.
- f) Increase in CAPALC affiliation fees 20/21 to £364.35 (1100 electors) = £34.54 increase = 10.5% = 4.3p per elector. Noted.

- g) Councillor Training day = £75.00 per member council: Sat. 14 March Burwell, Sat. 23 May Somersham, Sat 4 July Somersham . Noted.
- h) CAPALC – Allotment Training £60.00 member price: Thurs. 19 March Somersham. Noted.
- i) Email request for editorial for March Village Voices – It was resolved that there were no items for the next issue.

20/42 Any other business (information items only) – including questions to Chairman or Clerk and items for the next agenda) – Members noted the Clerk’s report:

2. **Handover** of the administration, including approx. 200 files, and all support services such as banking and website have been formally changed to 148 Elm High Road Wisbech PE14 0DW. Tel: 01945 465530 – Except the photocopier.
3. **Konica Minolta Photocopier** Arrangements were made for the photocopier on re-site to be collected from the former Clerks on 12 Dec. 2019 and delivered to the above address on 13 Dec. 2019. It was collected but not delivered. I have spoken with a number of people at Konica Minolta, but they have failed to identify its whereabouts or any solution to the issue. I have requested that since they have failed to maintain the contract that we have with them, that they in fact, cancel that contract from 12 Dec. 2019, and re-imburse us accordingly.
4. **Maintaining photocopier services.** Fortunately, there is a pre-existing photocopier that is capable of providing the same service as the Konica, which I have used to maintain the service the parish requires. There will be recharges from Volunteer Centre Fenland who hold a contract with East Coast Business Solutions.
5. **Stationary.** There has been no expenditure on stationary for over three months and I have been using stationary on site. There will be a re-charge from Volunteer Centre Fenland to include items of office equipment that have been transferred to Parish Council usage.
6. **Filing.** The two newly purchased two drawer metal filing cabinets have been fully utilised and a new filing system implemented.
7. **Internal Audit.** Stuart Pollard from Auditing Solutions Ltd, Wiltshire is coming to my house (the office) on 27 April 2020 to carry out the audit. He has sent me a schedule of information required.
8. **Precept.** The Parish Precept form (in the amount of £20,643) has been scanned and sent to FDC on 22 Jan 2020.
9. **Trees.** Four quotes have been obtained following site visits ranging from £1,000 to £6,000 for pollarding 7 trees on the Village Green.
10. **Speed signs.** Form siting 4 mobile signs was submitted 28 Jan 2020
11. **Streetlights.** Reporting a fault for Parson Drove Parish - Pre-fixed DC, PC or CH

20/43 Date of next meeting is confirmed as Wednesday 11 March 2020 at 7pm in The Cage.

Signed as a correct record G. Booth (Chairman) - 18 March 2020