



PARSON DROVE PARISH COUNCIL

Minutes of Parson Drove Parish Council Meeting held on
**Wednesday 10th July 2024 at Parson Drove Village Hall, Main Road,
Parson Drove**

Attended by Councillors: A Rouse (Chairman), G Booth (Vice-Chairman), P Spriggs, P Unwin, P Williams, R Fowler & Y Reader.

FDC Councillors: G Booth & D Cutler | CCC Councillor: S King

Members of the public: 0

Also Present: Sarah Bligh (Locum Clerk)

182/24. To agree apologies for absence

Apologies had been received and accepted from Fenland District Councillor M Humphrey.

183/24. To consider any requests by Councillors for dispensation.

There were no requests for Dispensations from Councillors.

184/24. To receive Members Declarations of Interest

- Cllr Williams declared a personal interest in respect of Agenda Item 192/24(a) as a member of Parson Drove PCC.
- Cllr Rouse declared a pecuniary interest in respect of Agenda Item 201/24 as an employee of FACT.
- Cllr G Booth declared a non-pecuniary interest in respect of Agenda Item Number 204/24 as he is a committee member of the Amenities 95 Management Committee.

185/24. **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.

Cllr Diane Cutler as the Co-Ordinator for the Parson Drove & Wisbech St Mary Ward Community Speedwatch (CSW) reported that an all day session was held in Parson Drove on 24th June 2024 between 7:30am – 5pm, and that the data shows the same pattern as the other villages. that sessions need to be held outside the usual times. July session times were set before this was known, so new session times will commence where practical in August.

CSW has been registered with Volunteer Cambs which is a website connecting local causes with volunteers and is part of Support Cambridgeshire, and a leaflet drop is also planned for the future to try and obtain new recruits. CSW is still awaiting an update from Wisbech Police regarding enforcement guns to ascertain whether a meeting with the Police & Crime Commissioner is required.

186/24. **To agree the minutes of the meeting** dated 12th June 2024.

The Minutes of the Meeting dated 12th June 2024 were agreed as a true record after a minor amendment to Page 1680, Item Number 168/24, and signed by the Chairman.

187/24. **Matters arising from previous minutes** not covered on the agenda (for information only)

Cllr Booth reported that he had been contacted by Parson Drove Street Pride regarding regular verge cutting and had liaised with Cllr Reader to obtain an update from the grass cutting contractor. It was advised that the highways grass verges had been due to be done last week but as yet have not been cut.

Cllr Reader stated that whilst in communications with the maintenance contractor she had also requested that the epicormic growth be removed from the trees on the Village Green. Cllr Reader volunteered to send another reminder regarding verge cutting as the Parish Council had started to received complaints, more specifically to the sides of Swan Bridge where high verge growth was obscuring vision at the junction.

The Clerk requested an update from the maintenance contractor regarding the cutting of the hedgerow alongside the permissive walkway, which Cllr Reader agreed to include in her email.

The Chairman reported that he had been contacted about the grass/weed clearance to the entrance of the Village Pond. Cllr Booth advised that this area had previously been maintained and strimmed by Parson Drove Street Pride, which the Parish Council has always been grateful for, and to date they have not sent notice to advise that they no longer intend to do this for the village.

Cllr Reader spoke regarding the jubilee seat and asked whether any response had been received from the college, which the Clerk responded no to. Cllr Readers husband (who had arranged the original work when the bench was

made) was concerned that due to new Health & Safety rules and regulations relating to students working out on site believed that it was extremely unlikely for this to be approved and recommended that alternative repair options be explored quite soon as the wood was completely rotten. Cllr Spriggs agreed to arrange a quote for consideration at the next meeting.

188/24. To receive the District Councillors Reports

Cllr Booth reported that purdah had just finished, and that FDC Council meetings roster should now resume as normal, with Overview and Scrutiny Committee Meeting scheduled for Friday 12th July 2024 and Full Council Meeting on Monday 15th July 2024. The only matter of note was regarding the Wisbech Incinerator, stating that the judicial review had been effectively denied.

189/24. To receive the County Councillor Report

Cllr King circulated his CCC report prior to the meeting and asked whether the overgrown laurel hedge in front of the footbridge from The Bank to Fen Road had been reduced in height? Cllr Spriggs reported that it was still rapidly growing.

Cllr Fowler reported that the white lining refresh at the Swan Bridge junction had been completed yesterday, with Cllr King further advising that the red road markings will be completed by a different crew at a later date, but they have been requested.

Cllr King reported that LHI decisions will not be known until September due to the elections, where the Parish Council has two schemes being considered Swan Bridge Improvements and the extension of 30mph at Church End.

Cllr King stated that he was going to chase Cllr Lucy Nethsingha for a new date regarding her meeting investigating rural bus route connectivity following its postponement due to lack of officer availability.

Cllr King alluded to Bellamy Bridge and understood that 2 out of 3 Parish Councils feel quite strongly that something needs to be done to improve the junction and the fact that these improvements are being funded by alternative means, does allow for extra funding within the LHI pot.

Cllr Spriggs stated that another accident had occurred at Swan Bridge, which was the 3rd in as many weeks and expressed frustration that its not getting the same investigations as Bellamy Bridge. Cllr King advised Cllr Spriggs that it is just a case of finding the correct mechanism for improvements but understands his frustration.

Cllr Williams asked whether the cause of so many accidents at Swan Bridge was known, The Chairman surmised that the cause of the accidents (if known) failed to make it back to the Parish Council but in his opinion, speed was a big factor.

Cllr Williams reported that she had been made aware that one was caused due to a SatNav not warning the driver of the give-way at the junction.

Cllr King advised that the CCC Officers investigating the LHI should flesh out the most appropriate improvement measures.

Cllr Spriggs reported that the fencing and signage surrounding the traffic island at Swan Bridge have still not been repaired, Cllr Booth looked on the online reporting tool and noted that the report is marked as under investigation.

Cllr Spriggs also expressed concern that the kerbing is still a trip hazard for pedestrians crossing this dangerous junction, which was reported months ago. Cllr King agreed to follow up.

190/24. Highways Matters

- a. To report any new street lighting issues

Cllr Fowler reported that engineers had been seen inspecting the light to be replaced near the primary school and surmised that it is to be replaced soon.

- b. Any Highways Issues to be raised by Councillors.

Cllr Fowler reported that he had received complaints from residents unable to use the footpath leading up to Clough Bridge due to overgrown hedging. Cllr Booth reported that if the hedges are privately owned CCC has to go through a lengthy process before enforcement action can occur and due to the nesting season will unlikely be cut before October. Cllr Booth also stated that the issue had already been logged on the CCC online fault reporting tool on 2nd May 2024. Cllr King to follow up.

Cllr Spriggs reported a large pothole at Church End, 2 houses before St Johns Church as you leave the village, Cllr Booth logged the issue on the fault reporting tool during the meeting.

Cllr Unwin reported potholes at the top of Elbow Lane on Main Road, Cllr Booth went to log these too, but one had already been reported on 8th July 2024.

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Cllr Fowler reported that there are currently 18 potholes on Silvers Lane!

Cllr Spriggs expressed concern regarding a new dwelling on the corner of Silvers Lane and Main Road which needs to be observed as the Heras fencing marking the boundary of the property has taken some of the highways grass verge and could cause road width problems for agricultural vehicles if this was to remain the boundary with permanent fencing.

191/24. Planning Applications – Decision Updates: **Noted**

(a)	F/YR24/0386/TRCA	Works to 4x Lime trees within a Conservation Area at Southea Grange 33 Main Road Parson Drove Wisbech Cambridgeshire PE13 4JA	GRANTED
(b)	F/YR24/0347/F	Erect an agricultural building at Land Southeast of The Clough 39 The Bank Parson Drove Cambridgeshire	GRANTED
(c)	F/YR24/0344/RM	Reserved Matters application relating to detailed matters of appearance, landscaping, layout and scale pursuant to outline permission F/YR22/1187/FDC to erect of 1 x dwellings (2-storey, 3-bed) involving demolition of existing garage block at Land North Of 6 Riverside Gardens Parson Drove Cambridgeshire	APPROVED
(d)	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	GRANTED

192/24. Planning Applications - For comment:

(a)	F/YR24/0536/VOC	Variation of conditions 2 (materials), 5 (boundary treatments) and 6 (list of approved drawings) relating to planning permission F/YR17/1092/F (Erection of a 3-bed dwelling including the demolition of the existing Church Hall), amendment to design including a larger footprint, raising the height to accommodate a first floor and, and changes to the door and window arrangement at Building Land Northwest of Southea Parish Church 37 Main Road Parson Drove Cambridgeshire The Parish Council offered No Further Comment.
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193/24. **Planning Applications** - Planning Committee Complaint F/YR23/0555/O Erect 1 dwelling (outline with all matters reserved) at Land North of Longways 1 Back Road Murrow Cambridgeshire - FDC Response. The Clerk reported that an acknowledgement to the Stage 2 complaint had been received from FDC which stated that a reply would be received before 11th July 2024, and nothing has been received to date. The Clerk to circulate via email once received.

194/24. **Finance Matters** - To receive the Finance & Budget Report for 2024/2025 to date.

The Clerk introduced the new Finance & Budget Report and explained everything included to Councillors.

The Bank Reconciliation of 2nd May 2024 balanced at £99,594.56 between the Current Account £89,488.82 and Deposit Account £15,022.18, with £4,916.44 of unrepresented cheques outstanding.

The Bank Reconciliation of 3rd June 2024 balanced at £114,500.31 between the Current Account £103,793.39 and Deposit Account £15,035.48; with £4,328.56 of unrepresented cheques outstanding. The Clerk drew attention to the income received from Wrydecroft Windfarm for Village Enhancements of £10,000 which will be held in allocated cash reserves to pay for the benches, planters and other items required.

The Clerk stated that until the Parish Council changes to online banking, the reports will always be a month out of date due to waiting for the statements from Santander through the post.

Cllr Booth proposed to accept the reports and were signed off by Cllr Unwin who is not a signatory of the Parish Council.

195/24. Finance Matters - To agree the outstanding payments of the Council:

Item	Description	Total Amount	Power to Spend	
(a)	Locum Clerks June Salary	£452.07	LG Act 1972 S112	Agreed
(b)	HMRC – Month 4 Deductions	£113.00	LG Act 1972 S112	Agreed
(c)	Locum Clerk June Expenses	£30.00	LG Act 1972 S112	Agreed
(d)	Amberol Ltd - Planters	£4298.02	Open Spaces Act 1906 S9,10	Agreed
(e)	Stephen Spriggs – Village Green Bollards	£1800.00	Open Spaces Act 1906 S9,10	Agreed
(f)	Open Spaces Society – Membership Renewal	£45.00	LG Act 1972 S111	Agreed
(g)	Fiona Davies – Final Instalment Village Sign	£857.50	LG Act 1972 S144	Agreed
(h)	Rapier Signs – Seadyke Pit Wildlife Sign	£40.00	Open Spaces Act 1906 S9,10	Agreed
(i)	FACT Membership	£15.00	Transport Act 1985 S106	Agreed
(j)	GBSG – The Cage intruder alarm maintenance	£105.17	LG Act 1972 S133	Agreed

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(k)	KBS Depot – Back Road Murrow Bench	£1686.00	Parish Councils Act 1957 S1	Agreed
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Councillors resolved to approve the payments listed above.

Councillors also agreed to approve payment of £1000 to Amenities 95 Committee for the purchase of a Noticeboard which was agreed via grant application in January 2024.

The Clerk requested approval for virement of £1000 from the Community Grant Reserves into the S137 Budget. This was proposed by Cllr Booth and seconded by Cllr Unwin.

196/24. **Finance Matters** – To ratify payments made:

(a)	EE June Telephone Bill (Direct Debit)	£24.60	LG Act 1972 S111	Agreed
(b)	E-on – The Cage June Energy (Direct Debit)	£21.90	Parish Councils Act 1957 S3	Agreed
(c)	Auditing Solutions Ltd – IA 2023-2024	£426.00	Accounts & Audit Regulations 1996	Agreed
(d)	Iceni Tree Care – Tree Inspection Report	£1080.00	Open Spaces Act 1906 S9,10	Agreed

Councillors resolved to ratify the payments already made as listed above.

197/24. **Finance Matters** – Grant Applications – **Nil**

198/24. For Councillors to receive an update regarding Tree Works in the Parish

(a) Planning Applications

The Clerk reported that planning applications have been submitted for:

Tree No's 2 & 3 – Crown raise work to 2 x Hornbeams behind the Cage

Tree No's 36 & 37 – Crown raise work to 2 x Limes on Village Green

Tree No's 52 & 55 – Crown raise works to 2 x Limes on Village Green.

(b) Dead wooding & Dead Trees

The Clerk reported that the Tree Officer at FDC agreed that urgent works to dead trees and any deadwooding could be undertaken under a 5 Day Notice but Planning Officers had requested that Tree Works Applications be submitted for each tree.

The Clerk had further been advised by the Tree Officer that if a dead tree to be felled has a TPO it should be replaced like for like, except if the tree is an Ash and due to Ash Dieback Disease, where a Field Maple would be acceptable. A quote has been requested from Iceni Tree Care for all the deadwooding which has not been received yet.

(c) Sign for Seadyke Pit

The Clerk reported that the approved sign had been made by Rapier Signs and collected by Fishlock Groundworks on 27th June 2024 who erected it the same day.

(d) To approve quote received from Iceni tree Care for removal works to limbs of 2 x Lime trees directly over the swings on the Village green at a cost of £1300 (Exc VAT).

Cllr Booth proposed to accept the quote, seconded by Cllr Reader and agreed by Council.

The Clerk reported that Tree No 53 on the Village Green, a Horse Chestnut that was leaning over The Bank had originally been quoted at £850 but as the planning permission has only just been applied for and granted, this tree has substantially more growth and Iceni Tree Care have advised that they will need to submit a new quote, which will have to include the cost of a cherry picker (estimated to be £500 a day). The quote has not been received to date.

The Chairman advised that as Parson Drove Street Pride meet this Saturday and he will see if it is possible for the low hanging branches to be cut down from the trees on the Village Green during the session.

Cllr Reader reported that she had spoken to an Officer of FDC (who attended the Log Carving event last Friday) asking why the branches cut from the trees are no longer collected. The conversation was hopeful that this information will be taken back to FDC and possibly a solution will be forthcoming.

199/24. For Councillors to receive an update regarding Village Enhancements from Wrydecroft Windfarm Grant Award

(a) Village Planters

Cllr Unwin reported that he had taken delivery of the planters, and the Clerk has requested that they be unpackaged to check for any damage in transit.

The Chairman raised the question of whether a financial contribution would be offered to the volunteering gardeners towards plants and compost.

Cllr Booth proposed that £100 per planter is allocated from the grant money for this purpose.

The Chairman recommended that more hardy plants be used in the ones outside the shop rather than

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continually replanting with annuals and also suggested that a theme runs throughout the village for a uniformed approach.

Cllr Spriggs recommended approaching the shop owner for a contribution towards plants and Cllr Booth advised if any contribution is received it is put back into the grant funds for village enhancements.

The Clerk reported that the previous minutes noted that 8 planters would be ordered but following a revision by Councillors between Parish Council meetings it was agreed that 5 would be a better number outside the shop and therefore the total ordered was 9.

Cllr Unwin recommended that a couple of Councillors meet with Parson Drove Street Pride (PDSP) to discuss a working process to go forward. Cllr Williams advised that the next PDSP meeting is next Tuesday night, and the Chairman kindly asked whether an item could be placed on their agenda regarding these planters.

Cllr Fowler stated that soil and compost was needed for each planter before any planting is considered. Cllr Spriggs expressed concern that it was getting too late in the year for summer plants.

(b) Village Benches

The Clerk reported that the bench on Back Road, Murrow was now in place and FDC Cllr Cutler raised the question of when the tape and wood surrounding the bench could be removed. The only advice the Clerk could give was the tape needed to stay in place for at least 7 days to allow the concrete to set correctly. The Clerk stated that she was still waiting for measurements for the bench to be placed at the Lancaster Memorial before any options or quotes could be considered.

Cllr Spriggs expressed concern that following a further look, there is not really enough room for a bench.

Cllr William recommended that a small backless bench could be placed centrally between the entrance and the memorial and would still allow enough room to walk around the bench. Cllr Booth suggested deferring further discussion on this bench to the next meeting.

(c) Village Green Flagpole

The Clerk advised that the flagpole will be delivered on the 11th and Cllr Spriggs will be taking delivery.

(d) Flag Quotes

The Clerk explained that the flag quotes were all extremely varied and following full discussion it was agreed that the simplest thing to do is order all four of the required flags (Union Flag, St Georges Flag, Lest We Forget Remembrance Flag & Armed Forces Day Flag) from the same supplier. It was agreed to contact South Coast Flag Poles for a quote as they supplied WSM Parish Council and were of good quality and a reliable company. The Clerk to follow up and create a Flag Flying Policy with dates for the Flag Guardian to work to. Mr Ray Jones has volunteered to be the Parish Councils Flag Guardian.

200/24. For Councillors to receive an update regarding the fencing surrounding Swan Bridge belonging to North Level IDB.

The Clerk reported that she had been unable to get a response from North Level IDB by email but will chase the matter up via telephone tomorrow.

201/24. For Councillors to discuss next steps for the FACT Shuttle Bus Service.

The Clerk reported that she had completed the membership form for the Parish Council to be registered for group hire services and will be sent in together with the £15.00 cheque approved earlier on the agenda.

The Clerk recommended arranging a meeting between The Chairman, Cllr Booth, Cllr Reader, FDC Cllr Cutler and FACT to discuss how to move the shuttlebus service forward. The Clerk to follow up and look at potential dates within the daytime suitable to all attendees.

202/24. For Councillors to arrange a date for the Annual Inspection of Riverside Garden Allotments and Fen Allotments.

Following discussion, it was agreed that the Annual inspection of the Riverside & Fen Allotments takes place on 21st August 2024 at 6pm. It was also arranged for the Annual Inspection of Assets to take place on 18th September 2024 at 6pm. The Clerk requested that Hi-Viz vest were worn where available for health and safety reasons. The Chairman recommended that attendees of both meetings be arranged at the next meeting.

203/24. The Cage Maintenance – Update

The Chairman reported that he had taken over trying to get in touch with Turners to arrange the repairs to the plasterboard to the roof, following telephone conversations it was tentatively agreed that they will attend on Friday 12th July 2024. The Clerk reported that the Fire Risk Assessment had been completed on 26th June 2024 and the report will be on next months agenda for full discussion.

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204/24. To receive the Amenities 95 Management Committee Report

Cllr Booth reported that he had informed the committee of the planters being supplied by the Parish Council, and that there will be a kitchen refurbishment opening where invitations had gone out to for a viewing. The next big event is the annual Car Show, and anybody willing to volunteer over the 2 day event would be gratefully accepted.

205/24. To receive the Police Report and Crime Statistics

The Clerk reported that the Police site had not been updated with the most recent information, and therefore there was no statistics available.

206/24. To collate agenda items for the next meeting

Cllr Spriggs – For the Parish Council to consider buying or looking for grant funding another MVAS to save moving the current one around.

Cllr Reader – Investigations into the adopt a kiosk process for the red BT post box to the front of the Swan Inn

207/24. Date of Next Meeting

Wednesday 14th August 2024 7:00pm Parson Drove Village Hall, Main Road, Parson Drove

208/24. 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.

Members were 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. This was proposed by Cllr Booth, seconded by Cllr Spriggs and agreed by Council. The members of the public present were duly asked to leave.

- (b) Report from the HR Sub Committee following Clerk Interviews – *Confidential Item*

Cllr Booth delivered the report from the HR Sub Committee which recommended that the role be offered to the Locum Clerk on the same terms as was currently agreed to under her Locum contract with the addition of investigating pension contributions. This will also be subject to a probationary period commencing today and will require a strict log of hours taken to perform her role for further consideration of the hours needed. Cllr Booth asked for the Council to ratify that recommendation, which was unanimously approved.

- (c) Locum Clerk Remuneration – *Confidential Item*

The Chairman reported that following recommendations from Cllr Reader and due to extra work undertaken by the locum clerk, particularly during the month of June that an extra 8 hours be added to her next pay.

Cllr Booth proposed to agree the additional pay, which was seconded by Cllr Fowler and unanimously agreed.

Meeting closed at 8:45pm

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