

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 13th November 2019
in the Gredley Room Ellesmere Centre Stetchworth

Present: Cllrs Lily Whymer (Chair), Wayne Bell, Sarah Breen, John Puddick, Piers Saunders and Alan Sharp.
Clerk: Mrs Marilyn Strand.

There were no members of the public present.
The meeting was opened at 7:35pm

65/19/20 To receive & approve apologies for absence.

Cllr Alastair France (work commitments). Cllrs Alan Sharp and Piers Saunders had said they would be arriving late to the meeting.

66/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest

Cllr Whymer declared a pecuniary interest in item 72/19/20 (a)(4) – payment to M Whymer.
Cllr Whymer declared a non-pecuniary interest in item 75/19/20 (d) – gravestones in the churchyard.

67/19/20 Open Forum for Public Participation

None.

68/19/20 The Ellesmere Centre

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

- the Centre had recently received a grant for a further air-source heat pump.

(b) Car park extension:

1. To consider quotations for drainage and parking spaces design – this item was deferred to the next meeting pending a further quotation.
2. Update on topographical and arboricultural surveys – the topographical survey has been completed and the arboricultural survey is in progress.

(c) Leylandii on northern boundary:

1. Update from meeting with Sanctuary Housing – Cllr Whymer and the Clerk had met with representatives of Sanctuary Housing on 29th October. At this meeting, it was agreed that the PC would pay to have the Leylandii and stumps removed and to have chain link fence erected to replace the trees (to be done immediately the trees are down for security reasons). Sanctuary Housing agreed to pay for planting along the boundary on their tenant's side of the new fencing, and to have the ivy removed which is growing over from their tenant's side into the recreation ground and play park.
2. To consider quotation for chain-link fence – this was deferred to the next meeting pending a quotation from RH Landscapes & Maintenance Services.

69/19/20 To Approve the Minutes of the Meeting held on 9th October 2019.

The minutes of the meeting held on Wednesday 9th October were approved as a true record and signed by the Chairman.

70/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)

- (a)
- Village sign – this has now been taken away by Glynn Mould for repair and refurbishment. The oak post also needs replacing as it was badly split and Mr Mould will quote for its replacement.
 - Speedwatch – a session was carried out on Wednesday 30th October between 8am and 9am at the bottom of the High Street, speed checking vehicles travelling towards Newmarket. Seventy-one vehicles drove through the check point during the hour, one of which was exceeding the speed limit. Vehicles had noticeably slowed when approaching the check point.
 - Mr Whymer had removed the leaf mould from Coopers Close and dirt from the path on Church Lane.

It was agreed to move to item 72/19/20 whilst awaiting the arrival of Cllr Sharp.

71/19/20 District & County Councillors' Reports

District Cllr Alan Sharp reported the following: -

- At the last Full Council meeting, ECDC had received a petition with over 800 signatures asking them to declare a climate change emergency for the district, which they duly did. The Operational Services Committee has been tasked with developing an action plan (in conjunction with ECDC's trading company and other principal councils), looking at ways in which to save energy and reduce waste.
- ECDC adopted its Corporate Plan for 2019-2023 and this will be circulated to Councillors in due course.
- Local Plan – ECDC regains its 5-year land supply on 1st April 2020. It has therefore been decided not to do any further work on the Plan at present, but to keep it under review. A new Local Plan costs between £500k and £750k to complete.
- Bus service review – ECDC has set up a working group to look at what their response to this should be.
- Cycleways – a few years ago, parishes in the south of the district put forward suggestions as to where these could be placed. ECDC is now looking at ways to implement the suggestions and will be consulting with Parish Councils again in the near future.
- The planning application for 41 houses in Dullingham was approved despite objections put forward by residents and Dullingham Parish Council. District Cllr Sharp had spoken against the application at the planning committee meeting where it was heard.

72/19/20 **Finance** - to approve accounts for payment – it was proposed by Cllr Bell and seconded by Cllr Breen that the following payments be made: -

(a) (Cllr Whymer had declared a pecuniary interest and therefore left the room during this item.)

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Oct 19	SO	£300.00	
(2)	Clerk's expenses	101449	£71.32	
(3)	RH Landscapes	101450	£240.00	£200.00
(4)	M. Whymer – churchyard grass	101451	£300.00	
(5)	Ellesmere Centre	101452	£25.00	
(6)	ECDC planning application – sign	101453	£66.00	
(7)	Petty Cash top-up	101454	£31.85	
(8)	Canalbs Ltd – auditor	101455	£118.57	
(9)	TBM – IT support (emails)	101456	£28.20	£23.50
(10)	Royal British Legion – wreath	101457	£20.00	
(11)	Roger Evans (handyman)	101458	£30.00	
(12)	SJ Geomatics – survey	101459	£390.00	£325.00
	Total payments for the month:		£1,620.94	

(b) To note monies received: -

- HMRC re: Q1-Q2 VAT reclaim - £447.66.

NOTED.

(c) Proposed Q2 accounts and bank reconciliation – NOTED.

(d) Budget proposal 2020-2021 – this was discussed and a decision on the final precept was deferred to the December meeting. Councillors should inform the Clerk of any changes or additions they wish to be put forward for consideration.

Cllr Saunders joined the meeting at 8:20pm.

73/19/20 Administration

(a) Street lighting energy changeover – to consider quotations for the supply of electricity – it was AGREED to accept the cheapest quotation from Southern Electric and also to take on the shortest term of 12 months. Utility Aid had supplied several quotations on a comparison basis.

(b) To consider mid-year report from Independent Internal Auditor – NOTED. All recommendations of the auditor will be implemented in a timely manner.

Cllr Alan Sharp joined the meeting at 8:34pm.

(c) To consider hosted exchange email for the Clerk – cost £3.99 per month – AGREED.

(d) Bus services consultation – correspondence from Lucy Frazer QC MP and survey information – Cllrs were encouraged to complete the survey and to pass it on to anyone they know who might also like to complete it.

(e) To consider attendees to the CAPALC AGM, Wednesday 4th December, Somersham – Cllr Breen or Cllr Whymer will attend if available.

(f) CAPALC motion to incorporate – it was agreed to vote in favour of this motion at the AGM.

74/19/20 Planning

- (a) To receive planning application decisions & tree works: -
- 19/01197/FUL Ellesmere Centre, Ley Road – proposed additional external air source heat pump units. **Approved.**
 - 19/00914/FUL Ellesmere Centre, Ley Road – proposed car park extension. **Withdrawn.**
 - 19/00306/TPO Old Vicarage, 38 High Street – T1: Holm Oak – reducing main scaffold branches up to approx. 30% and balance shape of overall crown.

NOTED.

- (b) To consider planning applications received:
None.

75/19/20 Community Matters/General Maintenance

- (a) To consider quotations re: removal of street light on Ley Road – this item was deferred to the next meeting.
- (b) Update on planning permission for St Peter's Church Sign – the application is ready to submit along with payment which had been authorised at this meeting.
- (c) Gravestones in the churchyard – update – a further risk assessment of gravestones had been carried out by Cllr and Mr Whymer and Mr Whymer had stabilised between 30 and 40 gravestones. Some of the gravestones which had been unstable in the summer had become stable now that it had rained and the ground had become firmer. It was agreed that nine gravestones, which are either unsteady, broken or cracked, would need professional attention, together with a table-top stone and broken curbing. Quotations will be obtained for this work.
- (d) To consider request from Citizens Advice (Rural Cambs) for a donation – it was agreed not to give a donation.
- (e) Correspondence from resident re: condition of stiles on footpaths – these had been inspected by Mr Whymer and the Clerk will report the issues to CCC via their online fault reporting tool.
- (f) To consider repair and maintenance jobs to be undertaken by the handyman – the following were agreed:
- clean bench on village green and Jubilee Court and report if any further treatment is needed.
 - paint three black posts and the railings around the war memorial on the village green, ensuring that dust sheets are put down to avoid paint splash on the paving.
 - clean road signs at the bottom of the footpath opposite the Marquis of Granby.
 - clean and tidy bus shelter.
 - report any other problems that arise.
- It was agreed to put a short article in the parish newsletter asking residents to ensure they cut back any overhanging vegetation and clear fallen leaves from public areas.
- (g) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – item 75/19/20 (f) handyman work: all risk assessments and policies are in place.

It was agreed to return to item 71/19/20 – District Cllrs report.

76/19/20 Date of Next Meeting & Matters for Future Consideration

11th December 2019, Wednesday 15th January 2020, Tuesday 18th February, Tuesday 17th March, Tuesday 21st April, Tuesday 19th May (Annual Meeting of the Parish Council and Annual Parish Meeting).

Parish Council conference report.

Scam Partnership – Cllr Whymer will circulate the Against Scams Partnership's '5 Simple Steps' scam prevention material.

Gritting – there were no volunteers for CCC's gritting scheme.

The meeting was closed at 9:55pm.

Signed: Approved and signed by the Chairman

Dated: 11th December 2019

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3-4) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (5-9) LGA 1972, s.111
- (10) LGA 1972, s.137
- (11-12) LGA 1972, s.111