

# 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

## MINUTES OF THE PARISH COUNCIL MEETING HELD

8<sup>TH</sup> January 2018

AT THE BEECHES

Those Present; - Cllr D Beckett (DB); Cllr Mrs V Bruyneel-Smith (VBS), Cllr Mrs J Malkin (JM); Cllr R Mitchell (BM); Cllr Patterson (CP); Cllr S Paveling (SP); Cllr Mrs G Preece (GP); Cllr Radcliffe (RR); Cllr B Turton (BT) Cllr P Wilkes (PW); Cllr L Wightman (LW)

Members: 11

Quorum: 4

Clerk: Richard Liddington (RL)

Parishioners: 3 (incl County Clr P Raynes)

- |                  |   | <b>Action</b> |
|------------------|---|---------------|
| <b>17-18/232</b> | <b>APOLOGIES FOR ABSENCE LGA 1972s95</b><br>Nil   |               |
| <b>17-18/233</b> | <b>COUNCILLORS DECLARATIONS OF INTEREST</b><br>DB re agenda item 17-18/238  |               |
| <b>17-18/234</b> | <b>OPEN FORUM FOR PUBLIC PARTICIPATION (15mins)</b><br>Nil matters.   |               |
| <b>17-18/235</b> | <b>TO APPROVE MINUTES OF MEETING</b>  |               |
| (a)              | It was proposed by BM and seconded by LW that the minutes of the meeting held on the 4 <sup>th</sup> December be approved.  | Unanimous     |
| (b)              | It was proposed by PW and seconded by BT that the minutes of the meetings held on the 18 <sup>th</sup> December be approved.  | Unanimous     |
| <b>17-18/236</b> | <b>MATTERS ARISING/CLERKS REPORT</b> ( <i>also see appendix 1</i> )<br>7.23pm VBS arrived   |               |
| (a)              | It was proposed by PW and seconded by GP that Cllr Bob Mitchell be appointed as a Trustee on Lady Peyton Charity  | Unanimous     |
| (b)              | Cllr Turton – was appointed onto the Highways & H&S guidance working parties. This is in addition to the ICA working party, of which he is already a member.  |               |
| <b>17-18/237</b> | <b>COUNTY &amp; DISTRICT COUNCILLORS REPORT &amp; BUSINESS</b>  |               |
| (a)              | County Councillors Report.<br>CCllr Raynes shared the following updates re highways:  |               |
|                  | <ul style="list-style-type: none"><li>• The Prickwillow Road will be closed during much of February for resurfacing work. DB questioned whether all local businesses (esp farmers) are aware of this closure. CLLR Raynes to ensure this is the case.</li><li>• Road gritting has been undertaken during recent icy conditions.</li><li>• Only a small number of potholes have been recorded as needing repairs in Isleham. Councillors and residents are encouraged to report any holes via:<br/><a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/</a></li></ul> | PR            |

DB questioned the quality of recent road repairs, which don't appear to be lasting. PR stated that a new highways contractor is in place and that reports have been raised from residents regarding the quality of these repairs.

- Recommendations have been made to upgrade the A10 to a dual carriageway. This is unlikely to have an impact on many Isleham residents.

Cllr Raynes also reported that the County Council have received representation from Cambridgeshire headteachers regarding the school funding formula.

(b) District Councillors Report.

Cllr Beckett reported that:

- A new Local Authority trading company, responsible for waste and cleaning has now been established.
- ECDC are expected to present a balanced budget for 2018-19 within the next 2 weeks.
- The new leisure centre in Ely is on schedule for completion in the spring.
- A new car park serving rail commuters in Ely has opened.

## 17-18 / 238 PLANNING MATTERS

(a) **Planning Applications:**

17/01907/FUL (Amendment) Proposed extension to create 2 ½ storey property. 9 St Andrew's Close Isleham. Mr Aver.

No objection to the amendment. Concern was expressed however that this application appears to have been approved prior to the closure date of 8.1.18 for responses to this amendment. Clerk & DB to seek clarification.

Clerk/ DB

17/02110/FUL Residential development of two bungalows garages, parking, access & associated site works (full submission following outline approvals for 2 no detached bungalows under separate applications - previously 17/00627/OUT, 17 / 00255/OUT, 17/01918/RMA & 17/01919RMA)

Site adjacent to 3 Hall Barn Rd Isleham. Mr R Clarke.

No objection.

Clerk

17/02166/VAR To vary condition 1 (approved plans) of previously approved 17/01390/FUL construction of 2 bedroom single storey detached dwelling. Land to south of 35 Pound Lane Isleham. Mr Reed.

Conditional objection: Due to the inclusion of a fixed staircase a condition is requested that there should be no further approval for the installation of a second floor within the property as this would affect the visibility of The Priory.

Clerk

17/02131/VAR To vary conditions 1 Plans and Drawings) of the decision dated 06/11/17 of previously approved application 17/01636/FUL for proposed erection of 1 no private detached dwelling and cart lodge. 53 Pound Lane Isleham. Mr Baxter.

Objection on the grounds that previously raised concerns regarding the size of the proposed development and access on Prickwillow Road have still not been addressed.

Clerk

9.09pm DB left the meeting

17/02147/FUL Proposed detached two storey dwelling with internal garage. Site east of Appleyard Farm Houghtons Lane Isleham. Mr D Beckett. (previously 15/01121/FUL)

Conditional objection: Due to the rural location of the proposed development it is to be requested that sympathetic landscaping including the planting of trees, open fencing and the rebuilding of any clunch walls be included as a condition of any approval.

Clerk

9.20pm DB returned to the meeting.

1702181/RMA Proposed farm relocation. Land parcel south of Fifty Farm. Prickwillow Rd Isleham. Mr Leonard.

No objection.

(b) **Planning Approvals:**

Clerk

17/01220/FUL Erection of a new dwelling and associated development. 29a Hall Barn Rd Isleham Mr Fuller (agent).

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01638 781687

17/01907/FUL Proposed extension to create 2 ½ storey property. 9 St Andrew's Close Isleham. Mr Aver.

(c) **Planning Refusals**

17/01109/FUL Development of an external artificial turf pitch (ATYP) with fencing, floodlighting and a storage container. Isleham Recreation Ground Mill St Isleham. Mr Caffarelli.

(d) **Other Planning Matters:**

17/019198RMA Reserved matters for single storey dwelling along with associated parking, access & site works. Plot 1 Site adjacent to 3 Hall Barn Rd Isleham. Proposal for Reserved Matters withdrawn.

17/01919/RMA Reserved matters for single storey dwelling along with associated parking, access & site works. Plot 2 Site adjacent to 3 Hall Barn Rd Isleham. Proposal for Reserved Matters withdrawn.

**17-18/239 POLICE MATTERS**

BT shared details of a recent incident of Anti-Social Behaviour he had experienced whilst visiting the Beeches playground. The matter has been reported to the police. A review of CCTV footage is to be undertaken. (Also see 247(g))

Clerk

**17-18/240 PLAY AREA & SKATEPARK**

TW is in the process of ordering parts for playground repairs as per the recent survey by Wicksteeds.

**17-18/241 RECREATION GROUND MATTERS**

(a) DB stated that IYFC are considering the installation of CCTV to cover their section of the tractor shed. It is anticipated that this may have the capacity to include external cameras for use by IPC to cover the MUGA. CP expressed some concern at who would monitor these additional cameras. Contact to be made with IYFC to discuss this possibility further.

Clerk

(b) LW confirmed that the soak-away for the new tractor shed has been completed. DB also confirmed that the security bar and Heras fencing (for segregating the 3 bays) have been ordered.

**17-18/242 CEMETERY & CHURCHYARD MATTERS**

Work is being undertaken by TW to repair a small number of graves which have sunk recently.

It was noted that a section of the clunch wall surrounding the new cemetery has fallen into a state of disrepair. TW to be asked to undertake the repairs.

Clerk/TW

**17-18/243 ICA REPORT/THE BEECHES**

(a) A revised estimated invoice for MUGA Electricity was considered by the council. This invoice was based on average use over the past 30 months. It was also noted that a new electricity meter has been ordered. It was proposed by DB and seconded by PW that the bill be paid.

Clerk

Unanimous

(b) Due to the Christmas period, an update on our CiL application for funding to tarmac the Beeches Car Park is still to be received.

Clerk/DB

**17-18/244 MONTHLY FINANCIAL MATTERS**

(a) Two small errors were noted on the Jan Pay accounts. It was proposed by PW and seconded by SP that approval of corrected accounts would be delegated to RR and DB.

Clerk/RR/DB

Unanimous

(b) To Approve Bank Reconciliation for November 2017.

It was proposed by PW and seconded by SP that the November bank reconciliation be approved.

Unanimous

- (c) It was proposed by BT and seconded by LW that the parish precept for 2018-19, which includes a 1.5% increase on the 2017-18 budget, be approved. Clerk  
Unanimous
- 17-18/245 HIGHWAYS/FOOTPATH MATTERS**
- (a) Approval of temporary road closure order:  
10444634 Beck Rd (opposite new church) 19<sup>th</sup> – 21<sup>st</sup> March 2018  
Although concern was expressed at the impact that this would have, particularly for school buses and Neales coaches, it was accepted as necessary. It was proposed by GP and seconded by JM that no objection be made. Clerk  
Unanimous
- (b) JM noted that the cleanliness of both highways and the footpaths within the village is extremely poor. The highways committee is to meet to discuss the possibility of additional hours for Jacob Mayall (litter picker) Contact to also be made with ECDC/CCC regarding the washing of pavements and roads. JM Clerk / DB
- (c) CCC's approval of the following temporary traffic prohibition orders were noted:  
  - 2018/063 Soham and Prickwillow Rd – 18<sup>th</sup> February 2018
  - 2018/097 Maltings Lane & Beck Rd – 18<sup>th</sup> Jan 2018, 12<sup>th</sup> & 16<sup>th</sup> February 2018
- (b) The clerk shared details of a revised Highways grant application that has been submitted to CCC. This includes requested funding for the purchase of an additional Vehicle Activated Sign and the establishment of a village Speed Watch scheme.
- (c) JM noted that the dog waste bin on Coates Drove regularly overflows and that this needs either resolving with Veolia or the purchase of a larger bin. Clerk
- 17-18/246 PARISH COUNCIL POLICY UPDATES AND REVIEW**
- (a) It was agreed that the date for the Annual Parish Meeting 2018 be held on Monday 30<sup>th</sup> April 2018 at 7.30pm (Finance working party to meet afterwards) Clerk
- (b) Meeting dates for 2018-19 were agreed (see appendix 3)
- 17-18/247 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**
- (a) It was noted that the minimum contributions towards employee pensions will increase to 5% in April 2018 and then to 8% in April 2019
- (b) Cambridgeshire County Council has published a new strategic plan. This can be found at: [https://gallery.mailchimp.com/2a27dfdab651dc08bb89bb30f/files/07ce839d-bf2f-46d8-b37a-3d0f6db2af54/01\\_Local\\_Council\\_Development\\_Plan.pdf](https://gallery.mailchimp.com/2a27dfdab651dc08bb89bb30f/files/07ce839d-bf2f-46d8-b37a-3d0f6db2af54/01_Local_Council_Development_Plan.pdf)
- (c) The clerk has received a new electoral register
- (d) An email from Orchards East regarding a forthcoming meeting. JM to attend.
- (e) A letter from residents of Jubilee Close regarding the need for tree surgery has been received. Clerk to establish the ownership of the land/trees. Clerk
- (f) The annual report and statement of assurance from the fire authority has been received.
- (g) Consultation on a proposal to increase policing precept by £1 per month per household has been received. Clerk to respond regarding the need for increased police presence in the village (see 17-18/239)
- (d) An invitation to apply for tickets to the annual Buckingham Palace garden party has been received. No interest in attending.
- (e) A response from NALC to the Prudential Framework has been received.
- 17-18/248 ALLOTMENT MATTERS**  
Nil
- 17-18/249 ORCHARD MATTERS**  
Nil
- 17-18/250 WASH MATTERS**  
Nil
- 17-18/251 MOTION TO EXCLUDE THE PUBLIC AND PRESS**

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).

Nil

**17-18/252 DATE OF MEETINGS FOR 17-18 YEAR**

Interim planning meeting – Monday 22<sup>nd</sup> January 2018

Parish Council Meeting – Monday 5<sup>th</sup> February 2018 (DB apologies)

Interim planning meeting – Monday 19<sup>th</sup> February 2018 (tbc)

Parish Council Meeting – Monday 5<sup>th</sup> March 2018

Interim planning meeting – Monday 19<sup>th</sup> March 2018 (tbc)

**17-18/253 AGENDA ITEMS FOR NEXT MEETING**

*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.*

22<sup>nd</sup> January – Neighbourhood Plan



## Appendix 1a January Actions

Agenda No	Action Point	Responsible	Comments on Progress
17-18	Write and distribute minutes	Clerk	16.12.17 – draft mins completed and emailed to councillors
235	Publish December minutes	Clerk	9.1.18 – sent to CP
238	Respond to planning applications	Clerk	Submitted 9.1.18
239	CCTV footage to be review	Clerk	10.1.18 – images submitted to police
241	Discuss CCTV options with IYFC	Clerk	10.1.17 Initial contact made. To discuss further wb15.1.18
242	Contact TW re repairs to clunch wall	Clerk	16.1.18 – spoke to TW who is to assess
243(a)	Pay MUGA electricity bill	Clerk	9.1.18 – Payment set up
243(b)	Contact CiL team re car park funding	Clerk / DB	11.1.18 – Contact made with team by DB – to review our application
244(a)	Correct pay accounts	Clerk	9.1.18 – resubmitted to RR, DB & CP
244(c)	Submit precept reuest	Clerk	16.1.18 submitted
245(a)	Submit response to highways closure	Clerk	Not required
245(b)	Organise Highways committee meeting	JM	Mtg held 21.1.18
	Contact ECDC / CCC re cleaning of highways & footpaths	Clerk / DB	
245(c)	Contact Veolia re dog bins. Establish cost of larger bins	Clerk	
246	Publicise AGM (incl in Informer)	Clerk	Included in February edition
247(e)	Establish ownership of Jubilee close land/trees, Respond accordingly to residents	Clerk	Various correspondence: -Land registry – not registered -CCC not their responsibility -ECDC – not their responsibility – as close to highway, likely to be CCC -Referred back to CC
<b>Other actions / Issues</b>			
4.12.17 Fly tipping on Temple Rd reported FS63287320			
10.1.18 - Waterside potholes reported - 00279690			
12.1.18 - Church St potholes reported - 00279933			
16.1.18 - VAT return submitted			
16.1.18 – reported un emptied coop bins FS-Case-65912664 has been updated.			

## Appendix 1b December Actions

Agenda No	Action Point	Responsible	Comments on Progress
17-18	Write and distribute minutes	Clerk	6.12.17 – draft mins completed and sent to councillors
205(b)	Contact Veolia re street waste bins	Clerk	12.12.17 – reported overflow of all waste bins in village but esp; 0714, 0716, 0722, 0723, 0724
206(a) & (b)	Publish minutes on the website	Clerk & CP	5.12.17 – sent to CP
207(a)	Inform ECDC of Mr Turton's nomination	Clerk	11.12.17 – pecuniary interest forms submitted to ECDC
	Contact Mr Turton & invite to January mtg	Clerk	11.12.17 - notified
209(a)	Respond to planning applications	Clerk	5.12.17 – sent to ECDC
209(e)	Submit response to Local Plan	Clerk	11.12.17 – sent to ECDC
210	Contact PCSO re increased presence in the village.	Clerk	2.1.18 - email of antisocial behaviour & substance abuse forwarded to PCSO
211	Confirm playground works with TW	DB & RR	
212	Order & collect Heras fencing and security bar	Clerk	
	Review CCTV quotations	Clerk	2.1.18 – added to Jan agenda
213	Liaise with funeral directors and TW re cemetery matters	Clerk	11.12.17 – Alder funeral 7.12.17 - gravestones approved
215(a)	Invoice Lady Peyton charity	Clerk	12.12.17 – Invoice issued
215(b)	Contact ECDC re increased contribution to Highways grant	Clerk	12.12.17 – emailed to confirm max £2k contribution
216(a)	Complete pay accounts	Clerk	5.12.17 – cheques posted
			11.12.17 – posted on Rialtus
216(c)	Redraft the budget	Clerk	11.12.17 – redrafted & emailed to Councillors
216(e)	Complete changes to financial regulations policy	Clerk	12.12.17 – policy updated
216(f)	Complete and submit change of names paperwork	Clerk	19.12.17 – paperwork posted to Unity Trust
216(g)	Complete SLCC registration	Clerk	Withheld as data protection training offered by another organisation
218	Contact ECDC re waste contract	Clerk	
219	Contact ex allotment committee members	JM	
Other actions / Issues			
Informer invoices re issued			

Appendix 2 Pay Accounts (corrected)

ISLEHAM PARISH COUNCIL						
TO PAY ACCOUNTS January 8th 2017						
Cheque No;	Payee	Item	Net	VAT	Total	Power
<b>Payments made since the last meeting</b>						
BACS	Staff	December Salaries	£1,634.16	£0.00	£1,634.16	LGA 1972 s112
Direct Debit	PWLB	Beeches Loan repayment	£15,995.34	£0.00	£15,995.34	LGA 1972 ss50 LGA 2003 s1 p2
Direct Debit	British Telecom	Phone services	£107.34	£21.47	£128.81	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
BACS	Welplan	Pension contribution	£29.53	£0.00	£29.53	LGA 1972 s112
Direct Debit	Statement 18.12.17					
	Lloyds Bank multipay card	Nuneaton signs - clips for Beeches road signs (orig on Dec pay accounts)	£17.00	£3.40	£20.40	LGA 1972 ss50
		Monthly charge December	£3.00	£0.00	£3.00	
300439	Lisa Alderson	Adobe licences Oct & Dec editions	£50.56	£10.12	£60.68	LGA 1972 s142
<b>Payments for Tonight's meeting:</b>						
	Post Office Counters (HMRC)	Tax & NI	£44.38	£0.00	£44.38	LGA 1972 s 112
	Truelink	Grass cutting: july, Oct & Nov	£881.10	£176.22	£1,057.32	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
	Wave	Water charges recreation ground	£39.78	£0.00	£39.78	LGA 1972 s50
	Wave	Water charges cemetery	£241.36	£0.00	£241.36	LGA 1972 s50
	Veolia	Bin collection	£178.80	£35.76	£214.56	Local Authorities Cemeteries' Orders 1977 and 1986
	Wicksteed Leisure	Playground inspection	£71.00	£14.20	£85.20	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
	J Sheldrick	December payroll services	£19.67	£3.93	£23.60	LGA 1972 s 112
	Local Council Public Advisory Service	DATA protection course	£40.00	£0.00	£40.00	LGA 1972 s144
	Gipping Press	Print Isleham Informer December edition	£646.79	£0.00	£646.79	LGA1972 ss142



	GMS	Service to hedgecutter & strimmer	£161.28	£32.25	£193.53	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
	Isleham Community Enterprises	MUGA electricity (est reading)	£230.25	£11.51	£241.76	LGA misc provisions act 1976 19(d)
	G&J Peck	Service and repairs to ride on lawnmower	£274.95	£54.99	£329.94	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
	D Haird & Co	Tractor shed soakaway hardcore	£45.20	£9.04	£54.24	Open Spaces Act 1906 ss9 &10 LGA 1972 s214
300440	Petty cash	Cash balance up to £50	£40.32	£0.00	£40.32	LGA 1972 s50

**Total**    £20,751.81    £372.89    £21,124.70

#### Welplan invoices:

tax period	Month	Amount due	Amount collected	Collection date
3	June	£7.24		
4	July	£7.24		
5	Aug	£12.42		
6	Sept	£10.62		
7	Oct	£10.62		
8	Nov	£27.20	£37.52	3.11.17
			£37.82	1.12.17
9	Dec	£10.62	£10.62	22.12.17
		total £85.96	£85.96	

#### Rialtus postings / pay accounts

July	£3.62	incorrectly only included payer contribution / not employee
Aug	£3.62	as above
Sept	£6.21	as above
Oct	£10.62	as above
Nov	£18.76	
Dec	£13.60	
Jan	£29.53	
	£85.96	

### **Appendix 3 - Proposed IPC Meeting Dates 2018-19**

Monday 9<sup>th</sup> April  
Monday 23<sup>rd</sup> April – planning

Monday 14<sup>th</sup> May

Monday 4<sup>th</sup> June  
Monday 18<sup>th</sup> June – planning

Monday 2<sup>nd</sup> July  
Monday 16<sup>th</sup> July – planning

Monday 6<sup>th</sup> August  
Monday 20<sup>th</sup> August – planning

Monday 3<sup>rd</sup> September  
Monday 17<sup>th</sup> September – planning

Monday 1<sup>st</sup> October  
Monday 15<sup>th</sup> October – planning

Monday 5<sup>th</sup> November  
Monday 19<sup>th</sup> November – planning

Monday 3<sup>rd</sup> December  
Monday 17<sup>th</sup> December – planning

Monday 7<sup>th</sup> January 2019  
Monday 21<sup>st</sup> January – planning

Monday 4<sup>th</sup> February  
Monday 18<sup>th</sup> February - planning

Monday 4<sup>th</sup> March  
Monday 18<sup>th</sup> March - planning