

ANNUAL MEETING OF THE PARISH COUNCIL

MINUTES

Stetchworth Parish Council Full Council Meeting on
Wednesday 15th May 2019
in the Gredley Room Ellesmere Centre Stetchworth

Present: Cllrs Lily Whymer (Chair), Wayne Bell (Vice-Chair), Alastair France, John Puddick, Piers Saunders and Alan Sharp. County Cllr Mathew Shuter was also in attendance.

There were no members of the public present.
The meeting was opened at 8:15pm

- 1/19/20 Election of Chairman & Signing of Declaration of Acceptance of Office Form.**
Cllr Bell nominated Cllr Whymer to the position of Chairman for the ensuing year and the nomination was seconded by Cllr France and AGREED by all. Cllr Whymer accepted the position and signed the Declaration of Acceptance of Office form.
- 2/19/20 Election of Vice-Chair.**
Cllr Whymer proposed Cllr Bell to the position of Vice-Chair for the ensuing year and the proposal was seconded by Cllr Puddick and AGREED by all. Cllr Bell accepted the position.
- 3/19/20 To receive & approve apologies for absence.**
Apologies received and accepted from Cllr Breen (personal).
- 4/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest**
None.
- 5/19/20 Open Forum for Public Participation**
None.
- 6/19/20 The Ellesmere Centre**
- (a) Ellesmere Centre Report – a report had been given at the Annual Parish Meeting immediately preceding this meeting.
- (b) Car park extension grant applications & planning permission – update. Pre-application advice had been received verbally from ECDC and a written summary will be sent shortly. The planning officer advised that part of the new surface should be permeable to improve drainage, a tree impact assessment should be provided regarding the trees/hedgerow adjacent to the highway, and that a drainage survey is carried out to show how surface water run-off would be mitigated. It was agreed to ask Mead Construction to assist with the drainage report and RH Landscapes with the tree impact assessment.
Cllr Alan Sharp joined the meeting at 8:28pm.
County Cllr Mathew Shuter joined the meeting at 8:30pm and it was agreed to move to item 9/19/20 before returning to the order of the agenda.
- (c) To consider quotation from RH Landscapes & Maintenance Services to reduce Leylandii on north boundary of car park: £600 +VAT – this amount had exceeded the threshold for obtaining more than one quotation in accordance with the PC's Procurement Policy. This item was therefore deferred to the next meeting.
- (d) To consider draft email in support of the Ellesmere Centre's application for funding to ECDC's Facilities Improvement Grant – AGREED.
- 7/19/20 To Approve the Minutes of the Meeting held on 16th April 2019.**
The minutes of the meeting held on 16th April were approved as a true record and signed by the Chairman.
- 8/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)**
- Sign on the village green – Cllr Sharp had been informed by a Planning Officer that the sign would need planning permission. However, it might be possible to choose a sign which would not require permission and Cllr Sharp will follow this up.
 - The base for the new shed has been laid in the correct position.
 - ECDC has given an assurance that the litter bin at the Ellesmere Centre will be replaced as soon

as possible.

- Speedwatch – equipment will need to be obtained and the Clerk will follow this up.
- Letters to residents re: parking – some improvement has been noticed. It was agreed to write each time a new tenant takes over a property.
- The Internal Auditor is carrying out the end of year audit on Friday 17th May.

9/19/20 District & County Councillors' Reports

Mathew Shuter reported the following: -

- CCC's proportion of the Council Tax was increased by 4.99% this year – 2.99% for general services and 2% for adult social care services. The Council had carried over a deficit of £4m into the new financial year largely due to expenditure on 'looked after' children and asylum seekers.
- Plans to sell Shire Hall in Cambridge and move to a more cost-effective, low maintenance building in Alconbury are underway. The new build in Alconbury will cost £18-£20m and will be highly adaptable and economical to run.
- Cllr Shuter has been Chairman of the Highways and Community Infrastructure Committee and reported that three dragon patchers had now been purchased to deal with the problem of potholes. The dragon patchers can fix and seal up to 100 potholes per day and use a much more
- effective method so that the holes do not reappear. CCC now has a photographic record of every pothole so that they can monitor how effectively the repairs are working.
- Three new libraries are to be opened in the county. The library service is changing and adapting to offer more than just book loans for example, meeting rooms adaptable for a number of different uses, access to view art from around the country, blood pressure reading machines and access to the BBC's archives for educational purposes.
- CCC is looking at ways to reduce pollution around schools and might consider a ban on vehicles dropping off and picking up within 800m of a school as one possible solution. School buses sometimes sit waiting with their engines running and this also needs to be looked at.

Cllr Whymer thanked Cllr Shuter for his report and for representing the PC, and added that she is impressed by the speed with which the Highways Department acted upon potholes reported on its online reporting tool.

The condition of the road at the entrance to Jubilee Court had been raised by a resident at the Annual Parish Meeting and Cllrs addressed County Cllr Shuter regarding this. The area is constantly used as a turning point for vehicles, particularly those picking up and dropping off at the nursery school. This means that short-term repairs and filling of potholes is ineffective as the aggregate is dislodged very quickly and the holes reappear. The whole area needs to be re-surfaced rather than potholes being filled in one by one. Cllr Shuter asked if this issue could be raised to him by email so that he can investigate a solution. It should be emphasised that this area is close to a residential development for the elderly.

Cllr France raised the question of public transport which he said is awful. He has complained to Lucy Frazer MP but no action has been taken. Trains coming through Dullingham at peak times in the mornings do not have enough carriages for the number of passengers. This leads to standing room only or passengers not being allowed to embark at Dullingham. There are no alternative public transport services to Cambridge from Dullingham or Stetchworth.

As District Cllr for Woodditton Ward, Cllr Alan Sharp reported that the first ECDC Full Council meeting of the new term will now be held on Thursday 30th May as the EU elections are taking place on the original date of the 23rd May. At this meeting, the Leader and Deputy Leader and the Chairman of the District Council will be elected. Members of ECDC's Committees will also be elected at the meeting.

10/19/20 Finance - to approve accounts for payment – it was proposed by Cllr Whymer and seconded by Cllr France that the following payments be made – AGREED.

(a)

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – May 19	SO	£300.00	
(2)	Clerk's expenses	101417	£68.62	
(3)	Ellesmere Centre	101418	£25.00	
(4)	Hamill Landscaping	101419	£240.00	£200.00
(5)	CAPALC membership 2019-20	101420	£266.49	
(6)	CAPALC DPO service	101421	£25.00	
(7)	Parish Newsletter	101422	£78.26	
(8)	Petty Cash top up	101423	£34.21	
	Total payments for the month:		£1,037.58	

(b) To approve the Annual Governance Statement 2018/19 – AGREED and signed by the Chairman and the Clerk.

(c) To approve and sign the Accounting Statements 2018/19 – AGREED and signed by the Chairman.

(d) To note monies received: -

- £7,500 – ECDC precept 1st instalment.

NOTED.

11/19/20 Administration

- (a) Risk Assessments of PC Assets – Cllr Whymer will carry out an inspection of PC assets and report back to a future meeting.

12/19/20 Planning

- (a) To receive planning application decisions & tree works: -

- 19/00200/FUL Land adjacent to Marquis of Granby, 94 High Street – proposed erection of a private detached dwelling/new vehicular access and associated works – resubmission of previous application 18/01141/FUL. **Refused.**
- 19/00087 Land west of 48 Mill Lane – proposed demolition of an existing modern agricultural barn and replacement with detached private dwelling. **Withdrawn.**
- 19/00086/FUL Land south of 48 Mill Lane – proposed construction of a private detached dwelling and associated works. **Withdrawn.**
- 19/00085/FUL Land adj to 48 Mill Lane – proposed construction of a 2-bed bungalow and associated works. **Withdrawn.**
- 19/00084/FUL Land north-west and south-west of 48 Mill Lane – proposed conversion of existing stables into 4/5 bed dwelling with the erection of 14 new stables and associated works. **Withdrawn.**
- Stetchworth/TPO/E/03/19 confirmation of TPO at 38 High Street.

NOTED.

- (b) To consider planning applications received:

- 19/00607/FUL South View, 20 Mill Lane – two-storey rear extension & internal alterations – NOTED with no comments.

- (c) To note update from ECDC re: planning permission for close board fencing at the entrance to the village: It was agreed to ask for regular updates on this matter, and to report that the new fencing has significantly reduced visibility when exiting the nearby junction.

13/19/20 Community Matters/General Maintenance

- (a) To note correspondence from Maggie Camp re: access across public open space from Coopers Close to Strollers Way – NOTED. Ms Camp had confirmed that ECDC will reinstate the fencing to prevent cars driving over the ditch between Coopers Close and Strollers Way.

- (b) Upgrade to LED street lighting – further information from Emma Grima, ECDC re: CiL – Ms Grima had confirmed that CiL contributions can be used for LED lighting as long as it is an upgrade of service as a result of new development. It was therefore agreed to wait for CiL funding before proceeding with the upgrade of the street lights.

- (c) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – NONE.

14/19/20 Correspondence for Information

- (a) CCC re: Management of Street Lighting Energy Costs – NOTED.

15/19/20 Date of Next Meeting & Matters for Future Consideration

Tuesday 18th June.

Village sign maintenance.

Jubilee Court – repair of the apron.

Bus shelter maintenance.

The meeting was closed at 10pm.

Signed: Approved and signed by the Chairman Dated: 18th June 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
- (5-6) LGA 1972, s.111
- (7) LGA 1972, s.142
- (8) LGA 1972, s.111