

Minutes of Parson Drove Parish Council Meeting held on Zoom on 15 JULY2020 at 19.00

It was noted that due to the current situation related to virus control, and in line with national advice following the Statutory Instrument, the meeting took place virtually. Members were invited to the meeting by the Chairman, Gavin Booth, as the host, via email addresses, and telephone, with additional support given to members so they could participate.

Notices of the meeting were posted in the normal way on the village notice board and on the council's web-site, giving members of the public the opportunity to participate.

In attendance were Parish Councillors: G Booth (Chairman), P Williams, R Fowler, J Hunt. Also, in attendance: E Murat (Parish Clerk), S Bligh (Fenland District Cllr), and CCC Cllr S King. Cllr C Killingworth joined the meeting at 19.18.

20/103. To receive apologies for absence.

Apologies were received from Parish Councillor: P Spriggs

20/104. To consider any requests by Councillors for Dispensations.
None requested.

Members noted the meeting was being recorded on Zoom, although there was no plan to publish these. The chairman reported that there had been technical issues with recording a previous meeting.

20/105. Members' Declaration of Interest for items on the Agenda.

Cllr G Booth declared a personal interest regarding the planning application relating to F/YR20/0544/F as he knew the applicant through voluntary work.

20/106. Public Participation – The Chairman received no requests to participate from members of the public and none attended.

20/107. Members approved the minutes of the meetings held on 24 June 2020. Cllr Hunt stated that he had not received the agenda or papers for the meeting. The Clerk assured him that the email he had been using was the address published on the Council web-site and also on the Council's circulation list. Cllr Hunt will send an email to the Clerk as a test to try to identify the issue.

20/108 Matters arising from the minutes not covered on the agenda (information only)

- a) It was confirmed that the issue of development
- b) Clerk to write to village hall applicant to ascertain the detail of what funding they have already received in relation to table tennis tables.
- c) Cllr G Booth explained to members why the meeting had been put back a week – the reason being that he had not realised that the meeting would follow so closely to the previous meeting.

The Chair then invited Cllr King to give a report.

- d) Cllr King will raise the question of the cost of the Minor Highways bid on Sealey's Lane being too high. It was noted the agreement was that the parish Council would pay 10%. The requested contribution is significantly higher than 10%.
- e) Cllr King reported that CCC had endorsed three schemes for improvements to roundabouts.
- f) Cllr King reported that the combined authority had decided to support the rail re-opening between Wisbech and March.
- g) Cllr King will pursue the cutting back of the hedging and trees along High Side.

N.B. Cllr C Killingworth arrived at 19:18 after attending a School Governor meeting.

- h) Cllr G Watson reported that Officers from CCC came to do the re-surfacing to the footpath and road along nos 1 – 14 the Bank, but that it had rained, and they had left it un-done. Cllr King will check when it is rescheduled for.
- i) A resident had raised concerns regarding several properties with overhanging foliage along Main Road. Cllr G Booth stated that he reported these to Highways dept at CCC.

Cllr King then left the meeting.

20/109 Planning Matters

- a) F/YR20/0436/F Erect 10 dwellings (2 x single storey 2-bed, 4 x 2-storey 2-bed and 4 x 2-storey 3-bed with garages) at Land East Of 14 - 27 The Bank Parson Drove Cambridgeshire.

Members noted the email received from Mrs. Alexandra Patrick as follows – “We have, in my opinion, got over the original concerns and now the great news no.27 can now remain is another obstacle we have overcome.

There were comments relating to RTCs that have happened; I propose to you all of these updates are created to just one access the collisions may not happen in the future if an updated larger access is provided, at the applicants expense.”

Members expressed the view that unless we suspended Standing Orders, the Council's decision not to sell any part of the village green must remain so for six months. Members re-iterated their decision not to sell.

Members noted that the applicants did not seem to have consulted with the community in two years and there were material changes to the application. The applicant had not satisfied their obligation to undertake community engagement on the new plans. It was noted that the policy objections from the previous meetings minutes had not yet been submitted.

- b) F/YR20/0544/F Erection of a single-storey 1-bed annexe ancillary to the existing dwelling at Land North Of 47 Main Road Parson Drove Cambridgeshire

Members recommend approval on condition the occupier of the annexe is related to owners of the property.

20/110 Correspondence

- a) Email from long-term parishioner requesting an allotment.

Cllr G Booth advised members that Cllr P Spriggs had said he could relinquish some of the allotment land that he is working. Cllr G Booth asked that the applicant contact him to arrange for a meeting with himself and Cllr Spriggs on site to consider the matter.

20/111 Members noted the list of due payments,

- a) Clerk's salary for June – due on 1 July 2020 - £474.16
- b) Clerk's expenses – as approved by Council plus stationary and postage items with receipts – £103.24.

N.B. Members also considered the Clerk's salary and expenses for July (due on 1 August 2020. The salary of £466.59 was approved. The expenses were deferred because part of the expenditure incurred was for office furniture. (The balance being the agreed monthly expense payment of £50.00 each month for office services).

20/112 Members noted Schedule of payments made since 1 April 2020

- a) FDC - Rates £377.32
- b) Drayton Tree Care - £3,960.00
- c) Clerk – Salary + expenses £524.16
- d) Vol. Centre Fenland - photocopying £7.29
- e) Clerk - salary + expenses £524.16
- f) Play Safety (ROSPA) - Risk Assmts. £350.00
- g) FDC - Uncontested election £247.08
- h) CAPALC - Affiliation £438.89
- i) Zurich Municipal - insurance £886.72
- j) FDC - Street Light Repair £257.63
- k) WAVE Anglian Water - for Cage £3.68
- l) Clerk - salary and expenses £524.16
- m) North Level - Internal Drainage Board .. £168.73
- n) Open Spaces Society – membership £45.00
- o) CCC - Highways, Bellamy's Bridge £243.35

20/113 Members authorised the following Invoices/payment requests

- a) GBSG Ltd – Cage security £97.20
- b) FDC – Street Lighting maintenance £4,408.94
- c) EON – Electricity for Cage £76.62
- d) Auditing Solutions Ltd – Internal Audit ... £384.00
- e) ECBS – PHOTOCOPYING £9.42

The Clerk agreed to circulate the itemised list of items

20/114 Members noted the Annual Reconciliation of accounts – **Internal Audit 2019-20: Report, AGAR IA Cert and invoice and** referred to attached report.

The Internal Auditor has signed off the 2019-20 AGAR IA Certificate (attached for approval) and attached their invoice. He has provided the Council with the following which will form the basis for future accounting of the Council's finances

- Amended spreadsheet cashbooks for 2019-20
- Revised and corrected bank reconciliation as at 31st March 2020
- Financial information in Receipts and Payments format for submission at Section 2 of the year's AGAR (with "Restated" at the top of the "Prior year" column)
- 2020 JPAG Practitioner's Guide

It was asked for signed copies of the AGAR Sections 1 & 2 once approved and signed-off by the Council.

The Clerk asked to note his personal thanks to the Internal Auditor. The Clerk noted that he had put in place a new system of accounting as agreed with the Internal Auditor. This had resulted in the AGAR being restated. Members noted the Internal Audit report and raised several questions regarding the findings. It was also agreed to review the risk assessment process and recommendations.

Members approved the financial detail as above and authorised the Chairman and the Clerk to transfer the agreed financial detail to the AGAR and to sign off the paperwork ready for forwarding to the External auditor.

20/115 Sealey's Lane Footway - CCC

Members considered the costings and the Parish Council's contribution to the Sealey's Lane Project.

The CCC officer has reported that the design for Sealeys Lane has been completed and was sent to Skanska for costing. He did not send the plan to the Parish Council for approval as the design is essentially a carbon copy from last year. CCC are looking to install 30m worth of footway.

The officer has received (and forwarded to the Parish) a target cost for the proposed works. The parish Council's share requested was £4,072.35. Councillors raised concerns that this was more than 10%, which Cllr King had agreed to investigate. Cllr Fowler raised the concern that the road is narrowing and if it was possible to apply for double yellow lines in the future. The clerk was asked to ensure that the bid to extend the footpath along Sealeys lane for this year-round of bids is submitted.

20/116 Public Spaces Protection Order (PSPO)

Members agreed to support Fenland District Council's proposal to apply for a new PSPO.

20/117 Update on Wryde Croft grant

It was noted that this agenda item was requested by Cllr G Booth. The Clerk was asked for an update. Cllr G Booth recollected that the forms had been signed and there was a deadline for this to be returned with additional paperwork. It was believed that the Clerk had been handed this to do after the November meeting by the outgoing Clerk. The Clerk agreed to investigate the situation on the bid.

20/118 Update on application to reduce speed limits

There was no up-date available. The Clerk is to pursue speed signage application as previously agreed at the February meeting.

20/119 Re-surfacing work to The Bank. Members noted that Cllr King is looking into this.

20/120 Trees and Hedges overhanging High Side. Members noted that Cllr King is dealing with this.

20/121 Painting of the Village sign. Members noted that Cllr G Watson has volunteered to re-paint this. It was agreed before any works were undertaken that Cllr Williams would investigate through the museum what paints would be required, as there was a specialist they could refer to. Cllr Fowler also agreed to speak to those who had taken down the village sign previously as it was understood that this was quite complex.

20/122 Any other business

Cllr Hunt wanted to complement the highways team who had attended to some potholes along Elbow Lane.

Cllr Fowler asked for an update on the Village shop signage application. It was noted that the application has not been decided yet. It was also noted that some of GW Vials signage had been put aside.

Cllr Watson raised concerns regarding driving along the footpath by the shop. It was recommended that additional posts were required. It was agreed to pursue the installation of posts on the Green for a future meeting once quotes had been obtained.

Cllr Watson raised concern regarding the flowers in the Log Feature and War Memorial. Cllr Booth advised that Cllr Watson could attend to the War Memorial, however Street Pride would be looking after the log. Cllr Bligh offered to obtain some plants.

Members noted that should members require items to be placed on the agenda for discussion, the Clerk must be notified before the agendas are finalised, so that it is ready to be posted in the Parish Notice Board i.e. three clear working days before the meeting.

20/123 Date of next meeting to be 12 August 2020 at 7pm on Zoom. It was noted that due to Covid 19 restrictions it was unlikely that a physical meeting would take place in the near future.

Signed as a correct record G. Booth (Chairman)