

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 4th December 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 – December 2023

		Action
23-24/156	APOLOGIES FOR ABSENCE LGA 1972s95	
23-24/157	DECLARATION OF INTEREST	
23-24/158	OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)	
23-24/159	TO APPROVE MINUTES OF MEETINGS HELD: Monday 6th November 2023	
23-24/160	MATTERS ARISING / CLERK'S REPORT	
(a)	Bloor Homes Gifted Land Update	
(b)	Funding and Grants	
(c)	Request from Isleham Community Pantry	
23-24/161	COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS	
(a)	County Councillors Report (MG) – see Appendix 4	
(b)	District Councillors Report (JH / KP)	
23-24/162	MONTHLY FINANCIAL MATTERS	
(a)	Pay Accounts December 2023– see appendix 2	
(b)	To Approve Bank Reconciliation for October 2023 – see appendix 3	
(c)	Agree December and January Precept meetings	
23-24/163	PLANNING MATTERS	
(a)	Planning Applications:	
	23/01169/LBC Replacement windows and doors to side and rear, secondary glazing to front windows, repair of front door and windows, repairs to rear roof, removal of various attachments, replacement of cement render with lime render, replacement front boundary wall and reinstatement of chimney 17-19 The Causeway. The Lady Frances Peyton's Hospital Almshouse Charity	Ext 6 th dec
	23/01130/FUL Change of use of existing agricultural barns to form 3 residential dwellings, including, extensions, internal and external alterations, parking, access road and associated works. East End Farm 3 Sheldricks Road. Mr Colin Mcgreavy	Ext 6 th dec
	23/00989/FUL Single storey rear extension and exterior alterations to the front elevation 2 Houghtons Lane. Mr T Froud	Ext 6 th dec
(b)	Planning Approvals	
	Nil Matters	
(c)	Planning Refusals	
	Nil Matters	

(d)	Other Planning Matters	
	22/00282/DISA To discharge Condition 4 (biodiversity improvement scheme) of appeal decision APP/V0510/W/22/3300435 dated 26 July 2023 for Proposed change of use of a curtilage-listed annexe to a separate 2-bed dwelling house and alterations to front boundary walls including repair works, reinstating of coping stone, railings and entrance gate The High House 41 Mill Street. Rose George	
	22/00312/DISA To discharge Condition 2 (details of the railings) of appeal decision APP/V0510/Y/22/3300436 dated 26 July 2023 for Proposed change of use of a curtilage-listed annexe to a separate 2-bed dwelling house and alterations to front boundary walls including repair works, reinstating of coping stone, railings and entrance gate. The High House 41 Mill Street. Rose George	
	18/00467/DISC To discharge Condition 15 (contamination) 18 (drainage implementation, maintenance and management scheme) 19 (foul and surface water) of decision 18/00467/OUT dated 21 June 2018 for outline application for residential development for 9 detached dwellings, with all matters reserved except access and scale. Wayside Farm Fordham Road	
	20/01602/DISA To discharge Condition 10 (future management and maintenance of proposed streets) of decision 20/01602/RMA dated 21 April 2021 for reserved matters of appearance, landscaping and layout of previously approved 18/00467/OUT for outline application for residential development for 9 detached dwellings, with all matters reserved except access and scale Wayside Farm Fordham Road	
23-24/164	POLICE MATTERS	
(a)	Crime Data September 23	
(b)	Isleham Community Safety Forum - feedback	
23-24/165	PLAY AREA & SKATEPARK MATTERS	
	Nil Matters	
23-24/166	RECREATION GROUND MATTERS	
(a)	Tender for Rec cutting	
23-24/167	CEMETERY & BURIAL MATTERS	
(a)	Burials– JC	
(b)	Inscriptions approved by Cemetery WP	
23-24/168	ICA REPORT/THE BEECHES	
(a)	Trustee Report (MT)	
(b)	Heating (MC)	
(c)	Insurance Renewal (AD)	
(d)	FiT Update (CC)	
(e)	Roof/gutters update (MC)	
(f)	Exterior Fire Escape doors	
(g)	Building Alarms	
(h)	MUGA plans	
(i)	Boundary hedge	
23-24/169	HIGHWAYS/FOOTPATH MATTERS	
(a)	LHI application window has now reopened until 12 th January	
(b)	LHI Pound Lane/Prickwillow Road Traffic Calming proposal and Fordham Road update	
(c)	Application for 20mph zone through Isleham update	
(d)	Speed watch update (AN)	
(e)	Road closure and diversion for Station Road	

(f)	Footpath/cycle route – Isleham-Soham (AB)	
23-24/170	PARISH COUNCIL POLICY UPDATES AND REVIEW	
(a)	New Agenda order / format	
(b)	Use of Whatsapp groups	
23-24/171	CORRESPONDENCE/MATTERS FOR INFORMATION ONLY	
	Nil Matters	
23-24/172	ALLOTMENT MATTERS	
	Nil Matters	
23-24/173	ORCHARD MATTERS	
	Nil Matters	
23-24/174	ENVIRONMENT & THE WASH MATTERS	
(a)	Planting update (AN)	
(b)	Wash Gateway (AB)	
23-24/175	EXCLUDED MATTERS	
23-24/176	DATE OF NEXT MEETINGS	
	Working Party Meetings:	
	Monday 8 th January	
	Monday 5 th February	
23-24/177	AGENDA ITEMS FOR NEXT / FUTURE MEETING – see appendix 1	

Appendix 1 October Action

Agenda	Action Point	Responsible	Action undertaken
	Complete and distribute draft mins	Clerk	Completed
	Forward Oct mins for posting	Clerk	Completed
136b	Contact property owners on Beck Road and highways regarding hedge	Clerk	
138a	Contact Carrington family regarding bench donation	RFO	
138a	Contact Aspland family and arrange installation on bench	Clerk/TW	
138b	Check finances available for website revamp	RFO	
138c	Check quotes for expanding car park	Clerk	
138c	Add football parking to agenda for Safety Forum	Clerk	Completed
138d	Obtain update from Environment Agency regarding skips on Station Road	Clerk	EA have commenced court action (RR)
138e	Circulate Freckenham Neighbourhood Plan to Councillors	Clerk	Completed
138f	Acknowledge IR service and seek volunteers	Clerk	
138g	Explore Kings Award system and Freedom of the Parish	Clerk	
138h	Authorise WG to decorate Priory for Armistice	Clerk	Completed

	Day		
139b	Respond regarding application 23/00451/FUL	JH	
140a	Submit planning responses	Clerk	Completed
141b	Compile agenda for Safety Forum	Clerk	Completed
143a	Agronomy quotes	AN	Completed
143b	Oversee Boundary Hedge Blackthorn removal	DB	
143d	Clarify electrical invoice	Clerk	Commissioned
143e	Commission tree work at The Beeches	Clerk	Commissioned
143f	Accept the gifted land from Bloor Homes with conditions attached	Clerk	Completed
144a	Complete all outstanding burial paperwork	Clerk	
144b	Commission brick work at Old Cemetery	Clerk	Commissioned
145c	Explore grants and funding for fire escape doors	Clerk	
145d	Explore grants and funding for Community Centre heating	Clerk	
145e	Purchase and install Christmas tree	Clerk	Completed
145f	Obtain full report from Anglia Profiles regarding roof	Clerk	Commissioned
145f	Check paperwork from The Beeches original build	DB	Underway
145f	Consult Structural Engineer re cracks	Clerk	
145f	Explore Community Centre grants	Clerk	
145g	Pay Landlord invoices for The Beeches	RFO/MC	
146a	Complete pay accounts	RFO	Completed
146b	Complete bank rec	RFO	Completed
146c	Obtain more details from CW regarding his invoice	RFO	Completed
147a	Arrange meeting between LHI/IPC/Farmers	Clerk	Completed
147c	Commission tree work leading up to The Orchard area	Clerk	Commissioned
147d	Clarify when new Nature Reserve footpath will be accessible	Clerk	Underway
147e	Install new VAS cameras	AD/AN	Completed
149a	Apply for Zebra crossing on Maltings Lane	Clerk	
149a	Request school volunteers for environment	AN	Completed

	work around the village		
149b/c	Look further in to current available funds	Clerk	
150a	Issue invoices for Allotments	RFO	Completed
150a	Organise Allotment working party	Clerk	
151a	Purchase fold down bollards and padlocks	Clerk	Requested JH purchases
152a	Volunteers to work on The Pound garden	AB	
152a	£100 to be spent on bulbs	AB	Completed
152c	To prepare sleeper costs for the Wash Gateway ready for the Finance meeting	AB	Completed
152d	To request volunteers from the school to help plant new hedge	AN	Completed
	Other and Ongoing		
	Exploring Log Tunnel replacement/repair for playground		
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	
251	Established ownership of parcel of verge on Church Lane		
99d	Order no dog sign	Clerk	
99e	ICE net request	Clerk	
101b	Clarify Changing room responsibilities	JH / Fin WP	
116c	Discuss Isleham/Soham cycle route/path	AB/MG	
120a	Repair rope swing	Clerk/ TW	
122b	Investigate using burial plots over 100 years old	Clerk	Underway
122b	Contact residents near Cemetery to establish boundary	Clerk	
125e	Explore making speed reduction permanent – Beck Road	Clerk	

130a	Contact residents regarding over grown areas	Clerk / PW	
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Appendix 2 – December Pay Account

Pay Accounts December 4th 2023

Payments made since last meeting

Log	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	Payment
171	Janet Hall	10/13/2023		Richard Liddington Leaving Gift - Donation through Gift Aid	£100.00	£0.00	£100.00	LGA 1972 S139	PAID 13/10/2023
172	Richard Radcliffe	10/10/2023	Expenses	Poppy Wreath	£38.99	£0.00	£38.99	LGA 1972 S111	Awaiting Bank Details
173	Cambridgeshire County Council	10/17/2023	423004061662	Three Trees Allotment 1/2 Annual Rent	£285.00	£0.00	£285.00	OSA 1906 S9/S10 and LGA 1972 S214	PAID 07/11/2023
174	Gipping Press	10/18/2023	73004	Isleham Informer Print	£690.00	£0.00	£690.00	LGA 1972 S142	PAID 07/11/2023
175	Helen Dunn	10/31/2023	Expenses	Land Registry Fee	£3.00	£0.00	£3.00	TCPA 1990 S1	PAID 07/11/2023
176	ElanCity	10/24/2023	SAJ-UK/ 2023/0133	3 x Solar Speed Signs	£7,019.97	£1,403.99	£8,423.96	HA 1980 S274	PAID 07/11/2023
177	Isleham Parish Council	10/31/2023		Salaries October 2023	£2,607.38	£0.00	£2,607.38	LGA 1972 S112	PAID 31/10/2023
178	CAPALC	10/27/2023	4390	Clerk The Knowledge Training Course	£250.00	£0.00	£250.00	LGA 1972 S102	paid 07/11/2023
180	HMRC	10/31/2023		Salaries Tax/Ni October 2023	-£0.14	£0.00	-£0.14	LGA 1972 S112	Adjust Dec HMRC
186	Smart Pensions	10/31/2023	VYW9A8Q	Pensions Oct 2023	£21.74	£0.00	£21.74	LGA 1972 S112	DD 08/11/2023
192	Lloyds Bank	10/17/2023	Credit Card	Credit Card Fee & Zoom	£4.00	£0.00	£4.00	LGA 1972 S111	DD 31/10/2023
						Paid Prior to	£12,423.93		Page 1/2

Payments to be made after this meeting

	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	
179	Helen Dunn	10/28/2023	Expenses	Google Drive	£15.99	£0.00	£15.99	LGA 1972 S144	
181	JCS Bookkeeping and Payroll	10/27/2023	1207	Salary Preperation October 2023	£77.50	£0.00	£77.50	LGA 1972 S112	
182	John Allen Contracting	10/29/2023	697	Hedge Cutting Boundary Hedge	£1,000.00	£0.00	£1,000.00	OSA 1906 S9/S10 and LGA 1972 S214	
183	Rialtas Business Solutions	10/27/2023	31123	Omega Budget Training 25/10/23	£120.00	£24.00	£144.00	LGA 1972 S112	
184	S P Landscapes & Tree Contractors	10/31/2023	22444	Cutting Grass around Rec and Village	£900.57	£180.11	£1,080.68	OSA 1906 S9 & S10 LGA 1972 S214	
185	CAPALC	11/3/2023	4397	Councillor Training - Alastair Burn	£75.00	£0.00	£75.00	LGA 1972 S102	
187	Veolia	10/31/2023	CBG1211876	Cemetery Bin Rental October	£71.50	£14.30	£85.80	LACO 1977/1986	
188	Veolia	10/31/2023	CBG1211877	Cemetery Bin Excess Weight October	£2.88	£0.58	£3.46	LACO 1977/1986	
189	Earl Contracting	11/6/2023	199	Recreation Ground Labour	£908.00	£181.60	£1,089.60	PHA 1875 S164	
190	Barnwell Electrical Company	10/20/2023	76082	Bollard Lighting Repair	£1,009.60	£201.92	£1,211.52	LGA 1972 S133	
191	Janet Hall	11/30/2023	Expenses	Zoom Call	£1.00	£0.00	£1.00	LGA 1972 S112	

									Page 2/2
						Paid After Meeting	£4,784.55		
						Total Expenditure	£17,208.48		
	Authorisation 1	Signature:	Name:	Date:					
	Authorisation 1	Signature:	Name:	Date:					

Appendix 3 – October Bank Reconciliation

Date:08/11/2023

Isleham Parish Council

Page 1

Time: 14:04

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current Bank Account - New**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current (710)	31/10/2023	129	57,054.22
Unity Trust Account (723)	31/10/2023	100	123,242.00
			<hr/> 180,296.22
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			180,296.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			180,296.22
		Balance per Cash Book is :-	180,296.22
		Difference is :-	0.00

ISLEHAM PARISH COUNCIL

Clerk: Mrs Helen Dunn, The Beeches, Mill Street, Isleham, Ely, Cambridgeshire, CB7 5RY

01638 781687

Date: 08/11/2023

Isleham Parish Council

Page 1

Time: 14:09

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - Redwood Bank**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Redwood Bank	31/10/2023	38	85,000.00
			<u>85,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.00
		Balance per Cash Book is :-	85,000.00
		Difference is :-	0.00

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