

# ISLEHAM PARISH COUNCIL

Clerk: Mr Richard Liddington, The Beeches, 32 Mill Street, Isleham, Ely, Cambs. CB7 5RY

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Chairman: Mr Richard Radcliffe

## MINUTES OF THE PARISH COUNCIL MEETING HELD

Monday 7<sup>th</sup> October 2019

AT THE BEECHES

Those Present; Cllr D Beckett, Cllr A Dennis (AD); Cllr C Elmer (CE); Cllr Mrs J Malkin (JM); Cllr R Mitchell (BM); Cllr Mrs G Preece (GP); Cllr R Radcliffe (RR)

Members: 11

Quorum: 4

Clerk: Richard Liddington (RL)

Parishioners: 8

		<b>Action</b>
<b>19-20/118</b>	<b>APOLOGIES FOR ABSENCE LGA 1972s95</b> Cllr Mrs V Bruyneel-Smith, Cllr M Caffarelli, Cllr C Patterson, Cllr Mrs G Preece and CCC Councillor M Goldsack.	
<b>19-20/119</b>	<b>DECLARATION OF INTEREST</b> DB agenda item 19-20/137	
<b>19-20/120</b>	<b>OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)</b>	
(a)	A number of residents expressed their extreme anger at the failure of ECDC to 'call in' planning application number 19/01074/FUL and their ongoing problem of access to their respective properties. This matter was dealt with under agenda item 19-20/124(b)	
(b)	Appreciation was expressed by two residents in relation to recent IPC action.	
(c)	Flue jabs are to take place on Monday 21 <sup>st</sup> October between 10.30am and 11.30am at the Limestone Close centre.	Clerk
<b>19-20/121</b>	<b>TO APPROVE MINUTES OF MEETING HELD</b>	
(a)	It was proposed by PW and seconded by BM to approve the minutes of the meeting held on the 2.9.19 <p style="text-align: right;">UNANIMOUS</p>	Clerk / CP
(b)	It was proposed by BM and seconded by PW to approve the minutes of the meeting held on the 16.9.19 <p style="text-align: right;">UNANIMOUS</p>	Clerk / CP
<b>19-20/122</b>	<b>MATTERS ARISING / CLERKS REPORT (also see appendix 1)</b>	
(a)	<u>USAF Plaque</u> It was proposed by PW and seconded by JM to approve the purchase of a plaque at a cost of £143.44 inc VAT <p style="text-align: right;">UNANIMOUS</p>	Clerk
(b)	<u>Priory Car Park</u> A quote from Greenwood trees was discussed. It was proposed by JM and seconded by PW to accept the tender for the installation of bollards at a cost of £1620 and the establishment of a raised flower bed at a cost of £5484 inc VAT <p style="text-align: right;">MAJORITY (BM abstained)</p> *Note despite repeated attempts it was not possible to obtain comparative tenders	Clerk
(c)	<u>Community Pay Back</u> The following additional projects are to be proposed for action by the scheme:	

	<ul style="list-style-type: none"> <li>Planting hedgerow and the cleaning up of Coates Drove</li> <li>Clearing footpaths</li> <li>The tidying up of allotments</li> <li>Various work at The Beeches incl clearing gutters, internal repainting &amp; tidying up the garden</li> <li>Clearing and replanting the garden at The Pound</li> </ul>	Clerk
(d)	<p><u>Local Highways Initiative</u></p> <p>A discussion was held around the response from CCC regarding the type of speed humps to be installed. It was proposed by JM and seconded by CE to accept the original proposals for precast, bolt down humps.</p> <p style="text-align: right;">MAJORITY</p>	Clerk
<b>19-20/123</b>	<b>COUNTY &amp; DISTRICT COUNCILLORS REPORT &amp; BUSINESS</b>	
(a)	<p><u>County Councillors</u></p> <p>A written report from MG was read out. Key points included:</p> <ul style="list-style-type: none"> <li>Action in support of Isleham's LHI Bid.</li> <li>His recent promotion to Vice Chair of Communities &amp; Partnerships.</li> <li>Assurances regarding the development of land on Fordham Road.</li> <li>The ongoing occupation of local council land by travellers.</li> <li>His request that the pathways in Isleham be treated and improved.</li> </ul>	
(b)	<p><u>District Councillors Report</u></p> <p>Nil report.</p>	
<b>19-20/124</b>	<b>PLANNING MATTERS</b>	
(a)	<b>Planning Applications:</b>	
	<p><u>19/01294/FUL</u> Proposed rear extension. 39 Hall Barn Rd Isleham. Mr Straiton</p> <p>No Objection</p>	Clerk
	<p><u>19/01321/OUT</u> Proposed dwelling and garage for Horticultural Manager. Floral Farm Fordham Road Isleham Mr Caffarelli</p> <p>No Objection but that a condition be requested which stipulates that the property could only ever be inhabited by employees of the farm.</p>	Clerk
	<p><u>19/01326/LBC</u> Replacement of existing rear conservatory 13 Church St Isleham. Mrs Farr</p> <p>No Objection</p>	Clerk
(b)	<b>Planning Approvals</b>	
	<p><u>19/00541/FUL</u> Proposed resubmission of previously approved application comprising of the demolition of existing dwelling and erection of a replacement chalet bungalow and garaging. 7 Fen Bank Isleham. C Hunter &amp; Ms Johnston</p>	
	<p><u>19/01074/FUL</u> Demolition of existing barn outbuilding and replacement with 2 bedroom residential bungalow (see 19/00510/FUL) Site North East of 41 West Street Isleham. Mr T French.</p> <p>As identified above, extreme anger was expressed by both residents and councillors at this approval, not least because of the reasons given by JH for not 'calling the application in'. A formal letter of complaint is to be submitted to relevant local councillors and ECDC planning officers.</p>	Clerk
	<p><u>19/01075/FUL</u> Proposed roof alteration for the creation of loft conversion and internal alterations. 40 East Fen Rd Isleham. Mr &amp; Mrs Mrs Vaughan</p>	
	<p><u>19/01132/TRE</u> Pruning / Felling of trees at 8 The Pits Isleham. Mrs S Lee-McLoud</p>	
(c)	<b>Planning Refusals:</b>	
	Nil	
(d)	<b>Other Planning Matters:</b>	
	<p><u>18/00363/DISB</u> To discharge condition 8 (Construction Environmental Management Plan) on decision dated 8.1.19 for outline planning permission with all matters reserved except for access for the erection of up to 125 dwellings including affordable housing, land to be reserved for nursery use (Use class D1)</p>	

	<p>open space including an extension to the recreation ground, play areas, sustainable drainage features and associated infrastructure including foul sewerage pumping station. Land accessed between 2&amp;4 Fordham Rd Isleham. Bloor Homes.</p> <p>We await the date when these reserved matters will be considered by the planning committee.</p>	Clerk
<b>19-20/125</b>	<b>POLICE MATTERS</b>	
	<p><u>Beeches Incident</u> IPC await an update from the police on this matter but our understanding is that it is being regarded as an isolated incident. It was also noted that increased incidences of car theft as well as discarded needles being found on Coates Drove had been posted on local social media. Also see agenda item 19-20/133(b)</p>	
<b>19-20/126</b>	<b>PLAYAREA &amp; SKATEPARK MATTERS</b>	
	Nil matters.	
<b>19-20/127</b>	<b>RECREATION GROUND MATTERS</b>	
(a)	<p><u>Beeches Car Park</u> It was agreed to continue for the foreseeable future, with the rota for the locking and unlocking of the car park.</p>	Clerk
(b)	<p>A quote from Palmers for the installation of an anti caravan barrier was discussed. It was proposed by DB and seconded by CE to accept the tender on the basis that the barrier is 2.1m high and positioned at the initial gate posts.</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
(c)	<p><u>Fordham Rd / West St Land</u> Following a proposal from DB it was agreed to establish a sub-committee of the existing ISRC to consider possible uses of the land being bequeathed to IPC by Bloor Homes. It was noted that residents will be consulted on this matter in the future and that full council approval would be sought before any decisions are made.</p>	DB, MC
<b>19-20/128</b>	<b>CEMETERY &amp; CHURCHYARD MATTERS</b>	
(a)	<p><u>Memorial Stone – Mr W Mann</u> It was proposed by DB and seconded by JM to approve the request for the installation of this memorial stone.</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
(b)	<p><u>Interment of ashes of PL</u> It was proposed by DB and seconded by JM to approve the interment of these ashes.</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
(c)	<p><u>Interment of ashes of MP</u> It was proposed by DB and seconded by JM to approve the interment of these ashes.</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
(d)	<p><u>Cemetery wall repairs (CE)</u> A quote from Shane Smalley for the repairs was considered. It was agreed that two further quotes would be sought for this work.</p>	CE
(e)	<p>It was noted that an elderly resident was extremely concerned about the potential damage to her property from a tree in the old cemetery. A copy of the recent tree report is to be shared with her and her family.</p>	Clerk
(f)	<p>It was proposed by PW and seconded by DB to approve the purchase of additional watering cans for the new cemetery at a cost of £10.</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk

<b>19-20/129</b>	<b>ICA REPORT/THE BEECHES</b>	
(a)	<p><u>Update</u> As CP &amp; GP were both absent no report was given. It was proposed by PW and seconded by JM to approve a request from the Beeches to use of the car park for a Christmas Fair on Friday 13<sup>th</sup> December between 7.00pm - 9.00pm</p> <p style="text-align: right;">UNANIMOUS</p>	Clerk
	The issue of undertaking a fixed electrical test on The Beeches Community Centre was discussed. Clarification on who is responsible for such works is to be gained.	Clerk
(b)	<p><u>Beech Tree</u> JM expressed concern regarding possible damage to the main Beech tree within the car park as a result of increased traffic over its roots. It was noted that the recent tree report didn't identify any issues and agreed that no further action would be taken at this moment in time.</p>	
<b>19-20/130</b>	<b>MONTHLY FINANCIAL MATTERS</b>	
(a)	<p><u>Pay Accounts October 2019</u> – see appendix 2 It was proposed by DB and seconded by BM to approve the October Pay Accounts.</p> <p style="text-align: right;">UNANIMOUS</p>	JB
(b)	<p><u>To Approve Bank Reconciliation for September 2019</u> It was proposed by PW and seconded by BM to approve the September bank Reconciliation.</p> <p style="text-align: right;">UNANIMOUS</p>	
(c)	<p><u>Finance Working Party.</u> The following items were considered at the recent Finance Working Party meeting:</p> <ul style="list-style-type: none"> <li>- It was proposed by DV and seconded by AD to approve the 'write off' of identified, unpaid accounts.</li> </ul> <p style="text-align: right;">UNANIMOUS</p>	JB
	<ul style="list-style-type: none"> <li>- It was noted that the Year End AGAR had been accepted by PJ Littlejohn and that the issues raised related to historic adjustments by Rialtus.</li> </ul>	
	<ul style="list-style-type: none"> <li>- It was noted that Veolia have increased their prices from £13.42 to £15.98 per lift.</li> </ul>	
	<ul style="list-style-type: none"> <li>- It was proposed by PW and seconded by CE to approve a payment of £59 to Rialtus for their digital VAT service.</li> </ul> <p style="text-align: right;">UNANIMOUS</p>	JB
	<ul style="list-style-type: none"> <li>- Policy update. It was agreed that the following changes would be made to our financial policy &amp; procedures: <ul style="list-style-type: none"> <li>1. Customers to be invoiced 1 month in advance.</li> <li>2. Payment within 7 days. (excepting clubs with affiliation to village)</li> <li>3. Invoices totalling more than £100 which remain unpaid for 6 months to be pursued through Small Claims Court</li> </ul> </li> </ul>	JB Clerk
	<ul style="list-style-type: none"> <li>- It was agreed that the next Finance working party meeting will be held on Monday 18<sup>th</sup> November at 7.15pm, when further budget planning work will be undertaken</li> </ul>	JB Finance Working Party
(d)	<p><u>Clerks and Council Direct renewal subscription</u> It was proposed by PW and seconded by AD to the purchase of 5 copies of this magazine at a cost of £60. Copies requested by DB, PW/CE, JM, RR and AD</p> <p style="text-align: right;">UNANIMOUS</p>	JB
<b>19-20/131</b>	<b>HIGHWAYS/FOOTPATH MATTERS</b>	
(a)	<p><u>Coates Drove</u> The issue of the overgrown footpath on Coates Drove was considered. It was agreed to make a request to the Community Payback scheme to undertake this work.</p>	Clerk

(b)	<u>Lady Maynard Footpath</u> Although a report had been received of this footpath being overgrown, a recent walk by RR had not identified any concerns. No further action to be taken at this point.	
(c)	<u>Wildflowers.</u> We await notification of the cost of these seeds.	MC
(d)	<u>Litter Picker</u> It was noted that 2 applications had been received for this post and that RR, VBS and RL are to undertake interviews on 9.10.19 It was proposed by PW and seconded by JM to the purchase of various items of clothing and tools related to this post at a maximum cost of £300 UNANIMOUS	Clerk JB
(e)	<u>Football Parking</u> It was noted that significant problems had arisen on 22.9.19. AD stated that cars often fail to fill up / move onto empty parking spaces in the car park and that the designated area of the recreation ground was not always being used. It was agreed that this is fundamentally a police matter but would be raised again at the forthcoming ISRC meeting.	Clerk
(f)	<u>Christmas Tree</u> Consideration was given to the purchase and installation of a Christmas tree outside the entrance to the Beeches car park and the supply and installation of lights by Walter Gunstan. It was agreed to pursue the possible sponsorship of the tree by the Co-op in the first instance.  It was proposed by PW and seconded by JM that (subject to both the above and the authorised connection to the electricity supply) a tree could be purchased up to a maximum cost of £50. UNANIMOUS	PW  Clerk
<b>19-20/132</b>	<b>PARISH COUNCIL POLICY UPDATES AND REVIEW</b>	
	<u>Neighbourhood Plan</u> RR provided an update to the plan, with the immediate priorities being our funding application and the establishment of a draft Village Character Assessment. The next planning meeting is being held on 16.10.19 at 7.15pm	
<b>19-20/133</b>	<b>CORRESPONDENCE/MATTERS FOR INFORMATION ONLY</b>	
(a)	<u>Training – Code of Conduct for Parish Councils</u> It was noted that this is being held at The ECDC offices on 26.11.19 but that it will cover the same areas as the NALC training taking place below (item 133 (c))	
(b)	<u>Sunica</u> RR provided an update to the proposed development of solar farms across the district. It was stated that the withdrawal of some sites had resulted in an application being made to increase the size of development within IPC. Isleham residents are to be informed of these proposals.	Clerk
(c)	<u>Community Safety Accreditation Scheme</u> RR is to attend the meeting relating to this scheme on the 7.11.19. Consideration is to be given in the future to the possible employment of a jointly funded Warden for this area of East Cambridgeshire.	RR
(d)	<u>Council Tax Reduction Scheme Consultation.</u> Details of this consultation were noted.	
(e)	<u>Basic Training</u> It was noted that the CAPALC training will take place on Thursday 24 <sup>th</sup> October between 6.30pm – 9.30pm at the Beeches.	Clerk, RR, GP, CE, AD, PW, VBS & JM
(f)	<u>Adoption of the Forest Heath area Single Issue Review of Core Strategy Policy</u> Details of this policy were noted.	
(g)	<u>ECDC Climate Change Petition</u>	

	Details of this petition were noted.	
(h)	<u>Street Naming &amp; Numbering</u> Details of the renumbering of 72 West St & Peyton Place were noted.	
<b>19-20/134</b>	<b>ALLOTMENT MATTERS</b>	
(a)	<u>3 Trees Visit</u> It was noted that the site visit will take place on Sunday 20 <sup>th</sup> October 3.00pm	
(b)	<u>Poly-tunnel Request</u> It was proposed by PW and seconded by BM to approve a request from Mr Ambler to install a 4m x 2m poly- tunnel on Dunstall plot number 16 UNANIMOUS	
(c)	<u>Stakes</u> It was proposed by PW and seconded by AD to approve the purchase of wooden stakes to mark out allotment plots at a cost of £110 UNANIMOUS	
<b>19-20/135</b>	<b>ORCHARD MATTERS</b>	
	JM reported that despite the very inclement weather the recent apple day was reasonably well attended	
<b>19-20/136</b>	<b>WASH MATTERS</b>	
	Nil matters	
	Meeting closed to the press and public at 10.00pm – DB left the meeting	
<b>19-20/137</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).	
	Meeting re-opened to the press and public at 10.20pm	
<b>19-20/138</b>	<b>DATE OF NEXT MEETINGS</b>	
	Parish Council meeting – - Monday 4 <sup>th</sup> November 2019 - Monday 2 <sup>nd</sup> December 2019	
	Interim planning meeting (tbc) - Monday 21 <sup>st</sup> October 2019 - Monday 18 <sup>th</sup> November 2019	
	Meeting closed at 10.23pm	
<b>19-20/139</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> - Fordham Rd Barrier - Bloor land options	

**Appendix 1                      October Actions**

<b>Agenda No</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Comments on Progress</b>
	Draft Minutes	Clerk	8.10.19 Emailed to councillors
120b	Notify Staploe and advertise flue jobs Advertise on Facebook	Clerk	8.10.19 Confirmed with Jackie Spruce
121	Post mins of meetings on website	Clerk / CP	8.10.19 emailed to CP
122a	Purchase USAF plaque	Clerk	8.10.19 ordered
122b	Accept Priory tender Establish programme of works Notify Local residents of work Pursue signage for Mill St / The Priory	Clerk	8.10.19 bollards ordered. Made 2 <sup>nd</sup> request for quote for new timber for raised bed
122c & 131a	Liaise with Community pay back re projects	Clerk	
122d	Commission LHI grant	Clerk	
124a	Submit responses to planning applications	Clerk	8.10.19 Responses submitted
124b	Submit letter to JH and associated officers re planning 19/01074/FUL	Clerk	
124d	Establish date for RM committee meeting re 18/00363/DISB	Clerk	8.10.19 Email sent – provisionally scheduled for 6.11.19
127a	Distribute car park rota	Clerk	8.10.19 emailed
127b	Commission Palmers to construct and install car park barrier	Clerk	8.10.19 Commissioned subject to clarification of ht and position
127c	Consider possible use of Bloor land	ISRC	
128 a-c	Complete stone and burial paperwork	Clerk	8.10.19 Completed
128d	Obtain further quotes for cemetery wall	CE	
128e	Tree survey to PD	Clerk	
128f	Purchase watering cans	Clerk	
129a	Notify Beeches of decisions Clarify responsibility for electrical test	Clerk	8.10.19 confirmation emailed
130a	Complete Payments	JB	
130c	Clear overdue accounts Rialtus payment for digital VAT Amend Finance policy Agenda & docs for Finance mtg	JB JB Clerk JB	
130d	Subscription for magazine	JB	
131c	Obtain seeds	MC	
131d	Appoint litter picker Purchase resources Pursue sponsorship of trolley	Clerk RR, VBS	
131e	Discuss parking at ISRC meeting Send photos, fixture list & request police presence at future games	Clerk	8.10.19 photos and request for police involvement sent
131f	Pursue sponsorship of Christmas tree Liaise with WG & DM re lights	PW Clerk	8.10.19 Notified WG
133b	Post details of Sunica proposals on social media		8.10.19 requested better copy of map
133c	Attend Community Safety meeting	RR	
133e	Confirm training date Attend training	Clerk RR, GP, CE, AD, PW, VBS & JM	8.10.19 Training confirmed. Mtg room requested
134b	Notify approval of Poly tunnel	Clerk	8.10.19 Notified SA
134c	Purchase and install allotment stakes	Clerk	
<b>Other actions</b>			

**Appendix 2****Pay Accounts 7th October 2019**

Cheque No	Payee	Item	Net	Vat	Total	Power
<b>Payments made since last meeting</b>						
BACS	Staff Salaries	September 2019	£1,720.52	£0.00	£1,720.52	LGA 1972 s112
	Lloyds Bank multipay card	Monthly fee	£3.00	£0.00	£3.00	LGA 1972 ss50
		Fuel	£18.02	£3.60	£21.62	Open spaces act 1906 ss9 & 10LGA 1972 s214
		Stationary	£4.75	£0.95	£5.70	Open spaces act 1906 ss9 & 10LGA 1972 s214
						Statement total £ 30.32
Direct Debit	Welplan	Pension August 2019	£22.93	£0.00	£22.93	LGA 1972 s12
<b>Payments for authorisation at tonight's meeting</b>						
126PB000080	HMRC	Tax & NI-September 2019	£0.00	£0.00	£0.00	LGA 1972 s112
	C Winters	Upkeep of Dunstall allotments and orchard	£450.00	£0.00	£450.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
SBO1104789	Veolia	Duty of care-annual	£42.75	£8.55	£51.30	Local Authorities Cemetery Orders 1977 & 1986
SBO1102192	Veolia	Cemetery bin	£73.30	£14.66	£87.96	Local Authorities Cemetery Orders 1977 & 1986
SB20191740	PKF	AGAR year ending March 2019	£400.00	£80.00	£480.00	LGA1972 s142
5028	ICE	Water Sept-December 2019	£15.00	£0.00	£15.00	LGA 1972 s50
5029	ICE	Car Park lighting Sept-December 2019	£132.00	£6.60	£138.60	LGA 1972 s50



CSUK OU/INV/77744	Balfour Beatty	Street lighting	£24.00	£4.80	£28.80	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
778	Jane Sheldrick	Prepare salaries September 2019	£25.75	£5.15	£30.90	LGA 1972 s112
	Tim Wilding	Expenses- Wilko refuse bags	£4.58	£0.92	£5.50	LG Misc Provisions Act 1976 s 19 (d)
15067	R Palmer & Sons Ltd	Remove barbed wire from flail mower	£55.96	£11.19	£67.15	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
	R T Sheldrick	Grass cutting and upkeep of recreation ground	£1,134.00	£0.00	£1,134.00	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
5069	ICE	MUGA lighting Sept- December 2019	£23.00	£1.15	£24.15	LGA 1972 s50
76845	GMS	Service hedge cutter	£70.49	£14.10	£84.59	Open Spaces Act 1906 ss9 &10 LGA 1972 s214

£4,220.05    £151.67    £4,371.72

DRAFT

ISLEHAM PARISH COUNCIL

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

01638 781687