

# 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 5<sup>th</sup> June 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 30<sup>th</sup> June 2023**

		Action
23-24/024	<b>APOLOGIES FOR ABSENCE LGA 1972s95</b>	
23-24/025	<b>DECLARATION OF INTEREST</b>	
23-24/026	<b>OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)</b>	
23-24/027	<b>TO APPROVE MINUTES OF MEETINGS HELD: Monday 15<sup>th</sup> May 2023</b>	
23-24/028	<b>MATTERS ARISING / CLERKS REPORT (also see appendix 1)</b>	
(a)	New Council <ul style="list-style-type: none"> <li>- Acceptance of Terms of Office</li> <li>- Code of Conduct</li> <li>- Pecuniary Interests</li> </ul>	
(b)	Bloor Site Update <ul style="list-style-type: none"> <li>- Seeding</li> <li>- Whips 200</li> <li>- Litter Picking</li> </ul>	
(c)	Matters arising from APM: <ul style="list-style-type: none"> <li>- New Nature Reserve Fencing (AB)</li> </ul>	
(d)	Station Rd Skips	
23-24/029	<b>COUNTY &amp; DISTRICT COUNCILLORS REPORT &amp; BUSINESS</b>	
(a)	County Councillors Report	
(b)	District Councillors Report	
23-24/030	<b>PLANNING MATTERS</b>	
(a)	<b>Planning Applications:</b> 23/00516/VAR To Vary Condition 1 (Approved Plans) of previously approved 20/01095/FUL for Change of use from place of worship (D1) to dwelling (C3), removal of existing outbuilding to be replaced with single garage, landscaping and re-positioned vehicular access off The Causeway. The Old Chapel The Causeway Isleham Mr & Mrs Drage	
	23/00582/FUL Proposed single storey rear extension and first floor extension 7 Dockings Lane Isleham. Mr & Mrs Delaney	
(b)	<b>Planning Approvals</b> 23/00326/FUL Single storey rear extension to replace conservatory and replace windows for fire escape 9 Limestone Close Isleham	
	23/00098/FUL Two storey side extension and single story rear extension. 1 Ellwoods Close Isleham	

(c)	<b>Planning Refusals</b>	
(d)	<b>Other Planning Matters</b>	
23-24/031	<b>POLICE MATTERS</b>	
(a)	9x Reported crimes – March 2023 <ul style="list-style-type: none"> <li>- 1x criminal damage</li> <li>- 4x Violence and sexual offence</li> <li>- 2x anti social behaviour</li> <li>- 2x All other crime</li> </ul>	
23-24/032	<b>PLAY AREA &amp; SKATEPARK</b>	
23-24/033	<b>RECREATION GROUND MATTERS</b>	
(a)	ISRC Meeting	
23-24/034	<b>CEMETERY &amp; CHURCHYARD MATTERS</b>	
(a)	Memorial approvals: VG	
(b)	Interments/Burials:	
23-24/035	<b>ICA REPORT/THE BEECHES</b>	
(a)	Trustee Report (MT)	
(b)	ICA / IPC mins	
23-24/036	<b>MONTHLY FINANCIAL MATTERS</b>	
(a)	Pay Accounts – see appendix 2	
(b)	To Approve Bank Reconciliation for April 2023 – see appendix 3	
(c)	End of Year Audit <ul style="list-style-type: none"> <li>i. AGAR Part 4</li> <li>ii. AGAR Part 5</li> <li>iii. Date for The Provision of Public Rights</li> </ul>	
(d)	A/c Unit for Battery Storage Room	
23-24/037	<b>HIGHWAYS/FOOTPATH MATTERS</b>	
(a)	Hall Barn Rd – Nature Reserve Footpath Update	
(b)	<u>STREET NAMING AND NUMBERING</u> – Addition of new properties Please find enclosed a copy of Schedule of Certification of Street Numbering for 4 new properties. The scheme is valid from 15 <sup>th</sup> May 2023 You will see that the old postal address/Plot Number is to the right of the <u>new</u> street number. G Smart	
(c)	<u>TTRO</u> Hall BARN Road Closed from a point 345m west of the junction with Fordham Road for a distance of 50m 3 <sup>rd</sup> – 7 <sup>th</sup> July 2023. Laying a new main to supply new development	
(d)	<u>No Mow May</u> Plating of verges (AB)	
23-24/038	<b>PARISH COUNCIL POLICY UPDATES AND REVIEW</b>	
(a)	Working Parties	
(b)	Parish Improvement Plan	
23-24/039	<b>CORRESPONDENCE/MATTERS FOR INFORMATION ONLY</b>	
	Funding Request	
23-24/040	<b>ALLOTMENT MATTERS</b>	
(a)	Feedback from Working Party Site Meeting	
(b)	Polly Tunnel request Hannah Drage	
23-24/041	<b>ORCHARD MATTERS</b>	
	Councillor Report – Asset Of Community Value	
23-24/042	<b>WASH MATTERS</b>	
	Councillor Report (DB/RR)	
23-24/043	<b>EXCLUDED MATTERS</b>	
	Mins of meeting held 15.5.23	
23-24/044	<b>DATE OF NEXT MEETINGS</b>	
	Monday 3 <sup>rd</sup> July	
	Monday 7 <sup>th</sup> August	

*R. D. Liddington*

Appendix 1

Agenda No	Action Point	Responsible	Action undertaken
005	Post May minutes onto website		17.5emailed to CP
007a	Submit planning responses	Clerk	16.5 Completed
010a	Contact Aspland Family re bench	Clerk	26.5.Completed. Benches ordered
010b	Contact Davison family re bench	Clerk	17.5 Messaged MD
011	Discuss cemetery hedge with TW	Clerk	17.5 Mins copied to TW
012	Complete Pay Accounts	JH	
013	Contact SP Landscapes re No Mow May	Clerk	17.5 Email sent to SP
Carried forward from previous meetings			
220c	Contact Sanctuary Housing and ECDC		
	Established ownership of parcel of verge on Church Lane		
	Contact CCC re parking on land adjacent to East Rd bus shelter		
257c	Establish telecom costs		
	Tree grant applications for Bloor land		
	Proposals for concrete patio	ICA	
236e	Update charity commission website	Clerk	To be done post council elections

Appendix 2 Pay Accounts

## Pay Accounts June 5th 2023

Payments made since last meeting									
Log	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power	Payment
38	JCS Bookkeeping and Payroll	16/04/2023	1162	April Salary Preperation	£40.00	£0.00	£40.00	LGA 1972 S112	BACS 22/05/2023
39	N Power	18/04/2023	IN06708635	Street Lighting 01/04/22-31/03/23	£63.30	£3.16	£66.46	OSA 1906 S9 & S10 LGA 1972 S214	DD 02/05/23
40	East Cambridgeshire District Council	01/06/2024	907813439	Non Domestic Rates 2023/25 South Side	£30.00	£0.00	£30.00	OSA 1906 S9/S10 and LGA 1972 S214	BACS 22/05/2023
42	Smart Pensions	30/04/2023		Pension April 2023	£25.66	£0.00	£25.66	LGA 1972 S112	DD 20/04/23
48	Earl Contracting	29/04/2023	156	Grass Seed for Rec	£3,900.00	£0.00	£3,900.00	LGA 1976 S19	BACS 05/05/2023
50	Caplor Energy	30/04/2023	8582	Additional Battery Balance of payment Less IBoost	£7,145.00	£1,429.00	£8,574.00	LGA 1972 S111	BACS 22/05/2023
55	Lloyds Bank	17/04/2023	Credit Card	Ink Cartridges and Mower Blade	£94.89	£18.37	£113.26	LGA 1972 S112	DD 10/05/2023
57	British Telecom	07/05/2023	Q0715S	Broadband and Telephone	£168.37	£33.67	£202.04	LGA 1972 S112	DD 22/05/2023
63	Isleham Parish Council	31/05/2023		Staff Salaries May 2023	£2,223.10	£0.00	£2,223.10	LGA 1972 S112	BACS 31/05/2023
					Paid Prior to Meeting £15,174.52				

## Pay Accounts June 5th 2023

Payments for authorisation at tonight's meeting								
	Payee	Invoice Date	Invoice Number	Item	Net	VAT	Total	Power
41	East Cambridgeshire District Council	01/06/2023	907813442	Non Domestic Rates 2023/25 North Side	£13.00	£0.00	£13.00	OSA 1906 S9/S10 and LGA 1972 S214
43	Isleham Community Enterprises	21/04/2023	7103	Changing Room Cleaning Charge Feb - Mar 23 &	£250.00	£41.67	£291.67	LGA 1972 S112
44	Isleham Community Enterprises	07/02/2023	6886	Changing Room Cleaning Charge Nov 22 - Jan 23	£533.62	£0.00	£533.62	LGA 1972 S112
45	NFU Energy	30/04/2023	29017	Energy Audit	£885.00	£177.00	£1,062.00	LGA 1972 S111
46	NFU Energy	30/04/2023	31291	Energy Bulbs	£472.50	£94.50	£567.00	LGA 1972 S112
47	Collings Brothers	30/04/2023	174073	AF72 KRJ Service	£124.11	£24.83	£148.94	LGA 1976 S19
49	Newmarket GMS	01/05/2023	89621	Helmet and Strimming Cable	£43.33	£4.17	£47.50	OSA 1906 S9/S10 and LGA 1972 S214
51	Veolia	30/04/2023	SBO1198891	Cemetery Bin Rental April	£86.10	£17.22	£103.32	LACO 1977/1986
52	CSP Services	04/05/2023	538	Supply and fit backup wireless adaptor	£20.00	£0.00	£20.00	LGA 1972 S112
53	S P Landscapes & Tree Contractors	28/04/2023	21735	Cutting Grass around Rec and Village	£745.37	£149.07	£894.44	OSA 1906 S9 and LGA 1972 S214
54	JCS Bookkeeping and Payroll	22/05/2023	1169	Salary Preperation May 2023	£40.00	£0.00	£40.00	LGA 1972 S112
56	Earl Contracting	06/05/2023	158	Recreation Ground Labour	£1,390.00	£278.00	£1,668.00	LGA 1976 S19
58	CAPALC	01/04/2023		Affiliation Fee	£639.22	£0.00	£639.22	LGA 1972 S144
59	Wave	17/05/2023	12034459	Water - Recreation Ground	£12.81	£0.00	£12.81	OSA 1906 S9/S10 and LGA 1972 S214
60	Tim Wilding	31/05/2023	Expenses	Various	£85.57	£14.52	£100.09	OSA 1906 S9 & S10 LGA 1972 S214
61	Rialtas Business Solutions	19/05/2023	30700	Year End Closedown	£755.00	£151.00	£906.00	LGA 1972 S112
62	Trevor Bowd	22/05/2023		Internal Audit	£146.65	£0.00	£146.65	LGA 1972 S112
64	HMRC	30/04/2023		Salaries Tax/Ni April 2023	£111.87	£0.00	£111.87	LGA 1972 S112
65	HMRC	31/05/2023		Salaries Tax/Ni May 2023	£142.05	£0.00	£142.05	LGA 1972 S112
66	Lloyds Bank	17/05/2023	Credit Card	Ink Cartridges and Rope Swing Part	£180.32	£35.45	£215.77	LGA 1972 S112

Paid After Meeting £7,663.95

**Total Expenditure £22,838.47**

Appendix 3 Bank Reconciliations

Date: 05/05/2023

Isleham Parish Council

Page 1

Time: 13:32

**Bank Reconciliation Statement as at 30/04/2023  
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)	30/04/2023	121	38,535.55
Unity Trust Account (723)	30/04/2023	94	116,043.61
			<u>154,579.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			154,579.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			154,579.16
		<b>Balance per Cash Book is :-</b>	<b>154,579.16</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 05/05/2023

Isleham Parish Council

Page 1

Time: 13:42

**Bank Reconciliation Statement as at 30/04/2023  
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	30/04/2023	32	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
		<b>Balance per Cash Book is :-</b>	<b>85,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

