

# 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 6<sup>th</sup> November 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 - November 2023

|           |   |
|-----------|---|
| 23-24/134 | <b>APOLOGIES FOR ABSENCE LGA 1972s95</b>  |
| 23-24/135 | <b>DECLARATION OF INTEREST</b>  |
| 23-24/136 | <b>OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)</b>   |
| 23-24/137 | <b>TO APPROVE MINUTES OF MEETING HELD: Monday 2<sup>nd</sup> October 2023</b>   |
| 23-24/138 | <b>MATTERS ARISING / CLERKS REPORT</b>  |
| (a)       | Memorial Benches ownership and location   |
| (b)       | Isleham Parish Council / Village website revamp   |
| (c)       | Football Parking  |
| (d)       | Waste and Skip Storage Station Road   |
| (e)       | Freckenham Neighbourhood Plan Consultation period   |
| (f)       | War Memorial  |
| (g)       | Honours and Awards  |
| 23-24/139 | <b>COUNTY &amp; DISTRICT COUNCILLORS REPORT &amp; BUSINESS</b>  |
| (a)       | County Councillors Report (MG)  |
| (b)       | District Councillors Report (JH / KP)   |
| 23-24/140 | <b>PLANNING MATTERS</b>   |
| (a)       | <b>Planning Applications:</b>   |
|           | 23/00996/FUL. Boundary fence – retrospective<br>7 Beech Close, Mrs Geraldine Roberts  |
|           | 23/01060/TRE. T1 Whitebeam - Reduce in height by removing 3 meters to prevent damage to neighbouring roof G2 Group of Boundary Trees (3x Cypress and 1x Yew) - Reduce in height by 3 meters to maintain in their current location<br>7 Church Street, Hindmarsh |
|           | 23/01105/VAR To Vary Condition 1 (Approved Plans) of previously approved 20/01602/RMA for reserved matters of appearance, landscaping and layout of previously approved 18/00467/OUT Wayside Farm Fordham Road,   |
|           | 23/01133/CLP. Erection of new pedestrian and vehicular entrance gates<br>9 Dockings Lane, Mr & Mrs Lee  |
| (b)       | <b>Planning Approvals</b>   |
|           | 23/01005/FUL. Single storey side extension and associated works (Retrospective)<br>15 Church Lane. Mr & Mrs King  |
|           | 23/01025/TRE<br>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<br>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<br>26 Pound Lane   |
|           | 23/01019/TRE<br>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<br>T2 Ash - Cut back above conservatory by approximately 2.5m<br>T4 Eucalyptus – Fell<br>1 Mill Street   |
|           | 23/00296/FUL Change of Use from agricultural to equestrian use with associated outbuildings (tractor store, stables, field shelter) and associated works (Retrospective)<br>Land Adj Larkhall Farm 38 Prickwillow Road Mr & Mrs S Mutton   |
|           | 23/00938/FUL Side extension and internal alterations<br>6 Bowers Lane Mr & Mrs Place   |
|           | 23/01060/TRE T1 Whitebeam - Reduce in height by removing 3 meters from the height and prune to clear the building by 1.5m to prevent damage to neighbouring roof<br>G2 Group of Boundary Trees (3x Cypress and 1x Yew) - Reduce in height by 3 meters to maintain in their current location<br>7 Church Street   |
|           | 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<br>17-19 The Causeway, The Lady Frances Peyton's Hospital Almshouse Charity |
| (c)       | <b>Planning Refusals</b>   |
|           | Nil Matters  |
| (d)       | <b>Other Planning Matters</b>  |
|           | Undeveloped site on Hall Barn Road   |
| 23-24/141 | <b>POLICE MATTERS</b>  |
| (a)       | Crime Data August 23   |
| (b)       | Isleham Community Safety Forum   |
| 23-24/142 | <b>PLAY AREA &amp; SKATEPARK</b>   |
| (a)       | Nitrous gas  |
| 23-24/143 | <b>RECREATION GROUND MATTERS</b>   |
| (a)       | Agronomy quotes and soil testing (AN)  |
| (b)       | Boundary Hedge   |
| (c)       | Tractor Shed Pest Control  |
| (d)       | Car Park bollard lights and Beeches Garden lights  |
| (e)       | Crown lift and shape trees in the car park   |
| (f)       | Gifted Land from Bloor Homes   |
| 23-24/144 | <b>CEMETERY &amp; CHURCHYARD MATTERS</b>   |
| (a)       | Burials and Inscriptions – KT, DR, GR, JH and TN   |
| (b)       | Cemetery Wall and re-hanging gates   |
| 23-24/145 | <b>ICA REPORT/THE BEECHES</b>  |
| (a)       | Trustee Report (MT)  |
| (b)       | Meter Operator Contract Update (CC)  |
| (c)       | Fire Escape Doors from Main Hall   |

|           |   |
|-----------|---|
| (d)       | Heating Update (MC)   |
| (e)       | Christmas Tree approval   |
| (f)       | Roof Leaks and Gutter repairs   |
| 23-24/146 | <b>MONTHLY FINANCIAL MATTERS</b>  |
| (a)       | Pay Accounts November 2023– see appendix 2  |
| (b)       | To Approve Bank Reconciliation for September 2023 – see appendix 3  |
| (c)       | Invoice from C Winters  |
| 23-24/147 | <b>HIGHWAYS/FOOTPATH MATTERS</b>  |
| (a)       | LHI Pound Lane/Prickwillow Road Traffic Calming proposal  |
| (b)       | Application for 20mph zone through Isleham update   |
| (c)       | Orchard area – overgrown footpath   |
| (d)       | Nature Reserve footpath   |
| (e)       | VAS Speed monitors  |
| 23-24/148 | <b>PARISH COUNCIL POLICY UPDATES AND REVIEW</b>   |
|           | Nil matters   |
| 23-24/149 | <b>CORRESPONDENCE/MATTERS FOR INFORMATION ONLY</b>  |
| (a)       | Malting Lane safety and Rewilding request   |
| (b)       | The East Cambridgeshire Growth and Infrastructure Fund  |
| (c)       | East Cambs Community Fund grant   |
| (d)       | The Department for Culture, Media and Sport (DCMS) has recently made a series of announcements related to youth services. |
| 23-24/150 | <b>ALLOTMENT MATTERS</b>  |
| (a)       | Allotment Fees and invoicing  |
| 23-24/151 | <b>ORCHARD MATTERS</b>  |
| (a)       | Fencing/gate or fold down bollard proposals   |
| 23-24/152 | <b>WASH &amp; ENVIRONMENT MATTERS</b>   |
| (a)       | The Pound improvements  |
| (b)       | Financial proposal for Finance/Budget meeting   |
| (c)       | Wash Gateway  |
| (d)       | Arrange a planting date for the new hedging   |
| 23-24/153 | <b>EXCLUDED MATTERS</b>   |
| 23-24/154 | <b>DATE OF NEXT MEETINGS</b>  |
|           | Working Party Meetings  |
|           | Monday 4 <sup>th</sup> December   |
|           | Monday 8 <sup>th</sup> January  |
| 23-24/155 | <b>AGENDA ITEMS FOR NEXT / FUTURE MEETING</b>   |

#### Appendix 1 October Action

| Agenda | Action Point                           | Responsible | Action undertaken |
|--------|--|-------------|-------------------|
| 114a   | Contact Headteacher re. school parking | Clerk       | completed         |
|        | Complete and distribute draft mins     | Clerk       | completed         |
| 115    | Forward Sept mins for posting          | Clerk       | completed         |

|        |  |            |                                |
|--------|--|------------|--------------------------------|
| 115    | Contact Sam Earl re. The Pound                       | Clerk      | completed                      |
| 115    | Obtain approval of Sept Excluded minutes             | Clerk      | Nov meeting                    |
| 116a   | Circulate weed management survey to Councillors      | Clerk      | completed                      |
| 116a   | Complete survey                                      | Clerk      | completed                      |
| 116c   | Discuss Isleham/Soham cycle route/path               | AB/MG      |                                |
| 118    | Submit planning responses                            | Clerk      | Completed                      |
| 119    | Arrange public crime meeting                         | Clerk/ MG  | completed                      |
| 120a   | Repair rope swing                                    | Clerk/ TW  | 4.10 TW notified. 12.10 Chased |
| 121a   | Commission Boundary fence                            | DB         |                                |
| 121b   | Explore Agronomy for Rec                             | AN         |                                |
| 121c   | Contact SI to confirm use of Rec                     | Clerk      | completed                      |
| 121d   | Refund Scouts for 6 month hire                       | Clerk / JH | completed                      |
| 121d   | Arrange new hire of Tractor shed                     | Clerk / JH | completed                      |
| 121e   | Communicate new reports for pest control             | Clerk / JH | Completed                      |
| 121f   | Notify ITC of free MUGA use                          | Clerk      | completed                      |
| 121g   | Obtain report and electrical quote                   | Clerk      | completed                      |
| 121h   | Obtain quotes for Beeches tree work                  | Clerk      | completed                      |
| 122a   | Complete burial paperwork x 2                        | Clerk      |                                |
| 122b   | Investigate using burial plots over 100 years old    | Clerk      |                                |
| 122b   | Quote for church wall- Old Cem                       | Clerk      | completed                      |
| 122b   | Quote to rehang gates- Old Cem.                      | Clerk      | completed                      |
| 122b   | Check New Cem boundary                               | Clerk      | completed                      |
| 122b   | Set new WP date - Cemetery                           | Clerk      |                                |
| 123b   | Meter Operator Contract                              | CC         |                                |
| 123c   | Obtain structural engineer quotes for changing rooms | Clerk      |                                |
| 123d   | Heating – Urgent                                     | CC / MC    |                                |
| 124a   | Complete pay accounts                                | JH         | completed                      |
| 124b   | Complete bank rec                                    | JH         | completed                      |
| 124c/d | Confirm and pay Dunstall grants                      | Clerk/ JH  | completed                      |

|  |   |                           |           |
|--|---|---------------------------|-----------|
| 124f                                   | Complete bank account changes   | JH                        | completed |
| 124g                                   | Obtain comparison burial fees   | Clerk                     | Completed |
| 124g                                   | Compile Finance meeting agenda  | Clerk / JH                | Completed |
| 124h                                   | Change signatories for charity account                                  | JH                        | Completed |
| 125a                                   | Progress LHI Fordham Road   | Clerk / RR                | Completed |
| 125b                                   | Query vehicle width with CCC – Pound Lane                               | Clerk                     | completed |
| 125b                                   | Contact Fordham re pinch point  | Clerk                     | Completed |
| 125e                                   | Explore making speed reduction permanent – Beck Road                    | Clerk                     |           |
| 125g                                   | Obtain quotes for Orchard area paths                                    | Clerk                     | completed |
| 125h                                   | Permissive Path agreement – Nature Reserve                              | Clerk                     | completed |
| 125i                                   | Speed Monitors battery replacement                                      | Clerk / TW                | Completed |
| 127a                                   | Contact football team and respond to resident re parking                | Clerk                     | Completed |
| 128b                                   | Set new WP date - Allotments  | Clerk                     |           |
| 129a                                   | Obtain further quotes – orchard fence                                   | Clerk                     | Completed |
| 130a                                   | Contact residents - Env   | Clerk / PW                |           |
| 130c                                   | Obtain East Cambs template & plan for Community Resilience/Emergency    | Clerk                     | Completed |
| 130c                                   | Set new date for WP – Env   | Clerk                     |           |
| 132                                    | Rearrange Beeches Trustees WP meeting                                   | Clerk                     |           |
| Other and ongoing                      |   |                           |           |
|  | Commissioned interim repairs to Beeches hall doors                      | Proposal by Jason Timmins |           |
|  | Liaising with Bloor Homes re. Gifted land                               | Ongoing                   |           |
|  | Commissioned Annual test and inspection of Lightening Protection System | Completed                 |           |
|  | Exploring Log Tunnel replacement/repair for playground                  |                           |           |
|  | Defibrillator reset   | Completed                 |           |
|  | Allotment Use review  | JH to complete            |           |
|  |   |                           |           |
| Carried forward from previous meetings |   |                           |           |

|      |  |             |           |
|------|--|-------------|-----------|
| 035a | Organise and complete identified work at The Beeches:<br><ul style="list-style-type: none"> <li>- Block paving</li> <li>- Cracks</li> <li>- Service hatch</li> <li>- Wood stain</li> </ul>             | Clerk/TW    |           |
| 035a | Organise and complete identified work at The Beeches<br><ul style="list-style-type: none"> <li>- Stain fencing</li> <li>- Reposition post box</li> <li>- Window clean</li> <li>- Wash patio</li> </ul> | ICA         |           |
| 251  | Established ownership of parcel of verge on Church Lane  |             |           |
| 257a | Proposals for concrete patio   | ICE         |           |
| 99d  | Order no dog sign  | Clerk       |           |
| 99e  | ICE net request  | Clerk       |           |
| 101b | Clarify Changing room responsibilities   | JH / Fin WP |           |
| 101d | Commission roof repairs  | Clerk       |           |
| 103b | Follow up VAS signs  | Clerk       | completed |

Appendix 2 Pay Accounts

## Pay Accounts 8th November 2023

| Payments made since last meeting |                                      |              |                 |   |           |       |           |                                   |                    |
|----------------------------------|--------------------------------------|--------------|-----------------|---|-----------|-------|-----------|-----------------------------------|--------------------|
| Log                              | Payee                                | Invoice Date | Invoice Number  | Item  | Net       | VAT   | Total     | Power                             | Payment            |
| 153                              | East Cambridgeshire District Council | 10/1/2023    | 907813439       | Non Domestic Rates 2023/25 South Side Cemetery              | £30.00    | £0.00 | £30.00    | OSA 1906 S9/S10 and LGA 1972 S214 | PAID               |
| 154                              | East Cambridgeshire District Council | 10/1/2023    | 907813442       | Non Domestic Rates 2023/25 North Side Cemetery              | £13.00    | £0.00 | £13.00    | OSA 1906 S9/S10 and LGA 1972 S214 | PAID               |
| 155                              | HMRC                                 | 9/30/2023    |                 | Salaries Tax/Ni September 2023                              | -£171.78  | £0.00 | -£171.78  | LGA 1972 S112                     | Adjust Nov HMRC    |
| 160                              | Unity Bank                           | 9/30/2023    | Bank Charge     | Service Charge  | £28.95    | £0.00 | £28.95    | LGA 1972 S112                     | PAID<br>30/09/2023 |
| 161                              | Smart Pensions                       | 10/5/2023    | SP2310013719664 | Pensions July-Sept 2023                                     | £202.68   | £0.00 | £202.68   | LGA 1972 S112                     | PAID<br>05/10/2023 |
| 162                              | Lloyds Bank                          |              | Credit Card     | R Liddington  | £3.00     | £0.00 | £3.00     | LGA 1972 S111                     | PAID<br>02/10/2023 |
| 166                              | PWLB                                 | 10/3/2023    | PW503419        | Loan 2  | £3,040.20 | £0.00 | £3,040.20 | LGA 1972 S50                      | PAID<br>31/10/2023 |
| 171                              | Janet Hall                           | 10/13/2023   |                 | Richard Liddington Leaving Gift - Donation through Gift Aid | £100.00   | £0.00 | £100.00   | LGA 1972 S139                     | PAID               |

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|   |                                   |              |                |   |           | Paid Prior to Meeting | £3,246.05 |                                    |  |
|---|-----------------------------------|--------------|----------------|---|-----------|-----------------------|-----------|------------------------------------|--|
| <b>Payments to be made after this meeting</b> |                                   |              |                |   |           |                       |           |                                    |  |
|   | Payee                             | Invoice Date | Invoice Number | Item  | Net       | VAT                   | Total     | Power                              |  |
| 156   | Pear Technology                   | 9/25/2023    | 139280         | Maplink Technical Support                   | £90.00    | £18.00                | £108.00   |                                    |  |
| 157   | Cam Alarms                        | 9/26/2023    | 107145         | Callout to Intruder Alarm to Change Code    | £124.50   | £24.90                | £149.40   | LGA 1972 S133                      |  |
| 158   | CAPALC                            | 9/27/2023    | 4349           | Cemetery Training Course                    | £120.00   | £0.00                 | £120.00   | LGA 1972 S102                      |  |
| 159   | Earl Contracting                  | 9/30/2023    | 188            | Recreation Ground Labour                    | £855.00   | £171.00               | £1,026.00 | PHA 1875 S164                      |  |
| 163   | C Winters                         |              |                | Allotments Clear & Tidy                     | £700.00   | £0.00                 | £700.00   | SH&A 1908 S23                      |  |
| 164   | Wave                              | 10/2/2023    | 12612084       | Water - Burial Ground                       | £36.61    | £0.00                 | £36.61    | OSA 1906 S9/S10                    |  |
| 165   | Chris Corbin                      | 10/6/2023    | Expenses       | The Sign Shed - Signs for Electric Cupboard | £13.74    | £2.75                 | £16.49    | LGA 1972 S111                      |  |
| 167   | CAPALC                            | 10/4/2023    | 4369           | Training                                    | £165.00   | £0.00                 | £165.00   | LGA 1972 S102                      |  |
| 168   | S P Landscapes & Tree Contractors | 9/29/2023    | 22310          | Cutting Grass around Rec and Village        | £1,044.22 | £208.84               | £1,253.06 | OSA 1906 S9 & S10<br>LGA 1972 S214 |  |
| 169   | Veolia                            | 9/30/2023    | CBG1209900     | Cemetery Bin Rental September               | £71.40    | £14.28                | £85.68    | LACO 1977/1986                     |  |
| 170   | Veolia                            | 9/30/2023    | CBG1211281     | Annual Duty of Care                         | £51.46    | £10.29                | £61.75    | LACO 1977/1986                     |  |

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|--|--|--|--|--|--|--------------------------|------------------|--|--|
|  |  |  |  |  |  |                          |                  |  |  |
|  |  |  |  |  |  | Paid After Meeting       | £3,721.99        |  |  |
|  |  |  |  |  |  | <b>Total Expenditure</b> | <b>£6,968.04</b> |  |  |

Appendix 3 – Bank Reconciliations September

Unity Trust

Date: 02/10/2023

Isleham Parish Council

Page 1

Time: 13:17

**Bank Reconciliation Statement as at 30/09/2023  
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)                 | 30/09/2023            | 128                                | 73,229.92         |
| Unity Trust Account (723)                 | 30/09/2023            | 99                                 | 122,821.15        |
|   |                       |                                    | <u>196,051.07</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 196,051.07        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 196,051.07        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>196,051.07</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

Redwood

Date: 02/10/2023

Isleham Parish Council

Page 1

Time: 13:21

**Bank Reconciliation Statement as at 30/09/2023  
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                              | 30/09/2023            | 37                                 | 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>      |