

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

MINUTES OF THE PARISH COUNCIL MEETING HELD on

Monday 5th February 2024

Those Present; Cllr M Caffarelli (MC); Cllr C Corbin (CC), Cllr A Dennis (AD) Cllr C Elmer (CE); Cllr A Burn (AB), Cllr D Beckett (DB) and Chaired by Cllr R Radcliffe (RR).

Members of the public: 6 inc Cllr J Huffer (ECDC) and Cllr M Goldsack (CCC)

Quorum: 4

Clerk: Helen Dunn

Helen Dunn

		Action
23-24/198	APOLOGIES FOR ABSENCE LGA 1972s95 Cllr A Noble, Cllr P Wilkes, Cllr V Bruyneel-Smith, Cllr G Preece	
23-24/199	DECLARATION OF INTEREST None	
23-24/200	OPEN FORUM FOR PUBLIC PARTICIPATION (15mins) Opened to the public participation at 19.16 (a) Request directed at Cllr M Goldsack to resurface road in Limestone Close (b) Support by member of the public for the newly revised LHI proposals on Pound Lane and Fordham Road (c) Request for IPC and ICE meeting in February and for this to become a regular occurrence Closed to the public participation at 19.19	MG
23-24/201	TO APPROVE MINUTES OF MEETINGS HELD: Monday 8th January 2023 It was proposed by AB and seconded by AD to approve the above minutes UNANIMOUS	
23-24/202	Funding and Grants Update (RR) Spreadsheet demonstrating possible available grants/funds was reviewed by Councillors. Cllr M Goldsack added that the Police and Crime Commissioner Grant was also an option to be considered.	
23-24/203	Notice Boards at The Pound It was proposed by CC and seconded by MC to remove and dispose of the old village Noticeboard at The Pound, and to offer the old WI smaller noticeboard for the use of Isleham Society.	Clerk
23-24/204	IPC Website development Aubergine (CC) Councillors reviewed the quote and offering from Aubergine262. The RFO commented that a payment portal would be useful for some payments such as Allotments. It was concluded that CC and AD would explore other providers.	CC / AD
23-24/205	Office IT upgrade (CC) It was proposed by CC and seconded by AD to purchase a new Dell Computer at a cost of £1184 inc VAT, plus anti-virus and office 365	CC / RFO
23-24/206	Staff Job Evaluation Scheme It was decided that AB and DB would review all employee salaries using the Job Evaluation Scheme and conclude final decision before April	AB / DB
23-24/207	COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS	
(a)	County Councillors Report (MG)	

	Cllr M Goldsack referenced an update on Isleham Nature Reserve footpath, planings that had been delivered to Waterside, demand-based bus service for Isleham, budget and precept for CCC and police presence for school parking.	
(b)	District Councillors Report (JH) Cllr J Huffer mentioned the continued ECDC freeze on council tax. It was also noted that an incorrect BBC report had been aired that day giving false information about the Sunnica application, of which a formal complaint had been made.	
23-24/208	MONTHLY FINANCIAL MATTERS	
(a)	Approve Pay Accounts February 2024– see appendix 2 It was proposed by CC and seconded by CE to approve the above accounts UNANIMOUS	RFO
(b)	Approve Bank Reconciliation for December 2023 – see appendix 3 It was proposed by CC and seconded by DB to approve the above bank reconciliations UNANIMOUS	RFO
(c)	Recharges from The Beeches Request from RFO to invoice directly to IPC rather than recharge was noted. It was decided to refer back to the lease agreement to determine what IPC is liable for.	RFO
(d)	Fixed Asset register RFO to circulate asset register to all Councillors and the Clerk for review by all.	RFO / all
(e)	Approval for Sage Payroll It was approved by DB and seconded by CC to approve the purchase and use of SAGE for inhouse payroll purposes. UNANIMOUS	RFO
23-24/209	ICA REPORT/THE BEECHES	
(a)	Trustee Report Request for a combined meeting between IPC and ICE was considered and a date of 26 th February at 7pm agreed.	Clerk
(b)	InPost Box proposals It was proposed by RR and seconded by CC to approve the ICE request for an InPost Box on the outside of The Beeches. This was on the understanding that InPost would cover most costs and any extra cost would be picked up by ICE. It was also agreed that the extra ground slabs would be reset against the existing building.	
23-24/210	RECREATION GROUND, PLAY AREA & SKATEPARK MATTERS	
(a)	Tree Survey overdue It was agreed to obtain quotes to present at the next Council meeting	Clerk
(b)	Steel Bones Thank You and request It was proposed by MC and seconded by CE to approve the next Steel Bones Celebration day on the 21 st July 2024, including allowing marquees for the event	Clerk
(c)	Request via Isleham Cricket Club to hold Dynamo’s Cricket Competition It was proposed by DB and seconded by MC to allow use of the Recreation Ground for the Dynamo Cricket Competition on 8 th May. This is on the condition that the existing cricket square be used without the need for an extra cut.	Clerk
(d)	Tender for Rec Ground cutting It was proposed by RR and seconded by MC to accept the tender from John Allen Contracting. UNANIMOUS	Clerk
(e)	MUGA project It was proposed by RR and seconded by DB to create a Working Party consisting of RR, CC, DB and MC, who will clarify details on the leading quote for the MUGA project and make final approval within one week.	WP group
23-24/211	ENVIRONMENT & THE WASH MATTERS	
(a)	Approval from IPC for next phase of planting at various location (AB) It was proposed by AB and seconded by DB to purchase shrubs in time for planting in March.	WP group

(b)	Wash Gateway and link to EA proposed work (AB) No update	
(c)	Priory Checkers tree (AB) It was proposed by AB and seconded by CC to purchase an £80 Chequers Tree to be installed by The Priory. Cllr Huffer added that Council can still contact ECDC to apply for a Coronation Oak Tree	AB Clerk
(d)	Villages hedges It was proposed by MC and seconded by CC for John Allen Contracting to cut hedges along Station Road, Beck Road and Waterside at a cost of £360	Clerk
23-24/212	CEMETERY & BURIAL MATTERS	
(a)	Burials – VP, PH, MH Proposed by DB and seconded by MC to approve the above burials	
(b)	Inscriptions approved by Cemetery WP- JC Proposed by DB	
(c)	Burial costs increase It was requested to present the comparison burial fees from nearby cemeteries and to decide the fee increase in the March meeting	Clerk
(d)	Cemetery Bin It was proposed by DB and seconded by MC to hire a skip for one day, at an approximate cost of £200, to clear a back log of waste from the Cemetery. It was requested for an explanation of the increase in waste from TW	Clerk Clerk
	PLANNING MATTERS	
23-24/213	Planning Applications	
(a)	23/01188/LBC Replace three triple sash windows, repair and paint other windows on front elevation 13 Church Street, Farr No Objections	
(b)	23/01130/FUL Change of use of existing agricultural barns to form 3 residential dwellings, including, extensions, internal and external alterations, parking, access road and associated works Revisions to the proposed layout: - Plot 3 has been re-located into the eastern barn - Amendments to the parking layout to re-locate the proposed parking in the central park - Proposed extension to the central barn to facilitate car port East End Farm 3 Sheldricks Road. Mr Colin Mcgreavy No objections	
23-24/214	Planning Approvals	
(a)	23/00451/FUL Retention of livestock barn and stable block with external cladding, portacabin and completion of implements store in association with farm holding - part retrospective Land North East Of 29A Prickwillow Road	
(b)	23/01084/FUL Single storey building for physio treatment room and gym. Solar PV panels to south facing roof of bungalow 2 Houghtons Lane	
(c)	23/01267/FUL Installation of roller shutter to side elevation display window The Co-operative Food 2 West Street	
23-24/215	Other Planning Matters	
(a)	Chalkpit Development It was decided that no meeting with the developers was needed at this stage.	Clerk
23-24/216	HIGHWAYS/FOOTPATH MATTERS	

(a)	LHI Pound Lane/Prickwillow Road Traffic Calming proposal The new proposal plans were reviewed and were thought to be a positive improvement. It was decided to request a further meeting between LHI designers, Councillors, and representatives from the local farmers to discuss details further.	Clerk
(b)	LHI Fordham Road Traffic Calming proposal The new proposal plans were reviewed and were thought to be a positive improvement. It was decided to request a further meeting between LHI designers, Councillors, and representatives from the local farmers to discuss details further.	Clerk
23-24/217	PARISH COUNCIL POLICY UPDATES AND REVIEW	
(a)	Notes of Policy Review Group Noted	
(b)	Health and Safety policy for update and approval It was proposed by AB and seconded by MC to approve the revised Health and Safety policy	Clerk
23-24/218	CORRESPONDENCE/MATTERS FOR INFORMATION ONLY	
(a)	Grit Bin request for Bluebell Road It was decided to raise the matter with CCC	Clerk
23-24/219	EXCLUDED MATTERS 21.23 The meeting was closed to the press and public 21.51 Meeting reopened	
23-24/220	DATE OF NEXT MEETINGS	
	Working Party Meetings:	
	Monday 4th March	
	Monday 8 th April	
23-24/221	AGENDA ITEMS FOR NEXT / FUTURE MEETING	

Agenda	Action Points for Clerk
	Complete and distribute draft mins

	Forward Dec mins for posting
23-24/203	Organise removal of Notice board and repurpose old WI board
23-24/209a	Send invite for IPC/ICA meeting
23-24/210a	Obtain quotes for tree survey
23-24/210b	Inform Steel bones of approval
23-24/210c	Inform Cricket Club of approval
23-24/210d	Accept tender for Groundsman role
23-24/211c	Contact ECDC regarding Coronation Oak
23-24/211d	Commission village hedge cutting
23-24/212a/b	Complete all outstanding burial paperwork
23-24/212c	Add burial comparison to next agenda
23-24/212d	Book skip and explanation from TW
23-24/213	Submit planning responses
23-24/215a	Respond to planning developer for Chalkpit
23-24/216a/b	Arrange further LHI meeting
23-24/217b	Correctly document and file approved H&S policy
23-24/218a	Contact CCC re. grit bins in Bloor homes
	Other and Ongoing
	Exploring Log Tunnel replacement/repair for playground
	Order no dog sign
	ICE net request
	Investigate using burial plots over 100 years old
	Contact residents near Cemetery to establish boundary
	Explore making speed reduction permanent – Beck Road
	Contact residents regarding over grown areas
	Contact property owners on Beck Road and highways regarding hedge
	Acknowledge IR service and seek volunteers
	Explore Kings Award system and Freedom of the Parish
	Apply for Zebra crossing on Maltings Lane
	Organise working party meetings
23-24/168h	Add agenda item to next Rec Ground WP meeting to discuss future use of Bloor Home land
23-24/180a	Request Beck Rd Street Lighting
23-24/180b	Contact CCC re. Beck Rd Hedge
23-24/182a	Contact ECDC re legal representation for Bloor Homes transfer

23-24/184a	Create procedure/Contract for C Winters
23-24/186a	Arrange Rec Ground meeting for March
23-24/186d	Commission playground inspection
23-24/186e	Limit access and establish access procedure for Tractor Shed
23-24/186f	Contact Command
23-24/191d	Request replacement speed cameras
23-24/191g	Inform farmers of road closure
23-24/192b	Explore CCTV funding

