

ISLEHAM PARISH COUNCIL

Clerk: Mrs Diane Bayliss

Chairman: Mr Derrick Beckett

MINUTES OF THE PARISH COUNCIL MEETING HELD

MONDAY 5th MARCH 2012

IN THE VILLAGE HALL

Those Present;- Cllr Beckett (DB); Cllr Baines (SB); Cllr Mrs H Thompson (HT); Cllr Mrs Wilkes (PW); Cllr Mrs R Thompson (RT); Cllr Chaplin (PC); Cllr Patterson; (CP) Cllr Mrs Malkin (JM); Cllr Neal (LN); Cllr Mrs V Bruyneel-Smith (VBS)

Clerk: Mrs Y Rix (Mrs Bayliss absent due to sickness)

Members 11 Quorum 4

7 Parishioners

County Councillor James Palmer (JP)

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11-12/216 APOLOGIES FOR ABSENCE

Cllr Earl; C Cllr Powley;

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11-12/217 COUNCILLORS DECLARATION OF INTEREST for items on agenda

Item 236 Cllr. Baines Application to erect shed – Isleham Pre-School

Item 233 Cllr. Smith Application for Dunstall Apprentice Grant. Also all matters retaining to the Village Hall.

DB requested that it be recorded that he is also a member of the planning committee at ECDC and although he will take part in the discussions any comments made may be subject to change when he is presented with all the facts at District level and do not constitute a pre-determination of any matter.

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11-12/218 QUALITY STATUS

DB welcomed Steven Wilkinson, Chairman of Quality Council Panel. Following a short introduction and presentation Mr Wilkinson presented the Council with the Quality Council Award. He congratulated the Council on its achievement and credited the work of the Clerk in the preparation of the Portfolio. DB thanked Mr Wilkinson and gave a vote of thanks to the Clerk for all her hard work on behalf of the Council. Mr Wilkinson then left the meeting.

11-12/219 ISLEHAM VISION

Katie Child thanked the Council for allowing her to attend the meeting to discuss the Village Vision. The consultation has now been carried out. Katie Child acknowledged receipt of the Parish Councils letter indicating site preferences for future development. She then outlined development possibilities for sites around the village taking into account the views of the Parish Council:

Land West Pound Lane	4 or 5 dwellings	2 possible sites
Land West Hall Barn Road	15 dwellings	
Land East Hall Barn Road/South West Street	No suitable access	
Hall Barn Road Estate	More suitable for employment	
Land South 5a Fordham Road	5 or 6 dwellings on frontage	
Land opposite Recreation Ground	West 5 or 6 dwellings	South 5 or 6

dwellings

Allotment land Beck Road Parish Council have raised concerns with this site and ECDC would like to explore the reasons the PC are not supportive, especially as it was quite well supported by residents in the consultation.

R Thompson explained that the road is very busy and passes by the school. There are a large number of properties already served by Beck Road and additional properties can only increase the volume of traffic adding to the Council's concerns. KC made Council aware that the CCC Highways did not indicate any problems with the site and traffic calming could be included in any development scheme. R Thompson continued that the site was designated as allotments which were becoming increasingly in demand. KC highlighted that the CCC owned the allotment land and were willing to swap the land for another plot. KC continued to say that it was necessary not only to reflect the parish views in the vision, but

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also to work with partners, such as the County Council.

The allotment area in Fordham Road has already been suggested for affordable housing. Cllr. Baines informed Council of a meeting with ECDC that he was due to attend later during the week to explore possible options for the site. KC expressed that a CLT may be an option for the site and that the site should not be earmarked for development in the Vision, if the Parish Council is intending to use for affordable housing.

Cllr Chaplin asked if land already with planning consent/earmarked for development had been taken into account. KC explained that this was dependent on the development starting. DB pointed out that the sites that had been indicated in the Vision were those where the owners had expressed an interest of developing the sites.

Cllr. Smith arrived at 7.24 pm

KC explained that the recent housing needs survey had indicated the need for about 45 houses and the PC had indicated that they were willing to support about 20.

There are access problems with the land next to the Recreation Ground and the County Council do not intend to build a new school during this Plan. However other opportunities may arise during subsequent plans. JP informed Council that he fully backed the need for a new school, but that the village does not qualify at this stage. It is a long term ambition for the village and will hopefully eventually happen. It is important that KC includes the school in the village vision.

Cllr. Baines asked KC why the development area of the land next to 5a Fordham Road was a strange shape. KC explained that the plan was a rough estimate of the land in question and that they had only included frontage dwellings. The idea was not to allocate the land to the rear which is outside the development area. This would leave a site with no access, although sometimes developers do leave an access point. Concern was raised that this may lead to back development. ECDC to look at the sites possibilities again.

KC suggested that the Parish could allocate part of the Beck Road Allotment Land for development. She was informed by Council that aesthetically all Councillors were opposed to development on this allotment site. KC informed Council that as it was only the PC that was against development on this site, it would be necessary for her to report back to the Development and Transport Sub Committee on 17th April 2012. She advised the Council/Clerk to write to ECDC clearly expressing why they were opposed to development on this site. CCC would like to see part of this site allocated in this plan.

With the land in Hall Barn Road next to the industrial estate Cllr Baines indicated that the Council did not wish to see a continuation of the industrial estate, but would like to see a business/science park development designed to obscure the existing industrial area.

He continued to express the need of any development on the land West of Hall Barn Road to have a massive visibility splay and a low density of housing. Currently the road is single track with no purpose built passing places. KC agreed to take this information back to Highways.

Cllr. R. Thompson asked if it would be possible for the road to be widened. DB explained that road improvements could possibly be carried out under a Section 106 agreement.

Cllr. H. Thompson commented on housing growth but asked with cuts to buses how residents will be able to get about. KC informed her that this was a CCC issue.

CCC JP informed Council that CCC had set 1.9 million aside for community based transport projects such as Dial a Ride.

KC informed Council that she would like to come back in May with the Draft Vision and that the Draft Visions were due to go to Committee in July and out for consultation in August 2012.

DB thanked KC for attending

11-12/220 OPEN FORUM FOR PUBLIC PARTICIPATION

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J Fleet asked that both his questions and Councils responses were minuted:

Q1. Has the rate of been confirmed on the Community Hall loan.

DB informed JF that due to the Clerk's absence he was unable to give an answer to the question at the meeting. The answer could and would be put in writing to Mr Fleet.

Q2. What kind of interest rate for the loan ie fixed or variable?

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DB informed Mr Fleet that it was a fixed rate for 25 years and that the loan was to be made through the Publics Works Loan Board.

Q3. What is the repayment on the loan?

DB informed Mr Fleet that until the loan had been agreed these details would not be available. Mr Fleet asked for rough estimate. DB reported that he did not have the figures to hand, but that the repayments will include the repayment of capital and interest.

JF expressed concern that the amount added to the precept allows for no leeway without the Council having to increase the precept again at a later date. Cllr. Baines confirmed that the loan repayments will be made from the precept not the Community Centre profits.

DB expressed that interest rates through the PWLB would be low, probably around 4%. He continued by saying that he could understand JF concerns but that it was not possible to give definite figures on a moving project. Once the loan has been agreed more definite figures will become available. Cllr. Chaplin added that an increase in properties would generate an automatic increase in the precept without necessarily needing to increase the existing Band D rate.

Mrs L Clarke asked having heard the comments made during the Quality Council presentation, if the Council welcomed comments from parishioners. DB confirmed that on behalf of all those sitting around the table that no one had spoken to Mr Wilkinson on behalf of the Council and that the council were not averse to taking comments from members of the public.

Mrs Clarke questioned the Council's policy as a Quality Council of the acknowledgement of letters and emails. DB informed Mrs Clarke that under the FOI the Council had 20 days to respond. General queries normally receive a reply within 2 to 3 days. Mrs Clarke asked why she had not received a response to an email she had sent around 27th or 28th February. DB noted her comment.

Another Parishioner asked that increasing the number of houses in the village would bring in more people, but housing problems for those currently living in the village also need to be addressed. DB reported that the Council is aware of the problem and is trying to address through affordable housing. Concern was expressed over some of the advice that had been received from ECDC about the best ways for individuals to improve their chances of social housing. DB asked that parishioners make him aware, in his role of District Councillor, of the advice given. Cllr. Baines informed those present that charity housing such as the Alms Houses, were independent and not under the control of the council or housing associations. DB welcomed Sid to the meeting following his period of ill health. Sid informed Council that he still had some items of Council property that needed to be collected. DB will see that the matter is addressed.

11-12/221 MINUTES OF LAST MEETING HELD 6th FEBRUARY 2012

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Minutes of the last meeting approved.

Proposed Cllr. Patterson

Seconded Cllr. Wilkes

All in favour

11-12/222 MATTERS ARISING/CLERKS REPORT (*for information only*)

Cllr. Wilkes reported that she and Cllr. Earl had looked at the Memorial. The work required to be discussed under item 228 a.

Cllr. Wilkes reported that two carrier bags of notices posted without permission had been collected from around the village. PW suggested that anyone wishing to put posters up in the village should contact the Clerk.

DB thanked Cllrs Wilkes and Earl for doing the work.

Cllr. Malkin asked if there was any further progress on the venues. It was confirmed that no further progress had been made.

11-12/223 POLICE MATTERS

- a) The recent Police Report had been circulated with the minutes. Apparently PCSO Kieran Morgan is no longer covering the parish. 2 crimes had been reported in January and there was one incident of a suspicious vehicle to note.

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11-12/224 ISLEHAM PRIMARY SCHOOL

- a) A letter had been received from the school informing the Council that there were 210 pupils registered with 205 of those in school. The School has suggested that the mugs are presented at an assembly and has suggested the 28th, 29th, 30th or 31st of May as possible dates. As many Councillors, as possible are encouraged to attend. Councillors were asked to let the Clerk know which dates they are available.

11-12/225 VILLAGE HALL MATTERS

- a) A quotation for £100.00 had been received from Stain Busters to clean the main hall and back room floors. This will remove the dirt but will not improve the finish of the floors. Cllr. Wilkes proposed that the work is carried out. Seconded by Cllr. H. Thompson. The matter of the floor being varnished was raised. This could cost in the region of £1000. Quotations to be sourced by Councillor? and brought back to the next Council meeting.

Clerk

11-12/226 RECREATION GROUND MATTERS

- a) Cambridge Courts had inspected the astroturf and found 2 large bumps to the surface. He advised that as these could be caused by weeds that the Council should apply weed killer and then the surface could be pushed back down. The weed killer has now been applied and needs to be given time to work.
- b) All Club fees need to be reviewed and a Recreation Ground meeting needs to meet within the next 3 weeks. Council confirmed that fees are pro-rata in line with use following a request from Cllr. Wilkes.
- c) A letter had been received from the Youth Football Team asking permission to move the water tap. The Youth Team are willing to pay for costs involved in the work. Cllr. Neale proposed that the permission to move the tap should be given. Seconded by Cllr. Patterson. All agreed.
- d) A request had been received inviting the PC to join Fields in Trust. Council agreed not to take up the invitation.
- e) Despite the drought in the area Council felt that it was important to continue to water the new trees during the summer of 2012. Cllr. R. Thompson raised concern over the cost of having the trees watered and asked if Tim could possibly carry out the work. The trees are watered with between 30 and 40 litres of water each time and this water had to be transported. This would prove difficult for either Tim or the Grounds Person to carry out. Cllr. Patterson suggested the use of a hose pipe to water the two trees on the Recreation Ground. The PC does not currently own a hose pipe. Options to be investigated by Council. Cllr. Neale confirmed that the Gala is to be held on the original date.

Clerk

Clerk

11-12/227 ICA REPORT

- a) DB reported that they had recently met with the Quantity Surveyor, Architect and builder to go through the final project details. The changes are all as agreed, but also include the porch to the front of the building.
- b) An Archaeological Survey needs to be carried out and it would be advantageous to get this done out of the way. The Archaeological Survey could cause delays in the building work. The plan detailing the work which needs to be carried out as part of the survey should be received soon. The matter to be discussed at the next PC meeting.

11-12/228 CEMETERY & CHURCHYARD MATTERS

- a) Cllr. Wilkes reported that she had looked at the War Memorial with Cllr. Earl. There are some cracks in the coping stones which need filling. The railings and gate need to be rubbed down and painted with silver. Moss needs to be removed from the Cross. Cllr. Earl has kindly offered to carry out the repairs to the coping stones and Council decided to accept his kind offer. Quotes to be obtained from Andrew Myson, Tim Wilding, Mr Farr and Neil Wilkes to carry out the remainder of the work.
- b) A request to purchase the exclusive right of a plot had been received. Council discussed the details of the request and how in the few occasions in the past when purchases had been made had later become problematic. Cllr Malkin proposed, seconded Cllr. Neale that the Council should not sell an Exclusive Right

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of Burial for a grave until such time that a body is to be interred. Agreed unanimously.

It will be necessary for this rule to be added to the Cemetery Regulations.

Cllr. H. Thompson asked who kept the records for the Cemetery and was informed that this was the responsibility of the Clerk.

Cllr. Wilkes informed Council that as eight weeks had passed since Christmas she would ask the Cemetery Committee to remove the Christmas wreaths. If they were unable to help she would ask Tim to do the work.

11-12/229 CHILD PROTECTION AND EQUAL OPPURTUNITIES POLICIES

a) Amendments read out. It was suggested that there ought to be two contacts; Cllr. Wilkes volunteered to be a contact. Cllr. Baines proposed that the updated Child Protection Policy is approved and adopted. Seconded Cllr. Malkin. Agreed unanimously.

Cllr. Baines proposed that the Equal Opportunities Policy is approved and adopted. Seconded Cllr. Patterson. 9 in favour, 1 against.

11-12/230 PARISH COUNCIL POLICY REVIEW

a) Financial Regulations changes were read out, these have been amended to reflect the need to carry out repairs.

Cllr. Wilkes proposed (seconded Cllr. Chaplain) to approve the review of all policies – Unanimous.

11-12/231 COUNTY & DISTRICT COUNCILLORS REPORT & BUSINESS

a) Cllr James Palmer invited those present to ask questions.

Cllr. Patterson questioned the position of the residents in Isleham Marina, who live within the Suffolk boundary, whether they should in fact be counted as residents of Isleham being that there only travel route is via the village and that they rely on the village for services. JP confirmed that they are counted in the schools figures. He continued by saying that he was aware of an opportunity to review county borders. JP could raise the matter and asked the Council if they knew the views of the residents who live at the marina. DB informed JP that the PC is trying to get the boundary moved. JP also suggested that it may be worthwhile for the PC to write to Mildenhall Town Council to ascertain their views on the matter. DB believes that there may be a resistance from the residents to a change.

Cllr. Baines asked JP to clarify the position of Superfast Broadband coming to Isleham. JP explained that the CCC had set aside money to ensure every area received Superfast Broadband and that the scheme to provide the service was spread over 3 years. Isleham will be part of the last third phrase and as the village has a CB post code it will receive the service despite having an exchange in Suffolk.

Cllr. Wilkes asked for an update on the Soham Vision and the proposed road changes. JP reported that there were some issues and that the CCC land may no longer be available for the roundabout.

JP was asked to liaise with the Highways Department about the pot holes in East Fen Road and Houghton's Lane. Cllr. H. Thompson asked if the CCC could grit the footpath along Maltings Lane. JP explained that the CCC were not responsible for the gritting of footpaths, but the Council could acquire the machinery and salt from Highways if they were able to find a volunteer to carry out the work. Tim Wilding had been requested to grit the path from Mill Street to Croft Road.

b) DB informed Council that notification had been received from ECDC making Parish Councils aware about the changes to the Standards Regime as a result of the Localism Bill. It may be necessary to publish the Register of Interests on the website. DB to discuss further with the Clerk.

Cllr. Malkin asked if the District and County Councillors reports could not be earlier in the agenda. DB explained that often it was useful for the Councillors to be in attendance to respond to matters generally discussed during the first part of the agenda. The Chair confirmed that the item will be brought forward if required.

11-12/232 MONTHLY FINANCIAL MATTERS

a) Monthly Bank Reconciliation

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Proposed Cllr. Wilkes, Seconded Cllr. Patterson. Approved unanimously.

Cllr. Baines raised concerns over the cost of postage for the month. DB confirmed that the figure was the total to date for the financial year.

- b) The monthly accounts were considered and approved for payment. Cllr. Baines proposed, Seconded Cllr. Thompson. Cheques signed by Cllrs. Chaplin and Baines. Clerk
- c) DB reported that the ICA is in the process of completing grant applications. However the majority of funders needed confirmation that the rest of the money is in place prior to considering an application. DB proposed that the PC underwrites the £100,000.00 shortfall due to be covered by other grants. He confirmed that should this £100,000.00 shortfall was not covered by agreed grants, the project would not go ahead and that this was purely a paper exercise to move the project forward. Cllr. Malkin asked if the sum of £1.4 had been established? DB explained that the total of £1.5 million but working towards £1.4 million. Cllr. Chaplin proposed that the Council underwrites the £100,000.00 for the project. (Seconded Cllr. Baines) Agreed unanimously. Noted
- d) The red telephone kiosk in Mill Street is available for adoption from British Telecom at a cost of £1.00. British Telecom will remove the telephony, the electricity and replace the panes of glass at no cost. 5 S137
Cllr. H. Thompson proposed that the Council should adopt the kiosk at a cost of £1.00. This was seconded by Cllr. Malkin. 8 in favour and 1 against.

11-12/233 DUNSTALL APPRENTICE GRANT

- a) Having previously declared an interest in this item Cllr. Smith left the room. Clerk
A request had been made for a Dunstall Apprentice Grant. Council were concerned that the invoice accompanying the application was not itemised and that there was no indication of the types of tools that had been purchased. Council agreed that the applicant should be asked to submit clarification of the items purchased and that the application should be reconsidered by Council once this information had been received.
Cllr. Smith returned to the room.

11-12/234 HIGHWAYS/FOOTPATH MATTERS

- a) Cllr. R. Thompson made Council aware of a trailer which had been left along the road to Soham. DB informed Council that this has now been removed. Cllr. Wilkes reported the increased number of incidents of dog fouling on the pathways and that the Council needed to be more vigilant and report to the Dog Warden when possible. The Clerk was asked to contact the Dog Warden regarding the matter. Cllr. H. Thompson asked if a Dog Bin could be located down towards the marina. There was some concern over the whereabouts of the Dog Bin which had been moved from Ship Clare. There is an incident of fly tipping on the road to Soham where the lorries pull in. Clerk

11-12/235 WASH MATTERS

- a) Cllr. R. Thompson reported that the tree has been cut up and disposed of. Cllr. Malkin asked if signs could be erected requesting owners to keep their dogs on a lead. Cllr. R Thompson to look into the possibility. Clerk

11-12/236 ALLOTMENT MATTERS

- a) Cllr. R. Thompson reported that there are only 4 vacant plots available on the Dunstall Allotments and asked for permission for the sign to be moved to the Three Trees Allotment Site. As there is no longer the need to pay Mr Winters to keep the vacant plots tidy on Dunstall, money could now be spent on keeping some of the Three Trees plots clear in readiness for letting when required. Cllr. R. Thompson asked that the responsibility of the tenant to maintain both sides to hedges is added to the rules and regulations. She continued to ask for clarification on the maximum amount of chickens allowed to be kept my tenants. There is concern that one tenant not only has 15 chickens as per the regulations but other birds as well. Council discussed if the regulation should read 15 chickens or 15 fowl. Cllr. R. Thompson proposed that up to 15 chickens should be allowed to be kept with no other fowl being permitted. Council agreed to the proposal. Council agreed that the amended rules should be given out to the existing tenants. Clerk

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- b) Two requests had been received for the erection of Poly Tunnels, one 2 by 4 metres and the second, 3 by 9 metres. The tenant requesting to erect the larger of the two tunnels has an area of 4 plots. Cllr. R. Thompson asked if the maximum size of poly tunnels should be included in the agreement. Council agreed that the maximum size allowable should be 8 sq metres per 10 rod and where multiple plots are held, the total allowance is combined into one tunnel. Further to the proposal regarding the number of chickens allowed, Council confirmed that the allowance was for each tenant not per plot. Cllr. R. Thompson proposed (seconded Cllr. Patterson) that the regulations are amended to allow Poly Tunnels up to a maximum of 8sq metres per 10 rod plot. Carried unanimously. Approval was given for the two Poly Tunnels. Cllr. R. Thompson reported that a couple of tenants have not paid their rent yet and asked for permission to send out a 7 day notice to them. Some letters need to be sent to ask a couple of tenants to clear their plots. Council agreed that Tim Wilding should be asked to move the sign from Dunstall Allotments to Three Trees Allotments. The gate at Three Trees is often left open. Council clarified that the amended rules and regulations would be circulated and that at least 7 plots would be cleaned on Three Trees for new tenants

Clerk

- c) Requests had been received for the erection of sheds by Isleham Pre-School and Mrs Newsam. Both were approved by Council. Cllr. Malkin requested permission to plant hedging in the Orchard adjacent to the road and along Green Road. Council agreed.

11-12/237 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

- a) Weekly highlights have been forwarded to councillors by email.
b) Notification had been received that it would not be possible for Stage Fright to pick up in Isleham on this occasion, but would try and rethink for the September production if still interested. Cllr. H. Thompson informed Council that you need to contact the Box Office to arrange. It was suggested that an item goes into the Informer.
c) Thank you letter from Pre-School noted
d) Cllr. Wilkes left the meeting at 9.55 pm
Thank you letter from J Darley noted
e) A letter(s) from Mr J Fleet and Mrs L Clarke had been received and noted by the Council. A charge will be made for copies of documents requested and as these include several large A1/A2 size plans, which will be expensive to obtain, Mr Fleet and Mrs Clarke will be informed of the total cost of the request prior to producing the copies. It is not possible to charge for the Clerks time unless the amount of time is over 25 hours.

Clerk

11-12/238 PLANNING MATTERS

- a) Planning Approvals noted
b) Planning Refusals noted
c) Other Planning Matters
Numbering noted

Clerk

11-12/239 ANNUAL PARISH MEETING

- a) DB asked those present for items to be included in the agenda for the Annual Parish Meeting to be held on 30th April 2012. Cllr. R. Thompson asked for the Allotments to be included and Cllr. Malkin asked that the Orchard be included as well as the Quality Council Award. A suggestion was made that a photo should be taken of the Clerk and Chairman with the Quality Council certificate.

11-12/240 DATE OF NEXT MEETING

- a) The next Parish Council meeting will be held on 2.4.12. A Planning Committee meeting may be needed prior to the 2.4.12 as there are several planning applications currently being processed.

11-12/241 AGENDA ITEMS FOR NEXT MEETING

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No matters were raised for inclusion in the agenda for the next meeting. DB reminded Councillors to notify the Clerk of any business and payments at least 7 days before the next meeting.

a) There being no further business the meeting closed at 10.05pm. DB thanked all for attending.

- 1) LGA 1972 s85
- 2) Dec of Interest Parish Councils (Model Code of Conduct) Order 2007 Part 2
- 3) Model Code of Conduct s 12 (2)
- 4) Minutes LGA 1972 Sch 12, para 41(2)
- 5) LGA 1972 s137

Signed:

Chairman

Date: