

ISLEHAM PARISH COUNCIL

Clerk: Mr Richard Liddington 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 September 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)

Mr Richard Liddington – Clerk to Isleham Parish Council Tuesday 29th August 2023

		Action
23-24/090	APOLOGIES FOR ABSENCE LGA 1972s95	
23-24/091	DECLARATION OF INTEREST	
23-24/092	OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)	
23-24/093	TO APPROVE MINUTES OF MEETINGS HELD: Monday 7th August	
23-24/094	MATTERS ARISING / CLERKS REPORT (also see appendix 1)	
(a)	New Parish Clerk	
(b)	Sunnica (AN)	
23-24/095	COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS	
(a)	County Councillors Report	
(b)	District Councillors Report	
23-24/096	PLANNING MATTERS	
(a)	Planning Applications:	
	23/00296/FUL (Change of Use from agricultural to equestrian use with associated outbuildings (tractor store, stables, field shelter) and associated works. Amended description and plans. (Retrospective) Land Adj Larkhall Farm 38 Prickwillow Road Isleham Mr & Mrs Mutton.	
	23/00938/FUL Side extension and internal alterations. 6 Bowers Lane Isleham Mr & Mrs Place	
(b)	Planning Approvals	
	23/00582/FUL Proposed single storey rear extension and first floor extension 7 Dockings Lane Isleham	
	G1 Lime trees x2 - Re-pollard to previous established pollard points Location: 52 West Street Isleham Ely Cambridgeshire CB7 5RA Reference: 23/00757/TPO	
	23/00816/TRE G1 Sycamore x4 - Remove due to proximity and potential to damage to locally important clunch wall. Willing to replant with more suitable tree species. The Corner House 13 Robins Close Isleham	
(c)	Planning Refusals	
(d)	Other Planning Matters	
23-24/097	POLICE MATTERS	
23-24/098	PLAY AREA & SKATEPARK	
23-24/099	RECREATION GROUND MATTERS	
(a)	Boundary Fencing	

(b)	Recreation Ground Charges	
(c)	Ergonomist Tenders (AN)	
(d)	Dog Signs	
(e)	Cricket Club Request	
23-24/100	CEMETERY & CHURCHYARD MATTERS	
(a)	Burials: DR	
23-24/101	ICA REPORT/THE BEECHES	
(a)	Trustee Report (MT)	
(b)	Changing Room / Showers (MC)	
(c)	Letting Request	
	Big Screen Hire	
	Roof Clean and Repairs	
23-24/102	MONTHLY FINANCIAL MATTERS	
(a)	Pay Accounts – see appendix 2	
(b)	To Approve Bank Reconciliation for July 2023 – see appendix 3	
(c)	Dunstall Grant Application - Ella Compton	
(d)	Dunstall Grant Application - Frederick Cadman – Carpenter	
(e)	Electricity Export Contract (CC)	
(f)	Finance Responsibilities	
23-24/103	HIGHWAYS/FOOTPATH MATTERS	
(a)	LHI Fordham Rd	
(b)	Highways Working Party Report	
	- 20mph zone - Solar VAS Purchase	
(c)	Road Closure 30.10 – 17.11.23 Beck Rd Anglian water SPA project	
(d)	Road Closure Sheldricks Rd 9.10 – 27.10 Anglian Water SPA project	
(e)	Fordham Rd LHI	
(f)	The Pound (GP)	
23-24/104	PARISH COUNCIL POLICY UPDATES AND REVIEW	
23-24/105	CORRESPONDENCE/MATTERS FOR INFORMATION ONLY	
(a)	Safer Communities Fund	
(b)	Social Enterprise Grant	
23-24/106	ALLOTMENT MATTERS	
23-24/107	ORCHARD MATTERS	
	Councillor Report	
23-24/108	WASH & ENVIRONMENT MATTERS	
(a)	New Wash Gate	
(b)	Mins of Environment Working Party Meeting	
(c)	Community Tree Pack	
23-24/109	EXCLUDED MATTERS	
	- Approve mins of August meeting	
	- RFO additional hours	
23-24/110	DATE OF NEXT MEETINGS	
	Cemetery Working Party Meeting 11.9.23	
	Recreation Ground Working Party meeting 18.9.23	
	Monday 2 nd October	
	Monday 4 th November	
23-24/111	AGENDA ITEMS FOR NEXT / FUTURE MEETING	

R. D. Liddington

Appendix 1 August action

Agenda	Action Point	Responsible	Action undertaken
--------	--------------	-------------	-------------------

	Complete and distribute draft mins	Clerk	8.7 Completed
070a	Reposition USAF plaque	Clerk	8.7 completed
072a	Contact solicitor re Bloor land	Clerk	8.7 emailed Magie Camp - no response
072b	Dispose of sprayer wheels	DB	
072c	Contact priory resident re parking	Clerk	28.8 Letter sent requesting clarification
072d	Contact Env Agency re skips	Clerk	8.7 emailed EA with images and request for update 23.8 requested update
073a	Add Church Lane to Sept agenda (20 mph)	Clerk	Done
	Contact CCC re footpath delays	Clerk	8.8 emailed Rebecca Roper re delays
074	Submit planning responses	Clerk	8.8 Submitted
075	Organise Public Meeting Contact ECDC Behaviour team	MG JH	
077a	Pursue tenders for tractor shed	DB	
077b	Pursue tender price for boundary fence	Clerk	14.8 Email sent to councillors clarifying fence spec. Requested their approval. 28.8 Sought update from ECDC re-positioning
077c	Commission John Allen hedge cutting	Clerk	11.8 Confirmed via email
	Rec and Environment working parties meeting re boundary hedge	Clerk	8.8 Included on Env WP agenda. See Sept agenda
077d	Confirm Gala date	Clerk	8.8. Confirmed via email
077e	Respond to FC request	Clerk	8.8. Responded to request
077f	Confirm IUFC tournament date and close season expectations	Clerk	8.8 Confirmed via email
077g	Confirm - tug-of-war - Marco's appointment as trustee	Clerk	8.8 confirmed via email
078	Complete burial paperwork	Clerk	29.8 completed
079a	Org repairs to Beeches door	Clerk	8.8 emailed TW asking him to investigate and report 14.8 Site meeting with engineer. Office lock replaced await price for hall doors
080	Complete Pay accounts	RFO	
	Confirm fire alarm service period	RFO	Confirmed as three monthly invoice period
080c	Promote Dunstall Grant	Clerk	8.8 Posted on Facebook. 2 applicants Sept agenda
080d	Contact clubs re letting charge / rec ground support	Clerk	8.8 Emailed IUFC/ CC'd to relevant councillors
081a	Contact CCC re LHI contribution	Clerk	14.8 Email sent to councillors clarifying costs. see Sept agenda
081b	Purse VAS prices	Clerk / AD	See Sept agenda

	Estab grant availability for VAS	AD	
081c	Confirm bench sponsorship & invoice	RFO	
081d	Commission Fordham Rd tree cutting	Clerk	Nick Sharp commissioned at £100
	Complete Fixed asset register	RFO Finance WP	
	Confirm official CiL criteria	RFO	
	Estab financial purchase order system	RFO	
	Amend finance policy - 4:1 from £500 to £1k - Councillor responsibilities	Clerk Clerk / RFO	Policy amended See Sept agenda
	Tender for projector	Clerk	29.8 Recommendations sought from the Ark
084	Confirm stable request	Clerk	11.8 Confirmed via email
086	Pursue tenders / liaise with Env Agency re wash works	AB DB	
Other	18.8 Email sent to ICC re repairs to nets		
	18.8 email sent to Dave M re installing electrical socket in tractor shed		
	18.8 emails sent to clubs re final dates for the cricket and football seasons		
	ICC letter – draft sent to RR 11.8.		
	Confirmed CCC Highways works FYI - Junction of Church St and Sun Street - Pothole repair - Pound Lane – Central road marking - Sun Street – Central road markings		
	29.8 Requested call back from Rodent contract company re tractor shed		
	29.8 Ordered additional posts and fixings for roll top fencing		
	Power sockets installed in tractor shed		
Carried forward from previous meetings			
035a	Organise and complete identified work at The Beeches: - Guttering - Block paving - Cracks - Service hatch - Wood stain	Clerk	Darren Murfitt. Site visit wb 14.8.23 See Sept agenda
035a	Organise and complete identified work at The Beeches - 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		
255	Tree grant applications for Bloor land		See Sept agenda
257a	Proposals for concrete patio	ICE	

Appendix 2 Pay Accounts

Pay Accounts 4th September 2023										
Payments made since last meeting										
Log	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	Payment	
117	British Telecom	07/08/2023	EA 36598567	Broadband and Telephone	£160.74	£32.15	£192.89	LGA 1972 S112	PAID 21.08.2023	
119	Friends of Isleham Nature Reserve	11/08/2023		Donation	£200.00	£0.00	£200.00	LGA 1972 S111	PAID 11.08.2023	
131	Isleham Parish Council	31/08/2023		Salaries August 2023	£3,490.53	£0.00	£3,490.53	LGA 1972 S112	PAID 31.08.2023	
					Paid Prior to Meeting		£3,883.42			
Payments to be made after this meeting										
	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power		
113	East Cambridgeshire District Council	01/08/2023	307813439	Non Domestic Rates 2023/25 South Side Cemetery	£30.00	£0.00	£30.00	OSA 1906 S9/S10 and LGA 1972 S214		
114	East Cambridgeshire District Council	01/08/2023	907813442	Non Domestic Rates 2023/25 North Side Cemetery	£13.00	£0.00	£13.00	OSA 1906 S9/S10 and LGA 1972 S214		
115	Tim Wilding	01/08/2023	Expenses	Nuts/Bolts for Car Park Fencing	£20.72	£4.14	£24.86	RTR 1984 S57		
116	S P Landscapes & Tree Contractors	31/07/2023	22058	Cutting Grass around Rec and Village	£940.77	£188.15	£1,128.92	OSA 1906 S9 and LGA 1972 S214		
118	CAPALC	08/08/2023	4182	Councillor Training	£75.00	£0.00	£75.00	LGA 1972 S102		
120	Isleham Community Enterprises	15/08/2023	7438	Changing Room Cleaning	£80.44	£0.00	£80.44	LGA 1976 S19		
121	Isleham Community Enterprises	15/08/2023	7439	Car Park Lighting/Changing Room Water	£441.00	£0.00	£441.00	PCA 1957 S3/LGA 1976 S19		

ISLEHAM PARISH COUNCIL

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

01638 781687

122	Tim Wilding	31/08/2023	Expenses	Fuel	£25.00	£5.00	£30.00	OSA 1906 S9 & S10	
123	Doortech	21/08/2023	67	Replace lock on office door/Repair Fire Door	£152.80	£30.56	£183.36	OSA 1906 S9/S10 and LGA 1972 S214	
124	Gipping Press	18/08/2023	9093	Isleham Informer Print	£678.00	£0.00	£678.00	LGA 1972 S142	
125	Veolia	31/07/2023	1206212	Cemetery Bin Rental July	£86.33	£17.27	£103.60	LACO 1977/1986	
126	Veolia	31/07/2023	1206213	Cemetery Bin Excess Weight July	£3.24	£0.65	£3.89	LACO 1977/1986	
127	Wave	17/08/2023	12434551	Water - Recreation Ground	£83.41	£0.00	£83.41	OSA 1906 S9/S10	
128	Cam Alarms	21/08/2023	106767	Fire Alarm Call Out - replace Smoke Detector	£183.11	£36.62	£219.73	LGA 1972 S133	
129	Earl Contracting	21/08/2023	178	Recreation Ground Labour	£751.80	£150.36	£902.16	PHA 1875 S164	
130	Clive Patterson	22/08/2023		Adobe Licence 11/10/22-10/08/23	£199.70	£0.00	£199.70	LGA 1972 S142	
132	JCS Bookkeeping and Payroll	28/08/2023	1190	Salary Preperation August 2023	£58.75	£0.00	£58.75	LGA 1972 S112	
133	HMRC	31/08/2023		Salaries Tax/Ni August 2023	£518.06	£0.00	£518.06	LGA 1972 S112	
						Paid After Meeting	£4,773.88		
						Total Expenditure	£8,657.30		
	Authorisation 1	Signature:		Name:		Date:			
	Authorisation 1	Signature:		Name:		Date:			Page 2/2

ISLEHAM PARISH COUNCIL

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

01638 781687

Appendix 3 Bank Reconciliations

Unity Trust

Date: 11/08/2023

Isleham Parish Council

Page 1

Time: 12:57

**Bank Reconciliation Statement as at 31/07/2023
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)	31/07/2023	125	30,147.04
Unity Trust Account (723)	31/07/2023	97	119,272.61
			<u>149,419.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			149,419.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			149,419.65
		Balance per Cash Book is :-	149,419.65
		Difference is :-	0.00

Redwood

Date: 11/08/2023

Isleham Parish Council

Page 1

Time: 12:57

**Bank Reconciliation Statement as at 31/07/2023
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	31/07/2023	35	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