



PARSON DROVE PARISH COUNCIL

You are summoned to attend the Meeting of Parson Drove Parish Council which will be held on **Wednesday 6th March 2024** starting at 7pm at **The Cage Village Green Parson Drove PE13 4JG** to which your attendance is required.

TO ALL MEMBERS OF PARSON DROVE PARISH COUNCIL:

Gavin Booth (Chairman), Peter Spriggs (Vice-Chairman), Pam Williams, Paul Unwin,
Richard Fowler, Adrian Rouse & Yvonne Reader.

Sarah Bligh (Mrs)
Locum Clerk to the Council

Friday 1st March 2024

AGENDA

63/24. To agree apologies for absence

64/24. To consider any requests by Councillors for dispensation.

65/24. To receive Members Declarations of Interest

66/24. **Open Forum** – Public participation. Agenda item time limited to 15 minutes.
To allow up to 3 minutes for each member of the public who wishes to address the Council.

67/24. To agree the minutes of the meeting dated 31st January 2024 and 14th February 2024 and confidential minutes of 31st January 2024 and 14th February 2024.

68/24. **Matters arising from previous minutes** not covered on the agenda (for information only)

69/24. To receive the District Councillors Reports

70/24. To receive the County Councillor Report

71/24. **Highways Matters**

- To report any new street lighting issues
- For Councillors to note update regarding repair of MVAS
- Any other Highways Issues to be raised by Councillors.

72/24. **Planning Applications** – Decision Updates:

(a)	F/YR23/0473/F	Change of use of land for domestic purposes; erection of 2-storey double garage with office over; garden room; shed and machine store (part retrospective) at Land North Of 75A Back Road Murrow Cambridgeshire	GRANTED
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73/24. **Planning Applications** - For comment:

(a)	F/YR23/0555/O RE-CONSULTATION	Erect 1 dwelling (outline with all matters reserved) at Land North of Longways 1 Back Road Murrow Cambridgeshire	Applicant: Mr R Humphrey Agent: Peter Humphrey Associates Ltd
(b)	F/YR24/0174/TRTPO	Fell to 1 x Ash tree covered by TPO 03/2000 at Village Pond Main Road Parson Drove Cambridgeshire	Applicant: Mrs Sarah Bligh Agent: N/A
(c)	F/YR24/0181/TRTPO	Works to 1 x Horse Chestnut tree and 2 x Lime trees covered by TPO WR/15/2/465/2 at Village Green The Bank Parson Drove Cambridgeshire	Applicant: Mrs Sarah Bligh Agent: N/A

74/24. **Finance Matters** - To agree the outstanding payments of the Council:

Item	Description	Total Amount	Power to Spend	VAT Element
(a)	Locum Clerks February Salary	£608.67	LG Act 1972 S112	
(b)	HMRC – Month 12 Deductions	£152.37	LG Act 1972 S112	
(c)	Locum Clerk February Expenses	£87.23	LG Act 1972 S112	£7.04
(d)	Tamar IT – Website Assistance	£18.00	LG Act 1972 S142	£3.00

(e)	Amenities 95 T/A Parson Drove Village Hall	£35.00	LG Act 1972 S134	
(f)	Mr Stephen Spriggs – Bus Shelter Repairs	£445.00	LG (Misc Prov) Act 1953 S4	

75/24. **Finance Matters** – To ratify payments made:

(a)	E-on Energy (Direct Debit)	£48.32	LG Act 1972 S133	
(b)	EE Telephone Bill (Direct Debit)	£22.80	LG Act 1972 S111	£3.80
(c)	Cambs ACRE – Membership	£65.00	LG Act 1972 S143	£10.83
(d)	PKF Littlejohn – Reissue of cheque	£456.00	Accounts & Audit Regulations 1996 S11996/590	£76.00
(e)	HMRC – Month 11 Deductions	£596.25	LG Act 1972 S112	
(f)	Smith of Derby – Reissue of cheque	£285.60	Parish Councils Act 1957 S2	£47.60
(g)	Worknest Limited	£510.00	LG Act 1972 S111	£85.00

76/24. **Finance Matters** – Grant Applications – Nil

77/24. For Councillors to receive and approve a Budget update report.

78/24. For Councillors to note and ratify historical errors to minutes

Month	Page Number	Agenda Item	Reason for ratification
April 2023	1596	79/23 a – iii	Insert postage costs of £6.39
April 2023	1596	79/23 b – iii	Amend EE amount to £28.49
May 2023	1605	110/23 b – i	EON Next amend amount to £48.32
May 2023	1605	110/23 b – iii	Amend EE amount to £27.16
May 2023	1605	110/23 a	Minute payment approval for £270.00 Playsafety ROSPA inspection
June 2023	1611	131/23 b – i	Amend EON Next amount to £48.32
July 2023	1619	161/23 b – iii	Amend EE amount to £17.66
July 2023	1619	161/23 b – i	Amend EON Next amount to £48.32
July 2023	1619	161/23 a	Minute payment approval for £600 J B Turner refreshment for Lancaster Bomber event
July 2023	1619	161/23 a	Minute payment approval for £105.17 GBSC Security Ltd, Cage Alarm system annual service
August 2023	1624	182/23 b – iii	Amend EE amount to £22.80
September 2023	1630	212/23 a	Minute payment approval for £25 Royal British Legion Lancaster Bomber Event Wreath
October 2023	1634	234/23 a - 1	Amend payment to the Clerk to £520.73
November 2023	1639	259/23 a - 1	Amend payment to the Clerk to £520.73

79/24. For Councillors to discuss outstanding mole issue on the Village Green – update.

80/24. For Councillors to discuss the Garden Allotments including update on payment of rents

81/24. For Councillors to discuss Grass Cutting tender 2024/25

82/24. For Councillors to discuss issues outstanding on Wrydecroft Windfarm grant award.

- a) Fishlock Groundworks quote for bollards - update
- b) Review & Adoption of Safeguarding Policy
- c) Review & Adoption of Equality Policy

83/24. Village Voices Magazine - Update

84/24. The Cage Maintenance – Update

85/24. To receive the Amenities 95 Management Committee Report

86/24. To receive the Police Report and Crime Statistics

87/24. To collate agenda items for the next meeting

88/24. To agree 2024/2025 MUNICIPAL YEAR PARISH COUNCIL PROPOSED DATES & LOCATIONS

Date	Time	Location
Wednesday 10 th April 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 8 th May 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 12 th June 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 10 th July 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 14 th August 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 11 th September 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 9 th October 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 13 th November 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 11 th December 2024	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 15 th January 2025	7:00pm	The Cage, Village Green, Parson Drove
Wednesday 29 th January 2025	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 12 th February 2025	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 12 th March 2025	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 9 th April 2025	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 14 th May 2025	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove

89/24. **Staffing Matters**

- (a) To agree to entering into a closed session under the Public Bodies (Admission to Meetings) Act 1960 to discuss a Staffing Matter.
- (b) Staffing Matters – *Confidential Item*
- (c) Recruitment of Clerk

