



# PARSON DROVE PARISH COUNCIL

You are summoned to attend the Meeting of Parson Drove Parish Council which will be held on **Wednesday 8<sup>th</sup> October 2025** starting at 7pm at **Parson Drove Village Hall, Main Road, Parson Drove** to which your attendance is required.

## TO ALL MEMBERS OF PARSON DROVE PARISH COUNCIL:

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

Sarah Bligh (Mrs)  
Locum Clerk to the Council

Friday 3<sup>rd</sup> October 2025

## **AGENDA**

269/25. **To agree apologies for absence**

270/25. **To consider any requests by Councillors for dispensation**

271/25. **To receive Members Declarations of Interest**

272/25. **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

273/25. **To agree the minutes of the meeting** dated 13<sup>th</sup> August 2025

274/25. **Matters arising from previous minutes** not covered on the agenda (for information only)

275/25. **To receive the Chairman's Report**

276/25. **To receive the District Councillors Reports**

277/25. **To receive the County Councillor Report**

278/25. **Highways Matters**

- (a) To report any new street lighting issues
- (b) Any Highways Issues to be raised by Councillors

279/25. **Planning Applications** – Decision Updates:

(a)	<a href="#">F/YR25/0434/F</a>	Replacement of windows at St Marks Methodist Church 39 Main Road Parson Drove Cambridgeshire	<b>Granted</b> 31/07/25
(b)	<a href="#">F/YR25/0511/TRTPO</a>	Felling of 1no Beech tree covered by TPO 02/1976 at Oakleigh 81 Main Road Parson Drove Wisbech Cambridgeshire PE13 4LA	<b>Granted</b> 28/08/25
(c)	<a href="#">F/YR25/0572/F</a>	Erect part two-storey part single-storey rear extension, involving demolition of existing conservatory at Thistle Cottage 234 Main Road Church End Parson Drove Wisbech Cambridgeshire PE13 4LF	<b>Granted</b> 25/09/25

280/25. **Planning Applications**

- (a) For comment: **Nil**
- (b) To discuss possible Planning Enforcement issue – Seadyke Bank
- (c) To receive update on TPO Planning Applications for the Village Green Trees

281/25. **Finance Matters**

- (a) To receive the Finance & Budget Report for 2025/2026 to date.
- (b) To consider the External Auditors report for the Financial Year ending 31st March 2025
- (c) To approve the ordering of the Remembrance Day Wreaths
- (d) To discuss the contribution for the Parish Post Magazine

282/25. **Finance Matters** - To agree the outstanding payments of the Council:

Item	Description	Total Amount	Power to Spend	VAT Element
(a)	S Phillips September Pay	£529.76	LG Act 1972 S112	0.00
(b)	S Phillips September Expenses – includes Working from Home Allowance	£30.00	LG Act 1972 S112	0.00
(c)	HMRC Outstanding NI Contributions from 2025/26	£152.21	LG Act 1972 S112	0.00
(d)	Locum Clerks September Pay	£605.63	LG Act 1972 S112	0.00
(e)	Locum Clerks September Expenses – includes Working from Home Allowance	£80.26	LG Act 1972 S112	4.19
(f)	PKF Littlejohn LLP – External Audit 2024/25	£378.00	Accounts & Audit Regulations 1996 S11996/590	63.00
(g)	GBSG – Maintenance Contract Alarm at Cage	£109.69	LG Act 1972 S133	18.28
(h)	Open Spaces Society - Membership	£45.00	LG Act 1972 S111	0.00

283/25. **Finance Matters** – To ratify payments made:

(a)	Tesco Mobile (Direct Debit)	£8.50	LG Act 1972 S111	0.00
(b)	E-on – The Cage September Energy (Direct Debit)	£18.02	Parish Councils Act 1957 S3	0.86
(c)	Bank charges – Unity Bank (Standing Order)	£6.00	LG Act 1972 S111	0.00
(d)	HMRC –Months 6 & 7 Tax (Missed off agenda)	£92.80	LG Act 1972 S112	0.00
(e)	S Phillips August Pay (Correction from agenda)	£529.76	LG Act 1972 S112	0.00

284/25. **Finance Matters – Grant Applications**

- (a) Section 137 Applications – **Nil**
- (b) Wrydecroft Small Grants Programme - **Nil**

285/25. **Website Maintenance** – To consider quote received from Tamar IT for £419.00 (Exc VAT) for website upgrade to be WCAG 2.2 AA Accessibility Compliant

286/25. **Correspondence**

- (a) To discuss email received regarding the potential felling of trees on Seadyke Pit by Vegetation Managements Services Ltd on behalf of UK Power Networks.
- (b) To discuss email received regarding leaning tree to the front of Jubilee Cottage, Station Road.

287/25. **Allotments**

- (a) To review rents for the Riverside Garden Allotments and the Fen Allotments
- (b) Update regarding new tenants

288/25. **Assets**

- (a) To receive an update on the village sign
- (b) To discuss outstanding maintenance actions resulting from Asset Inspection.

289/25. **The Cage Maintenance**

- (a) Alarm Service
- (b) Clock Service
- (c) Guttering Quotes

290/25. **To receive the Amenities 95 Management Committee Report**

291/25. **To collate agenda items for the next meeting**

292/25. **Date of Next Meeting**

Wednesday 12<sup>th</sup> November 2025                      7.00pm                      Parson Drove Village Hall, Main Road, Parson Drove

293/25. **Staffing Matters**

- a) To agree to entering a closed session under the Public Bodies (Admission to Meetings) Act 1960 to discuss a Staffing Matter.

The Public and Press are welcome to attend meetings of the Parish Council

16 SELWYN COTTAGES | HIGH ROAD | GUYHIRN | WISBECH | PE13 4EQ

[theclerk@parsondrove.net](mailto:theclerk@parsondrove.net) | [www.parsondrove.net](http://www.parsondrove.net)