

# 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 14<sup>th</sup> May 2018

**Venue:** 'The Beeches'

All members of the Council are hereby summoned to attend 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 BEFORE MONDAY IF YOU HAVE ANY QUERIES OR NEED FURTHER INFORMATION THAT WOULD BE HELPFUL

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

Mr Richard Liddington – Clerk to Isleham Parish Council

Tuesday 8<sup>th</sup> May 2018

|          |  | Action |
|----------|--|--------|
| 18-19/01 | <b>ELECTION OF CHAIRPERSON</b>   |        |
| 18-19/02 | <b>ELECTION OF VICE CHAIRPERSON</b>  |        |
| 18-19/03 | <b>APOLOGIES FOR ABSENCE LGA 1972s95</b>   |        |
| 18-19/04 | <b>DECLARATION OF INTEREST</b>   |        |
| 18-19/05 | <b>OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)</b>  |        |
| 18-19/06 | <b>TO APPROVE MINUTES OF MEETING HELD 9<sup>th</sup> April 2018</b>  |        |
| 18-19/07 | <b>MATTERS ARISING / CLERKS REPORT</b> (also see appendix 1)   |        |
|          | Neighbourhood Watch Funding Request  |        |
|          | Tree Survey  |        |
|          | New Councillor   |        |
|          | Revised Memorandum of Understanding  |        |
|          | ECDC Highways / Cleansing Letter   |        |
|          | From Annual Parish Meeting   |        |
|          | <ul style="list-style-type: none"> <li>• Bulb planting</li> <li>• Naming footpaths</li> <li>• USAF Memorial</li> <li>• Neighbourhood Plan</li> </ul>   |        |
|          | Beeches Drains   |        |
| 18-19/08 | <b>COUNTY &amp; DISTRICT COUNCILLORS REPORT &amp; BUSINESS</b>   |        |
|          | (a) County Councillors   |        |
|          | (b) District Councillors Report  |        |
| 18-19/09 | <b>PLANNING MATTERS</b>  |        |
|          | (a) <b>Planning Applications:</b>  |        |
|          | 16/00629/OUM Erection of buildings to accommodate up to 4,160 square metres for B1, B2 and B8 uses and associated development on land allocated by policy ISL6 of the adopted Local Plan, adjacent to Hall Barn Road Industrial Estate. Land adjacent to Hall Barn Road   industrial estate, Hall barn Road Isleham. Mr A Clarke |        |
|          | 18/00213/FUL Alterations and extensions to alter existing bungalow to house. 19 Church Street Isleham. (amendment) Mr & Mrs Blake  |        |
|          | 18/00235/FUL Construction of external staircase and additional first floor entrance to create separate entrance. 4 Limestone Close Isleham CB7 5RP. Sanctuary housing  |        |
|          | 18/00276/FUL Replacement dwelling, annex, revised access and triple carport. 26 Mill Street Isleham. Mr & Mrs James.   |        |
|          | 18/00467/OUT Outline application for residential development for 9 detached dwellings, with all matters reserved except access and scale. Wayside Farm. Fordham  |        |

|                 |   |  |
|-----------------|---|--|
|                 | Rd Isleham. Mr Harvey.  |  |
|                 | 18/00538/FUL Single storey front extension. 17 Robins Close Isleham. Ms Cockerton   |  |
|                 | 18/00569/FUL  |  |
| (b)             | <b>Planning Approvals:</b>  |  |
|                 | 17/02181/RMA Proposed Farm relocation Land Parcel South of Fifty Farm. Prickwillow Rd Isleham PJ Leonard ( agent)   |  |
|                 | 18/00148/FUL Full planning application for replacement dwelling. Larkhall Farm. 38 Prickwillow Road Isleham. Hasse Estate Farming Co Ltd  |  |
|                 | 18/00267/FUL Proposed dormer window. 26 West Street Isleham. Mr & Mrs Littlechild   |  |
|                 | 18/00403/TRE T1 Eucalyptus Tree, remove one stem. 5 Mill Street Isleham. Mr P Goldsmith   |  |
| (c)             | <b>Planning Refusals:</b>   |  |
| (d)             | <b>Other Planning Matters:</b>  |  |
|                 | 17/01220/DISA To Discharge Conditions 3 (land contamination), 5 (surface water), 6 (external materials), 10 (soft landscaping), 11 (hard landscaping) and 13 (biodiversity) of Decision dated 07.12.2017 for the Erection of a new dwelling and associated development. 29A Hall Barn Road Isleham Ely Cambridgeshire CB7 5QZ Cook & Cook   |  |
| <b>18-19/10</b> | <b>POLICE MATTERS</b>   |  |
| <b>18-19/11</b> | <b>PLAY AREA &amp; SKATEPARK</b>  |  |
| <b>18-19/12</b> | <b>RECREATION GROUND MATTERS</b>  |  |
|                 | Car park fence posts rotten   |  |
| <b>18-19/13</b> | <b>CEMETERY &amp; CHURCHYARD MATTERS</b>  |  |
|                 | Updating Cemetery Records   |  |
| <b>18-19/14</b> | <b>ICA REPORT/THE BEECHES</b>   |  |
| <b>18-19/15</b> | <b>MONTHLY FINANCIAL MATTERS</b>  |  |
| (a)             | Pay Accounts May 2018 – see appendix 2  |  |
| (b)             | To Approve Bank Reconciliation for March 2018   |  |
| (c)             | Year End  |  |
|                 | - Internal Audit Report   |  |
|                 | - Annual Governance Statement   |  |
|                 | Dates for the Exercise of Public Rights   |  |
| (d)             | Year End Accounting Statement   |  |
| (e)             | Adobe License   |  |
| <b>18-19/16</b> | <b>HIGHWAYS/FOOTPATH MATTERS</b>  |  |
|                 | FINR Litter Pick  |  |
|                 | Bring Bank Sites  |  |
| <b>18-19/17</b> | <b>PARISH COUNCIL POLICY UPDATES AND REVIEW</b>   |  |
|                 | Parish Conference   |  |
| <b>18-19/18</b> | <b>CORRESPONDENCE/MATTERS FOR INFORMATION ONLY</b>  |  |
|                 | CiL Income  |  |
|                 | Asset of Community Value  |  |
|                 | Local Plan Public Examination Copy of Statutory Notice r  |  |
|                 | 18/00353/OUM  |  |
|                 | Gambling Act 2005 – Statement of Principles.  |  |
| <b>18-19/19</b> | <b>ALLOTMENT MATTERS</b>  |  |
|                 | Working Party Date  |  |
| <b>18-19/20</b> | <b>ORCHARD MATTERS</b>  |  |
| <b>18-19/21</b> | <b>WASH MATTERS</b>   |  |
| <b>18-19/22</b> | <b>MOTION TO EXCLUDE THE PUBLIC AND PRESS</b>   |  |
|                 | That the public (including representatives of the press) be excluded during the consideration of the remaining item No 68 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended). |  |
| <b>18-19/23</b> | <b>DATE OF NEXT MEETINGS</b>  |  |

|                 |   |  |
|-----------------|---|--|
|                 | Parish Council meeting - Monday 4 <sup>th</sup> June  |  |
|                 | Interim planning meeting - Monday 18 <sup>th</sup> June   |  |
|                 | Parish Council meeting - Monday 2 <sup>nd</sup> July  |  |
|                 | Interim planning meeting - Monday 16 <sup>th</sup> July   |  |
| <b>18-19/24</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b>  |  |
|                 | <i>Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.</i> |  |

*R. D. Liddington*

#### Appendix 1 April Actions

| Agenda No   | Action Point   | Responsible | Comments on Progress  |
|---|--|-------------|---|
| 17-18   | Write up and distribute draft mins                                 | Clerk       | 13.4.18 Draft mins distributed  |
| 287   | Post March minutes on website                                      | Clerk       | Sent to CP  |
| 288 (a)   | Estab new code for additional precept                              | Clerk       |   |
| 288 (b)   | Initiate tree surgery, pursue survey & inform of watering schedule | Clerk       | 16.4.18 emailed Greenwood trees authorising quotes & requesting revised tender for survey. Work to be undertaken 23 <sup>rd</sup> & 24 <sup>th</sup> April<br>Work on cemetery completed / rec ground only part completed due to tree order<br>Tree survey an agenda item |
| 290   | Submit planning responses  | Clerk       | 10.4.18 18/00328 & 18/00347 emailed to ECDC<br>10.4.18 18/00363 emailed to councillors &<br>13.4.18 forwarded to ECDC   |
| 293 (a)   | Amend MoU  | BT Clerk    | 10.4.18 & 16.4.18 Amended   |
| 293 (b)   | Inform Steel Bones & ICA   | Clerk       | 16.4.18 Emailed Steel Bones incl rental agreement and new data protection expectations  |
| 293 (c)   | Contact Funfair  | Clerk       | 8.5.18 Payment finally received for electricity. Confirmed 2018 dates   |
| 295 (a)   | Liaise with CJ Murfitts re Beeches issues                          | Clerk       | Ongoing – await camera report on drains   |
| 295 (b)   | Inform Ramblers of Decision  | Clerk       | 16.4.18 Emailed confirmation  |
| 295 (c)   | Clear old publicity from notice board                              | BT GP       |   |
| 296 (a)   | Authorise payments   | RR CP       | 16.4.18 – Payments authorised   |
| 297 (b)   | Contact CCC re Waterside highways issues & residents association   | Clerk       | 20.4.18 – letter sent via email   |
| 297 (c)   | Contact ECDC and Jacob Mayall re litter                            | Clerk       | Letter sent to ECDC 20.4.18   |
| 297 (d)   | Contact CCC re 1 Mill St   | Clerk       |   |
| 299 (i)   | Report graveside thefts  | Clerk       | 13.4.18 Relayed to PCSO and new regional police sergeant, who advised that the resident reports the thefts directly to 101.<br>16.4.18 Info relayed to resident   |
| <b>Other action</b>   |  |             |   |
| Contacted ECDC re failure to cut Limestone Close verge (part of their agreement with Sanctuary housing) |  |             |   |
| Worked on Year End paperwork  |  |             |   |
| 16.4.18 Reported non collection ( yet again) of communal bins ref MB73046415                            |  |             |   |
| 19.4.18 Reported Temple Drove potholes 00291631 – work ordered  |  |             |   |
| 19.4.18 Reported East Fen Rd potholes 0291629 – work ordered  |  |             |   |

Appendix 2 Pay Accounts

| ISLEHAM PARISH COUNCIL                                       |                                      |   |           |         |           |   |
|--|--------------------------------------|---|-----------|---------|-----------|---|
| TO PAY ACCOUNTS May 14th 2018                                |                                      |   |           |         |           |   |
| Cheque No;   | Payee                                | Item  | Net       | VAT     | Total     | Power   |
| <b>Payments made since the last meeting</b>                  |                                      |   |           |         |           |   |
| BACS   | Staff                                | April Salaries                              | £1,663.16 | £0.00   | £1,663.16 | LGA 1972 s112                                   |
| Direct Debit   | Welplan                              | Pension contribution adjustment (see below) | £3.40     | £0.00   | £3.40*    | LGA 1972 s112                                   |
| Direct Debit   | Statement 17.4.18                    |   |           |         |           |   |
|  | Lloyds Bank multipay card            | Monthly fee                                 | £3.00     | £0.00   | £3.00     | LGA 1972 SS50                                   |
|  |                                      | Viking stationary                           | £27.80    | £5.56   | £33.36    | LGA Misc provisions act 1976 s19 (d)            |
|  |                                      | Mats Grids                                  | £43.33    | £8.67   | £52.00    | LGA Misc provisions act 1976 s19 (d)            |
| BACS   | Lisa Alderson                        | Informer Adobe licences Jan & editions      | £50.57    | £10.11  | £60.68    | LGA 1972 s142                                   |
| <b>BACS Payments for authorisation at tonight's meeting:</b> |                                      |   |           |         |           |   |
| 126PB000080<br>191801  | HMRC                                 | Tax & NI                                    | £38.96    | £0.00   | £38.96    | LGA 1972 s 112                                  |
| BACS (no inv number)   | Wicksteed (2x invoices)              | Parts following play area Inspection        | £275.28   | £55.06  | £330.34   | Open spaces act 1906 ss9 & 10 LGA 1972 s214     |
| H15A1FD868   | E-On                                 | Street light electricity                    | £38.52    | £1.93   | £40.45    | Open spaces act 1906 ss9 & 10 LGA 1972 s214     |
| 59390  | Gipping Press                        | Print April edition Isleham Informer        | £646.79   | £0.00   | £646.79   | LGA 1972 s 142                                  |
| T10051   | Truelink                             | Grass cutting                               | £392.83   | £78.57  | £471.40   | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214     |
| 1074855 & 63836  | Veolia (2x invoices)                 | Easy bin hire                               | £389.18   | £77.84  | £467.02   | Local Authorities Cemeteries Orders 1977 & 1986 |
| BACS (no inv number)   | S King                               | Unblock Beeches drains                      | £90.00    | £0.00   | £90.00    | Open spaces act 1906 ss9 & 10 LGA 1972 s214     |
| 9064153062   | Wave                                 | Cemetery Water charges                      | £240.04   | £0.00   | £240.04   | LGA 1972 s50                                    |
| 73155  | GMS (2x invoices)                    | New lawnmower & Fuel fit                    | £219.83   | £43.97  | £263.80   | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214     |
| BACS (no inv number)   | CAPALC                               | Annual subscription                         | £456.16   | £0.00   | £456.16   | LGA 1972 s144                                   |
| INV-0276 & INV-0285  | Greenwood Tree Surgery (2x invoices) | Cemetery tree surgery                       | £1,350.00 | £270.00 | £1,620.00 | Open spaces act 1906 ss9 & 10 LGA 1972 s214     |
| 619  | J Sheldrick                          | March payroll services                      | £19.67    | £3.93   | £23.60    | LGA 1972 s 112                                  |
| 148716   | G&J Peck                             | Footpump                                    | £16.66    | £3.33   | £19.99    | Open spaces act 1906 ss9 & 10 LGA 1972 s214     |
| 6211   | ACRE                                 | Attendance at APM                           | £100.00   | £20.00  | £120.00   | LGA 1972 s144                                   |

£4,398.62    £578.97    £4,977.59

\* includes £76.78 refund from Land Search UK (credited to Lloyds multi pay card). See March Pay accounts

| Welplan invoices / collection |               |            |                  | Rialtus postings    |  |  |
|-------------------------------|---------------|------------|------------------|---------------------|--|--|
| Month                         |               | Amount due | Amount collected | Collection date     |  |  |
| 3                             | June          | £7.24      |                  |                     |  |  |
| 4                             | Jul           | £7.24      |                  |                     | July - 30.6.17                               | £3.62 incorrect didn't incl employee contrib's |
| 5                             | Aug           | £12.42     |                  |                     | Aug - 7.8.17                                 | £3.62 as above                                 |
| 6                             | Sep           | £10.62     |                  |                     | Sept - 6.9.17                                | £6.21 as above                                 |
| 7                             | Oct           | £10.62     |                  |                     | Oct - 2.11.17                                | £5.31 £10.62                                   |
|                               |               |            |                  |                     | Oct - 6.11.17                                | £5.31  |
| 8                             | Nov           | £27.20     | £37.52           | 3.11.17             | Nov - 3.11.17                                | £18.76   |
| 9                             | Dec           | £10.62     | £37.82<br>£10.62 | 1.12.17<br>22.12.17 | Dec - 4.12.17                                | £13.60   |
| 10                            | Jan           | £14.42     |                  |                     | Jan- 9.12.17                                 | £29.53   |
| 11                            | Feb           | £10.62     |                  |                     | Feb - 12.1.18                                | £10.62 unnecessary as accounted for above      |
| 12                            | Mar           | £14.02     | £14.42           | 2.2.18              | March - 6.3.18                               | £14.42   |
|                               |               |            | £24.64           | 3.4.18              | April - 9.4.18                               | £10.62   |
|                               | total £125.02 |            | total £125.02    |                     | Total £121.62                                |  |
|                               |               |            |                  |                     | £3.40 balance - identify on May pay accounts |  |