

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
Tuesday 18th June 2019
in the Gredley Room Ellesmere Centre Stetchworth

Present: Cllrs Lily Whymer (Chair), Wayne Bell (Vice-Chair), Sarah Breen, Alastair France, Piers Saunders and Alan Sharp.

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

- 16/19/20 To receive & approve apologies for absence.**
John Puddick (personal).
- 17/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest**
None.
- 18/19/20 Open Forum for Public Participation**
None.
- 19/19/20 The Ellesmere Centre**
- (a) Ellesmere Centre Report – Cllr Whymer reported the following: -
- At the last Trustee’s meeting, a presentation had been given on the possibility of having an electric car charging point at the Centre. The charging point would offer a 2-hour charge. No decision had been made on whether to take this forward.
- (b) Car park extension:-
- Pre-application advice received from ECDC – NOTED. Two main issues had been raised – surface-water flooding and tree preservation.
 - Further information provided by Mead Construction – NOTED.
 - Full application for planning permission – it was proposed to submit a full planning application at a cost of £117.00 – AGREED. The information from Mead Construction on flood mitigation and tree preservation will be used as part of the application.
- (c) To consider quotations to reduce/remove Leylandii on north boundary of car park – it was agreed to speak to the occupiers of the neighbouring residence to find out whether they would be happy for the Leylandii to be removed completely. Permission from Sanctuary Housing would also need to be sought before taking this course of action. Quotations for the cutting back or removal of the Leylandii will, therefore, be considered at the July meeting.
It was agreed to ask the Tree Officer, Cathy White, to come and have a look at the Leylandii as well as the trees close to the proposed car park extension.
- 20/19/20 To Approve the Minutes of the Annual Meeting held on 15th May 2019.**
The minutes of the Annual Meeting held on 15th May were approved as a true record and signed by the Chairman.
- 21/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)**
- Car parking – one vehicle in particular is parking on the pavement along the High Street. It was agreed to put a sign on the car asking the owner to stop parking on the pavement as it is causing an obstruction. It was also agreed to seek advice from the PCSO on parking issues in general.
 - The Annual Governance & Accountability Return had been submitted to the External Auditor.
 - Close-board fencing at the entrance to the village – if the owners submitted a planning application for the fencing, it would have to be refused on the grounds that the fence is too high close to a highway. This matter will be followed up further with the planning enforcement team as it was agreed the fencing should be removed for highway safety reasons.
 - Jubilee Court – repair of the road at the entrance – no update had been received from County Cllr Shuter regarding this matter.
 - Litter bin at Ellesmere Centre car park – this had been installed today.
 - Reinstatement of fencing: ditch between Coopers Close & Strollers Way – a strong, chain-link fence had been erected. However, the grass cutters had only cut one side and this will therefore be followed up by the Clerk to ensure grass on both sides of the fence is cut.
 - Playground equipment – the blue car spring is currently out of action and a quotation from Fenland Leisure for repairs is in progress.

22/19/20 District & County Councillors' Reports

District Cllr Alan Sharp reported the following: -

- The first Full Council meeting since the elections had taken place on Thursday 30th May. Cllr Lis Every was voted in as Chairman and Cllr Anna Bailey is the new leader of the Council. Cllr Alan Sharp is a member of the Finance & Assets Committee and Vice-Chairman of the Licensing Committee.
- Cllr Sharp is also one of the ECDC representatives on the Combined Authority Overview & Scrutiny Committee, and the ECDC representative on the Police & Crime Panel which monitors the Commissioner.
- Following the elections, the Council is made up of 15 Conservatives and 13 Liberal Democrats.

23/19/20 **Finance** - to approve accounts for payment – it was proposed by Cllr Whymer and seconded by Cllr France that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Jun 19	SO	£300.00	
(2)	Clerk's expenses	101424	£40.27	
(3)	Ellesmere Centre	101425	£25.00	
(4)	RH Landscapes & Maintenance Services	101426	£240.00	£200.00
(5)	ECDC – uncontested election fees	101427	£200.00	
(6)	TBM – domain name annual fee	101428	£46.20	£38.50
(7)	Canalbs – internal audit	101429	£139.82	
(8)	ECDC – planning application fee	101430	£117.00	
	Total payments for the month:		£1,108.29	

- (b) To note monies received: -
- £219.22 – HMRC VAT refund Q3 & Q4 2018/19.

NOTED.

24/19/20 Administration

- (a) Risk Assessments of PC Assets: report from Cllr Whymer – a risk assessment had been carried out on all PC owned assets. Various minor works had been identified as necessary and these will be actioned by the Clerk. The results of the inspections has been documented on the asset inspection form.
- (b) To consider year-end report from Independent Internal Auditor – NOTED. The matter of Risk Assessment and Risk Management had been raised by the auditor. It was agreed to write back to the auditor stating that the PC's policies on Risk had been implemented and documented.
- (c) To consider attendees to CAPALC's Share the Vision, Shape the Future conference, Friday 28th June, Hemingford Abbots - £50 per person – it was AGREED that the Clerk would attend and that the PC would pay £25 towards the cost (shared with Cheveley PC). It was also AGREED that Cllr Lily Whymer would attend at a cost of £50.
- (d) Report from Parish Forum meeting held on 17th June – two speakers had attended the meeting: -
- Chris Partrick, Conservation Officer at ECDC, had spoken on the redefining of Conservation Areas across the district. He asked Councillors to consider and identify any buildings of interest in their parishes which could be listed on the Buildings of Local Interest Register. (This Register is included under policy ENV13 of the Local Plan 2015 and is a material planning consideration when determining applications.)
 - Clare Bacon from Newmarket's Befriending Service spoke about the services they have on offer and said that they were looking for volunteers for an hour each week to visit a lonely person. It was agreed that this would be put into Stetchworth's parish newsletter.
 - Cllr Whymer had asked County Cllr Mathew Shuter about the state of the road surface and pavements on Church Lane as they are in a very poor condition. It was agreed to write to CCC to report this.
 - The next Parish Forum meeting will be held on Monday 30th September.
- (e) To agree the draft minutes of the APM held on 15th May 2019 for approval at next year's meeting – agreed with one minor change.

25/19/20 Planning

- (a) To receive planning application decisions & tree works: -
- 19/00083/FUL 4 Coopers Close – gravel driveway. Past the ditch will be Grasscrete approximately 12 metres square. **Approved.**
 - 19/00607/FUL South View, 20 Mill Lane – two-storey rear extension & internal alterations. **Approved. .**

NOTED.

- (b) To consider planning applications received:
- 18/01359/DISC Ashfield House, 20 High Street – to discharge condition 7 (Biodiversity Improvements) of decision dated 28th September 2019 for demolition and reconstruction of 20 High Street and construction of four new dwellings with associated gardens and parking – NOTED.

26/19/20 Community Matters/General Maintenance

- (a) Village Sign repairs – contractors had been identified and quotations for the repairs will be obtained for consideration at a future meeting.
- (b) Speedwatch – update on availability of equipment: it had been confirmed that equipment could be shared with Cheveley PC who are currently storing it. It was agreed to arrange a meeting between the area coordinator, Stephen Smith, and Cllrs France, Sharp and Puddick who are trained to carry out Speedwatch.
- (c) Village maintenance – various locations: it was agreed to advertise for a handyman for various jobs around the village for example, cleaning the bus shelter, repairing and maintaining benches, cleaning the notice board and cleaning road signs.

It was reported that K&M Lighting Services had not been able to provide a contract for the maintenance of PC owned street lights as they are awaiting details of the lights. Their previous quotation for street light maintenance had been based on the assumption that the lanterns had been upgraded to LED. It was therefore proposed to take out a contract with Balfour Beatty who had previously maintained the lights and who had provided details of a contract, as this could be more quickly arranged. The cost of the contract had been quoted at £552 + per year and this was AGREED.

- (d) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – Item 26/19/20(c): if a handyman is employed to carry out work on behalf of the PC, then he or she will need to provide risk assessments and evidence of any training (e.g. use of chemicals) as well as a certificate of Public Liability Insurance.

27/19/20 Date of Next Meeting & Matters for Future Consideration

Tuesday 23rd July then Wednesdays 11th September; 9th October; 13th November and 11th December 2019. There is no scheduled meeting in August.

The meeting was closed at 9:40pm

Signed: Approved and signed by the Chairman

Dated: 23rd July 2019

Statutory powers relating to this month's payments:

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