

Minutes of Parson Drove Parish Council Meeting held on 14 October 2020 at 19.00

Due to the current COVID-19 pandemic and in line with new regulations, the meeting took place virtually & physically. Notices of the meeting were posted on the village notice board and on the council's website, giving members of the public the opportunity to participate.

In attendance were Parish Councillors: G Booth (Chairman), P Williams, J Hunt, R Fowler, C Killingworth.

Also, in attendance: and CCC Cllr S King, FDC Cllr S Bligh.

158/20. To receive apologies for absence.

Apologies were received from P Spriggs. It was noted that there is currently no Clerk and the Chair was undertaking the administration duties of the Council.

159/20. To consider any requests by Councillors for Dispensations.

Cllr Booth requested a dispensation for item 171/20 as to speak on allotment rents.

160/20. Members' Declaration of Interest for items on the Agenda.

Cllr Killingworth - 177/20. Prejudicial – Secretary of Amenities 95.

Cllr Fowler – 167/20 h. Personal – Related to landowner.

161/20. Public Participation

None.

162/20. Members approved the minutes of the meetings held on 9 September 2020.

163/20 Matters arising from the minutes not covered on the agenda (information only)

None.

164/ 20 Parish Council Vacancy – Co-option - No expressions of interest had yet been received.

165/20 Planning Matters - Applications made -

a) F/YR20/0910/F - Change of use from garage/shop to food takeaway involving demolition of single storey building to rear and installation of roller shutters and air source heat pumps (part-retrospective) - 1 Main Road Parson Drove Wisbech Cambridgeshire PE13 4JA. The Parish Council supports this application and recommends approval subject to the following conditions being added: 1) Appropriate parking is added on site to avoid disruption to the public highway. 2) The applicant to ensure rubbish is regularly picked up. 3) Environmental Health measures are included to mitigate any smell from the business for nearby residents. 4) Any signage associated with the business is agreed with officers to ensure it is sympathetic to the conservation area.

b) F/YR20/0911/TRTPO - Works to 1 x Ash Tree covered by TPO 02/1977 (G1) - Acre House 56 Main Road Parson Drove Wisbech Cambridgeshire PE13 4JA. Recommend approval subject to Tree Officer recommendation.

166/20 Notification of the planning decisions from Fenland District Council were noted:

a) F/YR20/0630/F - Formation of a manège and the erection of a stable block. Land North West Of 313 Main Road Church End Parson Drove Cambridgeshire. Status: Granted

- b) F/YR20/0733/AG1 Erect an agricultural building to be attached to existing building A C Coates And Sons Limited Hundred Acre Farm Harold's Bank Parson Drove Wisbech Cambridgeshire PE13 4PR. Status: Further information not required.
- c) F/YR20/0751/F - Land north of 1-5 Brewery Close, Parson Drove; Erect 4no dwellings comprising of 2x3-bed single-storey, 1x2-storey 4-bed and 1x2-storey 4/5 bed with garages including temporary siting of a caravan during construction on Plot 3 only. Status: Refused

167/20 Correspondence – members are asked to note:

- a) Street Naming Land North of Brewery Close – No objection noted.
- b) Local Highway Improvement Bid 2019 / 20 Project. Agreed to order works.
- c) Local Highway Improvement Bid 2020 / 21 Application. Now submitted for Sealey's lane footpath extension.
- d) Consider response to Planning White Paper
It was agreed to object to the proposals as they appear to limit the opportunity for democratic participation.
- e) Pensions Regulator Auto-Enrolment – Now submitted.
- f) Police Updates - None received.
- g) Street Naming FDC – Proposal to call land off Brewery Close "Ivy Farm Way" see 167/20 a).
- h) FDC New Local Plan development - SHELAA Addendum

The council reviewed the new proposed sites and agreed the following to be submitted to FDC:

Site Reference	Location	Parish Council Recommendation
40440	Back Road	Recommend not included due to poor access and due to this being back land development.
40433	Fen Road	Recommend not included due to poor access across Swan Bridge which is considered an accident black spot locally and the increased potential density of development.
40436	Main Road	Support Inclusion in local plan.
40437	Main Road	Only support roadside frontage in local plan. This will fit with the character of development in this area.
40438	Sealey's Lane	Support Inclusion in local plan.
40439	Fen Road	Recommend not included due to poor access across Swan Bridge which is considered an accident black spot locally and the increased potential density of development.
40451	Ingham Hall Gardens	Recommend not included due to poor access and due to this being back land development. Also narrows distance to Murrow.
40460	The Bank	Support Inclusion in local plan.
40504	Main Road	Support Inclusion in local plan.

- i) Planning White Paper- See 167/20 d).
- j) FDC Licensing Consultation – Noted.
- k) Konica Minolta - It was noted that a further invoice had been submitted by Konica Minolta and it appears the matter has not been resolved as indicated by the previous clerk. Further investigation is required.

168/20 Fenland District Council

- a) Reports - Cllr Booth confirmed that Anglian Water would now be attending a later Overview & Scrutiny meeting regarding the issue of water pressure. Cllr Bligh was continuing to deal with individual parishioner enquiries.

- b) Street Lighting - Lights in Sealey's Lane PC1 & PC2 had been repaired. It was also noted that PC1 Elbow Lane still had a column shield missing. PC1 Church End was not working. Cllr Fowler agreed to undertake an inspection and report back any lights not working.

169/20 Cambridgeshire County Council

a) Reports

Cllr King reported that an application form would be needed for the proposed Fen Road and Murrow Bank speed limit changes. Cllr King also confirmed Officers had indicated that the middle white lines at the junction of Fen Road & Bridge Drove would not be reinstated, he was challenging this. Cllr King reported that the hedge outside Openreach had been trimmed, however Cllrs indicated it was still not satisfactory. Local Highway Improvement bids will be considered on 1 March 2021.

b) Highways matters

Pothole at Clough Bridge and uneven road Surface at Bridge Drove had been reported.

c) Verge side cutting grant

It was noted that the County Council had written to the Parish Council on the 27 May regarding the annual grant. It appears this had not been actioned at the time by the clerk; an invoice has now been submitted for £656.11.

170/20 Police Update Report

The local police will now be holding monthly remote meetings with Parish Council to discuss matters.

171/20 Allotments – Notice of Vacancy & Request for an allotment

a) Update on vacancy & request

The new tenant agreed to take up the vacant allotment.

b) Review of Rents for next 2021/22 year

The Council recommended all rents remain the same given the current economic climate.

c) Update on Payment of rents

Given the COVID-19 pandemic, no collection meeting would be held, and payments would be requested via cheque.

172/20 Painting of the village sign. Update on actions from last meeting.

Cllr Williams had spoken to a parishioner who could undertake the work, cost to be requested. The Chair had also requested a quote from the person that Cllr King had provided details off.

173/20 Website Accessibility Code

The council has written to the website provider regarding the new regulations to ensure an action plan is in place.

174/20 Update on Wryde Croft grant

The Chair had spoken to Cambridgeshire Community Foundation who confirmed that they had written to the previous clerk on 6 May confirming that the grant offer had been withdrawn due to the requested information not being provided. The Chair has asked if this decision could be reconsidered, however this would need to be referred to a manager.

175/20 Arrange Parish Council Assets Risk Assessment

Cllr Booth & Williams agreed to undertake a review on 20 October. Cllr Hunt agreed to review the allotment gardens.

176/20 Financial Matters

a) AGAR Submission

This had now been submitted by the Chair and waiting to be processed.

b) Budget update & Bank Reconciliation

A report had been prepared by a locum clerk for the council to consider. The contents and recommendations of the report were agreed. The council also agreed that the allocated cash reserves that considered at the precept setting meeting were reconfirmed as per the budget update report.

c) Asset Register & Internal Auditor Report Update

A revised asset register was presented and agreed by the council following identification of some discrepancy in the previous register. It was agreed to discuss this with the Internal Auditor.

The following payments made were noted.

d) E Murat – Final Salary - August - £474.16

e) E Murat – Final outstanding holiday pay & expenses – £434.40

f) E Murat Expenses – Furniture - £78.20

g) HMRC PAYE – August & Final payment - £87.60

Payments to be agreed.

h) Human Capital Resources – Consultancy - £600

i) Royal British Legion – Wreath - £20

j) Smith of Derby – Cage Clock Maintenance - £256.80

k) ICO Renewal - £40

l) EON – Electricity the Cage - £55.84

m) Cllr G. Booth – Zoom subscription (5 months) - £71.95

Items h) to l) were agreed for payment. It was also agreed that the Council would subscribe to the CAPALC GDPR scheme which had not been actioned earlier in the year. Cost would be £50.

n) Noted credit from FDC £239.40 – Recycling Credits (3 years)

o) Noted credit from FDC £10,321.50 – Second instalment of Parish Precept

177/20 Amenities 95 Report

It was noted that there have been several instances of vandalism on the playing field, which had been reported to the Police.

178/20 Any Other Business (Information Items Only)

An article will be prepared for the December edition of village voices covering Parish Council matters.

179/20 Members are asked to submit items before the agenda is prepared normally three clear days before the meeting. - Noted

180/20 Staffing

Members are asked to consider a resolution for Council to exclude members of the public and press from the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be transacted under this item.

The resolution was passed unanimously. Refer to confidential minute.

181/20 Date of next meeting to be determined dependant on availability of appropriate meeting place. However, it was noted that it may have to be held remotely.

Signed as a correct record G. Booth (Chairman)

11 November 2020