

Parson Drove Parish Council

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Minutes of a meeting of Parson Drove Parish Council

Held on 10th May 2023 at 19:30

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, P Spriggs, P Williams, R Fowler, P Unwin.

Also in attendance were FDC Cutler, Clerk David Boyce as well as four members of the public.

Cllr G Booth Chaired the meeting and opened it at 19:30.

96/23. To receive Declarations of Acceptance of Office from elected Councillors and their completed Register of Interests Forms

It was noted a full election was called and insufficient applicants came forward so all candidates were elected unopposed. The elected Council was welcomed to Office and their signed Declarations of Acceptance of Office were collated by the Clerk. It was noted that their Register of Interest forms were needed to be received within 28 days of the election. The Council acknowledged the two co-option vacancies which were ready for co-option as no notice period was required following the expiry of the election notice period.

97/23. To appoint a Chairman and receive their Acceptance of Office

Cllr Gavin Booth was nominated and seconded where it was **agreed** that he would be Chairman for this year. He noted his length of service in the role. The signed Declaration of Acceptance of Office was received by the Clerk.

98/23. To appoint a Vice Chairman and receive their Acceptance of Office

Cllr Peter Spriggs was nominated and seconded where it was **agreed** that he would be Vice Chairman for this year. The signed Declaration of Acceptance of Office was received by the Clerk.

99/23. To receive nominations for Co-option to the Council

The Chairman moved to take this item after item 119/23 at the request of potential applicants which was **agreed**.

100/23. To agree the apologies

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There were no apologies due to the Council. Apologies from CCC S King were noted.

101/23. To receive requests for Dispensations and record interests

No dispensation requests had been received. The Council was invited to register any interests, where Cllr Booth registered a personal interest in item 118/23 as a committee member be noted. Councillors were reminded that they could declare an interest at any time during the meeting.

102/23. Open Forum – Public participation.

The Community Speedwatch group noted that there had not been any sessions for Parson Drove in April or May but sessions would resume in June.

103/23. To agree the minutes of the meeting on 13th April 2023

The minutes of the meeting on 13th April 2023 were **agreed**.

103/23 a. Matter arising from previous minutes not covered on the agenda (for information only)

The Chairman reviewed the minutes where he confirmed everything was either on this agenda or had been covered.

104/23. To receive the District Councillors Report

Cllr Gavin Booth informed the Council that the successful District Council candidates for the Ward were Councillor Michael Humphrey, Councillor Diane Cutler and Councillor Gavin Booth where the Council acknowledged their success and wished them well in their term. It was noted that a District Council meeting had not yet been held.

105/23. To receive the County Councillors Report

It was noted that CCC King had sent his report around 14:00 on the day so Councillors had not had time to review the content in depth, however it was noted that everything was largely still in progress except Silvers Lane where the potholes had been reported as repaired. The Council recorded its disappointment that so many things were still matters in progress, some for years, with no satisfactory resolution reached.

106/23. Highways Matters

A resident at 21 Main Road had complained to the Chairman about the flooding concern there which was a long standing and ongoing issue. It was noted that item 00400128 on the Highways reporting tool had been raised but the resident had never

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received a response. This was also chased directly by Councillor Booth with no reply. There was noted an incident last night with the hard rainstorm at the same address and that this was an issue that required resolving and not ignoring. It was also noted by the Council that this is not the first instance of things being reported and neither resolved nor communicated about but being closed by the County Council. The issue of the footpath overgrowth with a hedge being reported and closed was raised.

106/23. a. To report any new street lighting faults

Councillor Booth informed the Council that Garry Edwards had replied to the issues raised some months back by the Clerk and put the responsibility with the Parish Council and UK Power Networks in relation to the issues raised about the streetlights including the awaited LED replacement scheme completion.

106/23. b. Minor Highways Schemes

Councillor Booth informed the Council that he had been told that there had been no objections received on the public consultation and that the order for the works will go in next week.

107/23. The Council noted the following Planning application decision updates;

107/23 a. [Works to 1 x Cherry Tree within a conservation area](#) Village Green The Bank Parson Drove Cambridgeshire Ref. No: F/YR23/O261/TRCA | Received: Thu 16 Mar 2023 | Validated: Thu 23 Mar 2023 | Status: Granted

107/23 a. [Works to 2 x Maple Trees and 1 London Plane Tree within a conservation area](#) Village Green Station Road Parson Drove Cambridgeshire Ref. No: F/YR23/O263/TRCA | Received: Thu 16 Mar 2023 | Validated: Thu 23 Mar 2023 | Status: Granted

107/23 a. [Details reserved by condition 2 \(construction environmental management plan\) of Planning permission F/YR22/O386/F \(Erect an agricultural machinery shed\)](#) Fen Farm Long Drove Parson Drove Cambridgeshire PE13 4JT Ref. No: F/YR23/3021/COND | Received: Fri 10 Feb 2023 | Validated: Wed 15 Feb 2023 | Status: Approved

107/23 a. [Details reserved by condition 2 \(construction environmental management plan\) of Planning permission F/YR22/O388/F \(Erect a grain store\)](#) Fen Farm Long Drove Parson Drove Cambridgeshire PE13 4JT Ref.

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No: F/YR23/3023/COND | Received: Fri 10 Feb 2023 | Validated: Wed 15 Feb 2023 | Status: Approved

107/23 a. Details reserved by condition 2 (construction environmental management plan) of Planning permission F/YR22/0387/F (Erect a hay barn) Fen Farm Long Drove Parson Drove Cambridgeshire PE13 4JT Ref. No: F/YR23/3022/COND | Received: Fri 10 Feb 2023 | Validated: Wed 15 Feb 2023 | Status: Approved

107/23 a. Details reserved by Condition 02 (Contamination), 03 (Construction Management Plan), 07 (Landscaping), 09 (Materials) and 11 (Bat and Bird Boxes) of planning permission F/YR21/1502/F (Conversion of existing agricultural buildings to 2 x dwellings (2-storey 4-bed) involving the erection of a single-storey side extension and detached garages, and the demolition of 2 x agricultural buildings) Agricultural Building South East Of Bridge Farm Long Drove Parson Drove Cambridgeshire Ref. No: F/YR22/3091/COND | Received: Tue 26 Jul 2022 | Validated: Thu 11 Aug 2022 | Status: Unknown

108/23. The Council discussed the following Planning applications for comment;

108/23. a. The Council deliberated the proposal to Erect 1 x dwelling (2-storey 5-bed) Land North Of 3 Gore Villas Mill Road Murrow Cambridgeshire Ref. No: F/YR23/0228/F | Received: Tue 07 Feb 2023 | Validated: Tue 14 Mar 2023 | Status: Pending consideration Recommend Refusal on the basis of it being development in the open countryside. Councillor Booth acknowledged that he had received a message from an objector but had not engaged in discussion about the application with them.

108/23. b. The Council deliberated the proposal to Erect a 2-storey extension to side of existing dwelling and alterations to access, involving demolition of existing garage 19 John Bends Way Parson Drove Wisbech Cambridgeshire PE13 4PS Ref. No: F/YR23/0248/F | Received: Wed 01 Mar 2023 | Validated: Tue 21 Mar 2023 | Status: Pending consideration where it was **agreed** to dismiss the item having been commented on last month.

108/23. c. The Council deliberated the proposal to Erect a dwelling (3-storey, 5-bed) and detached garage (2-storey) involving demolition of existing dwelling and the temporary siting of 2 mobile homes during construction Fir Trees House Silvers Lane Parson Drove Wisbech Cambridgeshire PE13 4JL Ref. No: F/YR23/0319/F | Received: Wed 15 Mar 2023 | Validated: Thu 13 Apr 2023 | Status: Pending consideration Recommend

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for approval but with the requirement of an archaeological survey due to the local heritage of the site.

108/23. d. The Council deliberated the proposal to Conversion of existing roof space to form consulting rooms, office space and meeting room involving the formation of an external staircase and balcony and changes to internal arrangements Parson Drove Surgery 240 Main Road Parson Drove Wisbech Cambridgeshire PE13 4LF Ref. No: F/YR23/O327/F | Received: Fri 17 Mar 2023 | Validated: Fri 14 Apr 2023 | Status: Pending consideration Recommend approval.

108/23. e. The Council deliberated the proposal to Erect 1 dwelling (2-storey 3-bed) involving demolition of existing dwelling Glebe Villa 222 Main Road Church End Parson Drove Wisbech Cambridgeshire PE13 4LF Ref. No: F/YR23/O365/F | Received: Thu 30 Mar 2023 | Validated: Tue 25 Apr 2023 | Status: Pending consideration where this and item 108/23.f. were taken together. Recommend approval.

108/23. f. The Council deliberated the proposal to Erect 2x dwellings (2-storey 2-bed) and formation of a new access Land North Of 222 Main Road Church End Parson Drove Cambridgeshire Ref. No: F/YR23/O352/F | Received: Thu 30 Mar 2023 | Validated: Fri 21 Apr 2023 | Status: Pending consideration Recommend approval.

108/23. g. The Council deliberated the proposal to Details reserved by Condition O2 (Contamination) of planning permission F/YR21/1502/F (Conversion of existing agricultural buildings to 2 x dwellings (2-storey 4-bed) involving the erection of a single-storey side extension and detached garages, and the demolition of 2 x agricultural buildings) Agricultural Building South East Of Bridge Farm Long Drove Parson Drove Cambridgeshire Ref. No: F/YR23/3054/COND | Received: Thu 06 Apr 2023 | Validated: Thu 13 Apr 2023 | Status: Pending consideration where it was **noted**.

The Clerk noted the inconsistent availability of the planning applications on the portal and it was noted that more staff had left the team.

109/23. To review the level of Insurance cover

The Council discussed the level of cover they had currently in place and the Clerk reminded the Council that he had added the 3 new bins to the asset register and the policy where Zurich waived the additional premium for this year and it was included in the renewal at 110/23.a.vii. The Council **agreed** that the current level of cover was in proportion to the level of risk and sufficient to cover the Councils liabilities and **agreed** their adopted risk assessments. The Council discussed the

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change in assets to include the new war memorial book, an information board and site for the Lancaster Bomber memorial and **agreed** to take a one-year price on the insurance at £1082.57.

109/23. a. To agree the RoSPA inspections and any remediation work as required.

The Council accepted the RoSPA inspections. The Council **agreed** that the water ring was not necessary as there was mitigation measures in place already such as the low-lying fence and the information signs not to enter.

110/23. The Council **agreed** the payments of the Council as follows:

110/23. a. Payments to make;

- i. Clerks Salary (£486.03)
- ii. Working from home allowance (£30.00)
- iii. Postage costs (£1.90)
- iv. North Level Drainage Board (Allotment rates) (£208.98)
- v. CAPALC (Affiliation cost) (£537.54 with Data protection option)
- vi. CAPALC (Councillor training day 2021 invoice) (£75.00)
- vii. Zurich insurance renewal (£1082.57)
- viii. Willock Farm (Crown Lift on the Green) (£450.00 including £75.00 VAT)

110/23 b. The Council **agreed** the payments made as follows:

- i. E-On (£33.00)
- ii. Wave (£20.00)
- iii. EE Telephone bill (£24.91 including £4.98 VAT)
 - a. To give an update on the mobile phone deal (Clerk)
The Clerk explained that the Council were eligible to upgrade and if they were happy a new handset and 24 month contract was secured at around £19.00 per month plus VAT with a new handset.

111/23. To receive a letter of thanks from the Murrow Book Café

The Council received the letter of thanks in relation to the grant given to the Murrow Book Café.

112/23. To receive the roof report and associated quotes of £4824.00+VAT and £1120.00+VAT for The Cage

The Council had received the survey report, done in the form of a quote, for the Cage roof. It was noted that accepting the quote as it was had not given sufficient opportunity to agree a schedule of works nor did it follow Best Value practices of gaining at least three quotes. Councillors discussed that the company in question had done work to the church roof recently and other prominent local community /

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historic buildings where the work had been completed to a good standard. It was noted that the issues being experienced in obtaining further quotes could take some time and it was felt that the works to preserve the integrity of the building needed to be completed as soon as possible during the summer months **agreed** to proceed with the quote for the roof, once all satisfactory documentation was received.

113/23. To approve the Chairmans completion of the Corporate Governance Questionnaire for Internal Auditors

The Council **approved** the Chairmans completion of the Corporate Governance Questionnaire for Internal Auditors.

114/23. To receive the Bank Reconciliation & approve Budget Report for the year ending 31st March 2023

The Council agreed the end of year bank reconciliation as below:

31/03/2023

Opening balance	
42765802	£110,745.02
Opening balance	
05546583	£14,827.18
add receipts	£31,564.14
less payments	£24,875.72
unpresented cheques	£0.00
<i>Total</i>	£132,260.62

Current balance 42765802	£117,402.32
Current balance 05546583	£14,858.30
unpresented cheques	£0.00
<i>Total</i>	£132,260.62

Line 8 check = £0	£0.00
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*Unpresented cheques

Total £0.00

The Council received the budget report, including total annual spend at 82% with further bills yet to come in.

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115/23. To hear the progress of the Website Working Party

Cllr Unwin reported to Councillors that the website had been launched the previous day, with only a few minor teething problems with some photos. The content was still being added by Tamar and there was a little more to bring the public content up to date. Cllr Unwin requested that the Clerk support by reviewing the website for content.

116/23. To receive an update on the Lancaster Bomber Project

Cllr Williams explained to the Council that there had been a meeting with the Clerk, the memorial mason and herself to establish the area for the information board and finalise the arrangements for the improvements and repairs to the war memorial. The vintage bus had been booked and the invites were almost finalised ready to send out to dignitaries. The Chair highlighted that the County Council required a traffic management company deal with the road closure and he was pursuing this, which the council agreed.

117/23. To discuss the Coronation arrangements and requests

The Council acknowledged the community support for the Coronation and the associated events held throughout the weekend which were widely attended. The Council **agreed** to remove the standing item from the agenda as it had now passed.

118/23. To receive the Amenities 95 report

Cllr Booth informed the Council that the committee held a meeting and that the upcoming events for a disco and the annual car show.

119/23. To receive the Police report

Cllr Unwin explained to the Council that there had not been a meeting, however he had reported the issues raised by Cllr Spriggs at the last meeting.

120/23 To collate agenda items for the next meeting

- Nominations to outside bodies
- Bank account and investment strategy
- Weight Limit on Silvers Lane

121/23. To agree a date, time and venue of next meeting

It was agreed to meet on 13th June 2023 at the Village Hall

The meeting was closed at 21:20.