

STETCHWORTH PARISH COUNCIL
c/o 59 West Street, Isleham, Ely, Cambs. CB7 5SD
Clerk: Mrs. Marilyn Strand Tel: 01638 781286
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MINUTES

Stetchworth Parish Council Full Council Meeting on
Wednesday 11th September 2019
in the Gredley Room Ellesmere Centre Stetchworth

Present: Cllrs Lily Whymer (Chair), John Puddick, Piers Saunders and Alan Sharp.

There were no members of the public present.
The meeting was opened at 7:30pm

40/19/20 To receive & approve apologies for absence.

Cllrs Wayne Bell, Alastair France and Sarah Breen.

41/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

42/19/20 Open Forum for Public Participation

None.

43/19/20 The Ellesmere Centre

(a) Ellesmere Centre Report – Cllr Whymer reported the following: -

- Additional staff will be starting shortly for weekend cover.
- New classes at the Centre include a phonics class for children, a Laser Quest club and an Irish dance class. A chair-based exercise class has also started.
- A Dementia friendly café is taking place on 6th November for all those affected by this illness including family members and carers. Other activities for this support group are being planned.
- A Newmarket girls' football team is now using the MUGA for practice.
- Electric car charging point – awaiting a check of the electricity supply to ensure it is sufficient for this purpose.

(b) Car park extension:

- Update on planning application – an extension of the determination date has been granted to 25th October.
- Topographical survey, drainage and highways – ECDC has asked for a Topographical Survey, an Arboricultural Method Statement, a drainage plan and a plan of the proposed spaces and turning area to support the application. It was agreed to obtain quotations for these for consideration at the next meeting.

(c) Leylandii: update from meeting with Sanctuary Housing – Cllr Whymer and the Clerk met with Kristal Micklethwaite from Sanctuary housing to discuss the removal of the leylandii. An Ellesmere Centre trustee also attended and is liaising with the residents in the neighbouring property. The PC proposes to remove the trees altogether and to erect a chain-link fence to secure the boundary. A Japanese Maple had been offered by a resident and could be planted in the grass verge on the Ellesmere side once the trees are down. The Centre might also be able to plant shrubs in the neighbour's garden close to the boundary to provide more privacy and biodiversity. However, the neighbouring residents are concerned that they will lose their privacy if the trees are removed. Sanctuary Housing will liaise further with the residents and will contact the PC in due course to update on the situation. At a recent meeting with Cllr Whymer, Cathy White, Senior Trees Officer at ECDC, had recommended the trees come down altogether and the PC will ask for this advice to be put in writing so that it can be passed onto Sanctuary.

44/19/20 To Approve the Minutes of the Meeting held on 23rd July 2019.

The minutes of the meeting held on 23rd July were approved as a true record and signed by the Chairman.

45/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)

- (a)
- Jubilee Court: repair of the road at the entrance – this has now been completed by Highways.
 - Village sign – this is expected to be collected by the end of September for renovation work. It was agreed to mention this in the next edition of the parish newsletter.
 - Blue car spring – Fenland Leisure are in the process of repairing this. Cllr Whymer will check the repair before the job is signed off and invoiced.
 - Grass cutting: Coopers Close – ECDC has agreed to cut both sides of the new chain-link fence.

- Parking on the pavement in the High Street – this is still occurring although there had been a slight improvement after the PC had spoken to the resident concerned. A parliamentary select committee had recently put forward a proposal to make it an offence to park on the pavement. Currently, it is only an offence if the vehicle is causing an obstruction.

46/19/20 District & County Councillors' Reports

District Cllr Alan Sharp reported the following: -

- Bring banks – the Operational Services Committee has agreed to close all ECDC bring bank sites including Cheveley. The alternative site for residents is Tesco, Newmarket.
- Waste collection on private or unadopted roads – the condition of some of these roads had become a problem for waste collection vehicles and operatives. Following a review of 2,332 properties, 96 properties had been identified as being affected by a proposal to discontinue the waste collection service on unadopted or private roads (to be implemented no earlier than January 2020). The proposal will be discussed again at the November meeting.
- Railways – a meeting between ECDC, Suffolk County Council, the Dept. for Transport, Network Rail, Greater Anglia and MPs Lucy Frazer and Matt Hancock had taken place to discuss the district's train services; in particular in regard to a half hourly service between Ipswich and Cambridge. It had been a very positive meeting. Greater Anglia has said that longer trains will be introduced to local services within the next 6 months which will help to solve the short-term problems such as overcrowding.
- The recycling plant in Waterbeach was unaffected by a recent fire and is operating as usual.
- Cllr Sharp will be the ECDC representative on the Newmarket Vision group looking at a joined-up approach to local issues.
- ECDC Local Transport Plan – this runs until 27th September and Cllrs were asked to respond if possible.
- The planning application at Clare House Stables in Dullingham for up to 41 new homes had been approved.
- The next Parish Forum will be held on Monday 30th September at the Jockey Club rooms. A tour of the rooms will take place from 6:30pm and the meeting will begin at 7:30pm. Cllr Whymer will attend.

47/19/20 Finance - to approve accounts for payment – it was proposed by Cllr Whymer and seconded by Cllr Sharp that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Jul 19	SO	£300.00	
(2)	RH Landscapes – grounds maintenance	101438	£360.00	£300.00
(3)	Ellesmere Centre	101439	£25.00	
(4)	RH Landscapes & Maintenance Services	101440	£240.00	£200.00
(5)	Ellesmere Centre	101441	£10.00	
(6)	Clerk's expenses – Aug & Sep 19	101442	£106.64	
(7)	TBM – issue with Clerk's email	101443	£21.60	£18.00
(8)	PKF Littlejohn – external audit	101444	£240.00	£200.00
(9)	Clerk's salary – Aug 19	SO	£300.00	
Total payments for the month:			£1603.24	

- (b) Conclusion of Audit 2018-19 – no matters had been raised by the external auditor.

48/19/20 Administration

- (a) Appointment of 'handyman' – Cllr Sharp and the Clerk had interviewed three candidates for the post and had appointed Mr Roger Evans. Mr Evans has Public Liability cover in place and a copy of this will be supplied to the PC. Signed copies of a Risk Assessment and other appropriate policies will be obtained before any work is undertaken. Mr Evans is self-employed and will invoice the PC for each job undertaken.
- (b) GDPR – dedicated email addresses declaration: all Cllrs have dedicated email addresses for PC business and those present signed a declaration stating that all PC business will be conducted using these addresses only. Cllrs not in attendance will be asked to sign the declaration at the next meeting.
- (c) To consider attendees to Cambridgeshire ACRE's AGM, Wednesday 25th September, 2pm – 5pm, Little Downham – Cllr Whymer will attend.
- (d) Street lighting energy changeover – street lighting energy will no longer be supplied through Cambridgeshire County Council and the PC must arrange a supplier and pay them directly. A certificate of unmetered supply has been obtained from UK Power Networks and quotations for the supply of electricity will be obtained for consideration at the next meeting.
- (e) Model Financial Regulations – update: the Clerk will liaise with Cllr Whymer to agree values where the PC has discretion to set them. The Regulations will then be considered at the October meeting for adoption.

49/19/20 Planning

- (a) To receive planning application decisions & tree works: -
- Street Naming – 32 High Street – addition of name Rose Cottage – NOTED.
- (b) To consider planning applications received:
- Pre-application advice – CONFIDENTIAL – NOTED with no comments.
 - 19/001197/FUL Ellesmere Centre, Ley Road – proposed additional external air source heat pump units – NOTED with no comments.
- It was agreed to write to the planning enforcement team regarding the close board fencing at White Horse Stables as planning permission is needed for fencing higher than 1 metre.

50/19/20 Community Matters/General Maintenance

- (a) Appointment of handyman and consideration of works to be undertaken – see also item 48/19/20(a). It was agreed to ask the handyman to clean and repair the notice board, repair the bench next to the notice board, clean the bus shelter and cut back the laurel around the electricity sub-station on Church Lane.
- (b) Speedwatch: report from meeting with coordinator – Cllrs Sharp and France had met with the area coordinator and three locations had been approved. There had also been a demonstration of the new equipment. The PC team consists of Cllrs Sharp, France and Puddick who will liaise together to arrange dates and times to carry out Speedwatch. The Clerk will then arrange to borrow the equipment from the Cheveley Speedwatch team.
- (c) To consider replacing streetlight on Ley Road – Balfour Beatty had taken down the column and decommissioned the electrics to make it safe. It was agreed not to replace the light and Balfour Beatty will therefore be asked for a quotation to take it out altogether.
- (d) St Peter's Church sign – awaiting ECDC to confirm whether planning permission is needed. The Clerk will submit a drawing of the sign and ask for pre-application advice from planning officers if permission is needed.
It was also agreed to look into the possibility of moving the dog waste bin from the green to a location further up Church Lane.
- (e) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting.
Handyman- as detailed in 48/19/20 (a).

51/19/20 Correspondence for information.

- (a) ECDC re: Safety Advisory Group – NOTED.

52/19/20 Date of Next Meeting & Matters for Future Consideration

9th October.

The meeting was closed at 9:20pm.

Signed: Approved and signed by the Chairman

Dated: 9th October 2019

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.112
- (2) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (3) LGA 1972, s.111
- (4) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (5) LGA 1972, s.111
- (6) LGA 1972, s.112
- (7-8) LGA 1972, s.111
- (9) LGA 1972, s.112