



PARSON DROVE PARISH COUNCIL

You are summoned to attend the Meeting of Parson Drove Parish Council which will be held on **Wednesday 12th November 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 7th November 2025

AGENDA

294/25. **To agree apologies for absence**

295/25. **To consider any requests by Councillors for dispensation**

296/25. **To receive Members Declarations of Interest**

297/25. **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.

298/25. **To agree the minutes (and confidential minutes) of the meeting** dated 8th October 2025

299/25. **Matters arising from previous minutes** not covered on the agenda (for information only)

300/25. **Presentation from Lisa Hill – Cambridgeshire ACRE.** Agenda item time limited to 15 minutes.

301/25. **To receive the Chairman's Report**

302/25. **To receive the District Councillors Reports**

303/25. **To receive the County Councillor Report**

304/25. **Highways Matters**

- (a) To report any new street lighting issues
- (b) To report any Highways Issues to be raised by Councillors
- (c) To note the outcome of the 2025/26 financial year Local Highway Improvement (LHI) Applications
- (d) To consider the 2026/27 Local Highways Improvement (LHI) Application.
- (e) To consider CCC Winter Gritting Scheme 2025/26 – Request for volunteers.
- (f) To discuss Fen Road Drainage Improvements – Road Closure and issues raised
- (g) To discuss and consider Proposed 40mph speed limit at Bellamy's Bridge junction

305/25. **Planning Applications** – Decision Updates: **Nil**

306/25. **Planning Applications** – For Comment:

(a)	F/YR25/0771/TRCA	Works to 1x Holly Tree within a conservation area at Southea Grange 33 Main Road Parson Drove Wisbech Cambridgeshire PE13 4JA	Applicant: Mr Piers Andrews Agent: Sam Johnson Landscapes
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307/25. **Planning Applications** - To receive update on TPO Planning Applications for the Village Green Trees

308/25. **Finance Matters**

- (a) To receive the Finance & Budget Report for 2025/2026 to date.
- (b) To discuss the contribution for the Parish Post Magazine based on YE figures.

- (c) To note virement of £1000 from Wrydecroft Village Enhancement budget into Community Projects budget for Parish Post contribution due to accounting error.

309/25. **Finance Matters** - To agree the outstanding payments of the Council:

Item	Description	Total Amount	Power to Spend	VAT Element
(a)	Locum Clerks October Pay - Inc 20 Extra Hours	£955.03	LG Act 1972 S112	£0.00
(b)	Locum Clerks October Expenses – includes Working from Home Allowance	£38.49	LG Act 1972 S112	£1.41
(c)	S Phillips – Outstanding Pay for Months 1 - 4	£171.72	LG Act 1972 S112	£0.00
(d)	HMRC Tax & NI for Month 8	£80.70	LG Act 1972 S112	£0.00
(e)	James Pest Control – Moles on Village Green	£65.00	Open Spaces Act 1906 SS9 -10	£0.00
(f)	FACT Shuttlebus – September	£356.00	LG & Rating Act 1997 S26	£0.00
(g)	DJ Rowell – Roadside Hedge Cutting	£660.00	Highways Act 1980 SS43,50	£110.00
(h)	Adrian Rouse – Cage Guttering Reimbursement	£460.04	LG Act 1972 S133	£76.67
(i)	Adrian Rouse – HMRC Overdue Payment Reimbursement	£73.12	LG Act 1972 S112	£0.00
(j)	E-on The Cage October Energy (Direct Debit)	£31.31	Parish Councils Act 1957 S3	£1.49
(k)	RBL Poppy Appeal – 2 Remembrance Wreaths	£57.00	LG Act 1972 S137	£0.00

310/25. **Finance Matters** – To ratify payments made:

(a)	Tesco Mobile (Direct Debit)	£9.50	LG Act 1972 S111	£0.00
(b)	E-on – The Cage September Energy (Direct Debit)	£19.65	Parish Councils Act 1957 S3	£0.93
(c)	Bank charges – Unity Bank (Standing Order)	£6.00	LG Act 1972 S111	£0.00
(d)	Smiths of Derby – Cage Clock Annual Service	£345.60	Parish Council Act 1957 S2	£57.60
(e)	Information Commissioner’s Office – Renewal D/D	£47.00	LG Act 1972 S111	£0.00

311/25. **Finance Matters – Grant Applications**

- (a) Section 137 Applications -
 (1) East Anglian Air Ambulance for £500.00 towards various medical supplies
 (b) Wrydecroft Small Grants Programme – **Nil**
 (c) To consider Emmanuel Church PCC Graveyard Grant for £850.00 - LG Act 1972 S214

312/25. **IT Maintenance** – To consider quote received from Tamar IT for

- (a) Microsoft Office 365 Licence at £9.72 (Exc VAT) per month
 (b) Microsoft Office 365 setup and .gov.uk email forwarding setup at £65.00 (Exc VAT)

313/25. **Correspondence**

- (a) To discuss email received from Parson Drove Pre-School regarding a sustainability project within the village.

314/25. **Allotments**

- (a) Update regarding invoicing and tenants

315/25. **Assets & Maintenance**

- (a) To receive an update on the village sign
 (b) To consider quote received from A&R Groundskeeping for the cleaning of Parson Drove bins and benches for £265 (No VAT)
 (c) To consider quote received from DJ Rowell for Grass Verge cutting 2-3 cuts per year at £400 (Exc VAT) per cut.
 (d) To note outcome from Great Crested Newt eDNA survey on Village Pond
 (e) To consider quotes for the village Noticeboard with the preferred option being the Icarus model.
 (f) To note outcome from meeting with North Level IDB regarding the Permissive Walkway

316/25. **The Cage Maintenance**

- (a) To receive an update regarding replacement guttering

317/25. **To receive the Amenities 95 Management Committee Report**

318/25. To collate agenda items for the next meeting

319/25. To agree 2026 Parish Council proposed Dates, Times & Locations

Date	Time	Location
Wednesday 14th January 2026	7:00pm	The Cage, Village Green, Parson Drove
Wednesday 28th January 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 11th February 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 11th March 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 8th April 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 13th May 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 10th June 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 8th July 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 12th August 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 9th September 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 14th October 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 11th November 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove
Wednesday 9th December 2026	7:00pm	Parson Drove Village Hall, Main Road, Parson Drove

320/25. Date of Next Meeting

Wednesday 10th December 2025 7:00pm Parson Drove Village Hall, Main Road, Parson Drove

321/25. Staffing Matters

- (a) To agree to entering a closed session under the Public Bodies (Admission to Meetings) Act 1960 to discuss a Staffing Matter.
- (b) Recruitment and contract details for the Clerk – *Confidential Item*
- (c) To consider SLCC membership for the Clerk
- (d) To consider the purchase of Charles Arnold Baker 13th Edition for the Clerk at £137.00 if a SLCC member, otherwise £163.00 plus postage of £4.00 (Exc VAT)



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

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