

ISLEHAM PARISH COUNCIL

Clerk: Mrs Helen Dunn The Beeches, 32 Mill Street, Isleham, Ely, Cambs. CB7 5RY

Email: islehampc@gmail.com

Chairman: Mr Richard Radcliffe



Notice of Meeting: Full Council

Time: 7.15pm

Date: Monday 2nd October 2023

Venue: The Beeches

All members of the Council are hereby summoned to participate in a meeting of Isleham Parish Council for the purpose of transacting the business as set out below.

Members: 11 Quorum: 4

IN ORDER TO REDUCE THE LENGTH OF MEETINGS IT WOULD BE APPRECIATED IF YOU WOULD CONTACT THE CLERK A MINIMUM OF 5 WORKING DATES BEFORE ANY MEETING IF YOU HAVE ANY QUERIES OR NEED FURTHER INFORMATION THAT WOULD BE HELPFUL

THIS MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

Mrs Helen Dunn– Clerk to Isleham Parish Council Tuesday 26th September 2023

		Action
23-24/112	APOLOGIES FOR ABSENCE LGA 1972s95	
23-24/113	DECLARATION OF INTEREST	
23-24/114	OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)	
23-24/115	TO APPROVE MINUTES OF MEETINGS HELD: Monday 4th September	
23-24/116	MATTERS ARISING / CLERKS REPORT (also see appendix 1)	
(a)	Sunnica	
(b)	Weed Spraying	
(c)	Bloor Homes fence	
23-24/117	COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS	
(a)	County Councillors Report (MG)	
(b)	District Councillors Report (JH)	
23-24/118	PLANNING MATTERS	
(a)	Planning Applications:	
	23/00984/FUL Replacement dwelling (demolition of existing) with altered dropped kerb /access and associated works. 2 Station Road Isleham CB7 5QT Mr M Tarver	
	23/01005/FUL Single storey side extension and associated works (Retrospective) 15 Church Lane Isleham Mr & Mrs King	
	23/01019/TRE T1 Beech - Cut back spread on house side above conservatory by approximately 3 - 3.5m. Raise to clear roof by approximately 1.5m, taper into remainder of canopy to shape. T2 Ash - Cut back above conservatory by approximately 2.5m. T4 Eucalyptus – Fell. 1 Mill Street Styman.	
	21/01830/NMAA Non material amendment to previously approved 21/01830/FUL for erection of a coach workshop building with ancillary offices, concrete pad and associated works.	

	102 Beck Road Neals Travel	
	23/01025/TRE G1 Lilac trees - Crown lift to 3m on highway boundary side and pollard to no less than 3m in height G2 Holly trees - Crown lift to 3m on neighbour's side of boundary and pollard to no less than 5m in height G3 Laurel - Viburnum trees - Crown lift to 3m on neighbour's side of boundary, pollard to no less than 3m in height and remove deadwood 26 Pound Lane Mr Edd Evans-Morley	
	23/00451/FUL Retention of livestock barn and stable block with external cladding, porta cabin and completion of implements store in association with farm holding - retrospective Land North East Of 29A Prickwillow Road Mr & Mrs Martyn & Kate Mackinnon	
(b)	Planning Approvals 23/00200/FUL Change of use of annexe to holiday let - retrospective 14 East Fen Road	
(c)	Planning Refusals	
(d)	Other Planning Matters	
	Un-developed Site Updates	
23-24/119	POLICE MATTERS	
(a)	Crime Data July 23	
23-24/120	PLAY AREA & SKATEPARK	
23-24/121	RECREATION GROUND MATTERS	
(a)	Working Party Feedback	
(b)	Agronomy quotes and soil testing (AN)	
(c)	Steve Issacson report	
(d)	Tractor Shed Storage Use	
(e)	Tractor Shed Pest Control	
(f)	MUGA Lights	
(g)	Car Park bollard lights and Beeches Garden lights	
(h)	Crown lift and shape trees in the car park (DB)	
23-24/122	CEMETERY & CHURCHYARD MATTERS	
(a)	Burials and Inscriptions - BA	
23-24/123	ICA REPORT/THE BEECHES	
(a)	Trustee Report (MT)	
(b)	Meter Operator Contract (CC)	
(c)	Changing rooms	
23-24/124	MONTHLY FINANCIAL MATTERS	
(a)	Pay Accounts October 2023– see appendix 2	
(b)	To Approve Bank Reconciliation for August 2023 – see appendix 3	
(c)	Dunstall Grant Application - Freddie Cadman (pt2)	
(d)	Dunstall Grant Application - Anna Palmer	
(e)	Council Direct Magazine	
(f)	Bank Account Changes	
(g)	Burial fees	

(h)	Isleham P C Charity signatories.	
23-24/125	HIGHWAYS/FOOTPATH MATTERS	
(a)	LHI Fordham Rd	
(b)	LHI Pound Lane/Prickwillow Road	
(b)	Beck Rd closure 30 th Oct – 17 th Nov	
(c)	Sheldricks Rd Closure 9 th – 27 th October	
(d)	Proposed speed reduction, Beck Road	
(e)	Addition of property name - 13 Ashfield Gardens – Norley House	
(f)	Orchard area – overgrown footpath	
(g)	Nature Reserve footpath	
23-24/126	PARISH COUNCIL POLICY UPDATES AND REVIEW	
23-24/127	CORRESPONDENCE/MATTERS FOR INFORMATION ONLY	
23-24/128	ALLOTMENT MATTERS	
(a)	Allotment Fees	
23-24/129	ORCHARD MATTERS	
(a)	Councillor Report	
(b)	Fencing/Gate Proposals	
23-24/130	WASH & ENVIRONMENT MATTERS	
(a)	Environment Working Party Feedback	
(b)	ACV (AN) Asset of Community Value -Orchard and Nature Reserve	
(c)	Flood Action Conference feedback (AN)	
23-24/131	EXCLUDED MATTERS	
23-24/132	DATE OF NEXT MEETINGS	
	<u>Working Party Meetings</u>	
	- The Beeches Trustees – 9 th Oct	
	- rearranged Finance WP date	
	Monday 4 th November	
	Monday 4 th December	
23-24/111	AGENDA ITEMS FOR NEXT / FUTURE MEETING	

Appendix 1 September Action

Agenda	Action Point	Responsible	Action undertaken
93	Forward Aug mins for posting	Clerk	11.9 sent to CP
	Complete and distribute draft mins	Clerk	8.7 Completed
94b	Submit Sunnica response	Clerk	5.9 Response submitted
94c	Org repair to floodlight-Dave Markwell	Clerk	
94e	Consider marking Priory car park	High WP	
95a	Write to CCC re weeds	Clerk	See Oct agenda
	Org Public Meeting (crime)	Clerk	22.09 Requested dates for main hall availability tell MG
96a	Submit planning responses	Clerk	5.9 Completed
96d	Contact planning officers re lack of development	Clerk	Catherine Looper and Toni Hyland contacted re 22/01324 Hall Barn Rd and 20/00258 Pattersons sites. 22/00806 Pound Lane application withdrawn
99a	Contact ECDC/Andrew Philips re fence line	Clerk	11.9 email sent to AP
	Contact John Allen re hedge cutting	Clerk	5.9 Emailed requested update. Date TBC
99b	Ensure IUFC are aware of expectations re future clubs	MC	
99c	Seek tenders for Agronomist reports	AN	
99d	Order no dog sign in play area	Clerk	22.09 discussed with Janet
99e	Confirm ICC BBQ and net request	Clerk	5.9 Emailed to confirm.
100	Complete burial documents	Clerk	5.9 Completed
101b	Clarify Changing room responsibilities	JH / Fin WP	Date to be rearranged
101c	Confirm rejection of shower letting request	Clerk	5.9 Response sent
101d	Pay for big screen hire	JH	
101d	Commission roof repairs	Clerk	
102a	Complete pay accounts	JH	
102c/d	Confirm & Pay Dunstall grants	Clerk JH	5.9 Emailed confirmation and notice of second application See Oct Agenda
102e	Investigate electricity export contracts	CC	On hold

102f	Update finance policy	Clerk	5.9 Completed
103a	Attend LHI meeting	Clerk / High WP	See Oct Agenda
103b	Purchase VAS signs	Clerk	11.9 Order sent
103b	Notify ECDC of incl of Church Lane in 20mph zone	Clerk	5.9 CCC notified of extension of zone
103e	Contact Sam Earl re Pound garden area	Clerk	5.9 Requested proposals
107	Estab costs for orchard fence	Clerk	21.09 Completed
108a	Pursue bodies re wash gate	AB	
108c	Identify locations for trees	AN	
Other	Request cutting back of footpath 6		5.9 Requested via email. Work completed
	Contact unsuccessful Clerk candidates		5.9 Candidates notified
	Contact Prior Associates re structural inspection		
	Isleham Informer -		
	Commissioned interim repairs to Beeches hall doors		To be completed 28/29 Sept
Carried forward from previous meetings			
035a	Organise and complete identified work at The Beeches: <ul style="list-style-type: none"> - Block paving - Cracks - Service hatch - Wood stain 	Clerk/TW	
035a	Organise and complete identified work at The Beeches <ul style="list-style-type: none"> - Stain fencing - Reposition post box - Window clean - Wash patio 	ICA	
032	Repairs to rope swing	TW	
251	Established ownership of parcel of verge on Church Lane		
257a	Proposals for concrete patio	ICE	

Appendix 2 Pay Accounts

Pay Accounts 2nd October 2023									
Payments made since last meeting									
Log	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	Payment
13 6	IAE	30/08/2023	Quote 191592	Extra Fencing Parts	£174.04	£95.00	£269.04	PHA 1875 S164	PAID 07/09/2023
13 7	PKF Littlejohn	04/09/2023	SB20231323	AGAR 2023	£840.00	£168.00	£1,008.00	LGA 1972 s142	PAID 07/09/2023
13 8	Lloyds Bank			Fee	£3.00	£0.00	£3.00	LGA 1972 S111	DD 31/08/2023
14 2	IAE	08/09/2023	Q-191592-2	Extra Fencing Parts (INC VAT)	£95.00	-£41.19	£53.81	PHA 1875 S164	PAID 18/09/2023
14 3	Unity Bank	03/09/2023	Bank Charge	Charges 04/06- 03/09/2023	£28.95	£0.00	£28.95	LGA 1972 S112	DD 30/09/2023
14 4	Hutchinsons	18/09/2023	ProForma	Azural	£100.00	£20.00	£120.00	OSA 1906 S9 & S10 LGA 1972 S214	PAID 22/09/2023
15 2	Isleham Parish Council	30/09/2023		Salaries September 2023	£2,905.56	£0.00	£2,905.56	LGA 1972 S112	PAID 30/09/2023
						Paid Prior to Meeting	£4,388.36		Page1/2

Payments to be made after this meeting

	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	
13 4	Isleham Community Enterprises	31/08/2023	7476	50% cost Screen Hire for Womens Football	£342.00	£68.40	£410.40	LGA 1972 S111	
13 5	Nick Sharp	30/08/2023	300823	Clearance of Foliage on Lamppost	£100.00	£0.00	£100.00	HA 1980 S301	
13 9	S P Landscapes & Tree Contractors	31/08/2023	22188	Cutting Grass around Rec and Village	£198.90	£39.78	£238.68	OSA 1906 S9 and LGA 1972 S214	
14 0	Veolia	31/08/2023	1208035	Cemetery Bin Rental August	£94.00	£18.80	£112.80	LACO 1977/1986	
14 1	Veolia	31/08/2023	1208036	Cemetery Bin Excess Weight August	£1.44	£0.29	£1.73	LACO 1977/1986	
14 5	R Palmer & Sons	31/08/2023	18127	Sharpen Mower Blades	£35.00	£7.00	£42.00	OSA 1906 S9 & S10 and LGA 1972 S214	
14 6	Green Hat Construction	18/09/2023		Replacement Cladding for the gable end	£10,376.00	£2,075.20	£12,451.20	LGA 1972 S133	
14 7	Tim Wilding	30/09/2023	Expenses	Fuel/Refuse Sacks/Mileage	£29.33	£5.42	£34.75	OSA 1906 S9 & S10	
14 8	Janet Hall	30/09/2023	Expenses	Office Door Keys/Mileage	£28.33	£0.00	£28.33	OSA 1906 S9 & S10	
14	Barnwell	31/08/2023	76007	Tractor Shed	£343.20	£68.64	£411.84	LGA 1972 S133	

ISLEHAM PARISH COUNCIL

Clerk: Mr Richard Liddington The Beeches, Mill Street, Isleham, Ely, Cambridgeshire, CB7 5RY

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9	Electrical Company			Electrical Wiring					
150	G & J Peck	23/09/2023	142571	WD40/Safety Boots	£50.48	£1.50	£51.98	OSA 1906 S9 & S10	
151	JCS Bookkeeping and Payroll	25/09/2023	1198	Salary Preperation September 2023	£65.00	£0.00	£65.00	LGA 1972 S112	
									Page 2/2
						Paid After Meeting	£13,948.71		
						Total Expenditure	£18,337.07		
	Authorisation 1	Signature:		Name:		Date:			
	Authorisation 1	Signature:		Name:		Date:			

Appendix 3 Bank Reconcilitions

Unity Trust

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Bank Account - New**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current (710)	31/08/2023	126	25,660.66
Unity Trust Account (723)	31/08/2023	98	121,102.38
			<u>146,763.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			146,763.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			146,763.04
		Balance per Cash Book is :-	146,763.04
		Difference is :-	0.00

Redwood

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 2 - Redwood Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Redwood Bank	31/08/2023	36	85,000.00
			<hr/> 85,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,000.00
		Balance per Cash Book is :-	85,000.00
		Difference is :-	0.00