

STETCHWORTH PARISH COUNCIL

c/o 59 West Street, Isleham, Ely, Cambs. CB7 5SD

Clerk: Mrs. Marilyn Strand Tel: 01638 781286

Email: clerk@stetchworth.org

MINUTES

Stetchworth Parish Council Full Council Meeting on

Tuesday 19th May 2020

held online via online meeting platform Zoom

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

There was 1 member of the public present.

The meeting was opened at 7:32pm.

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held remotely using an online meeting platform. The meeting will be open to the public (including the press).

Under the above Regulations, there is no requirement for the PC to hold an Annual Meeting. Appointments which are required to be made at the annual meeting (Election of Chair) continue until the next meeting or until such time as that authority may determine.

1/20/21 To receive & approve apologies for absence.

Cllr Sarah Breen (work commitments).

2/20/21 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

3/20/21 Open Forum for Public Participation

A member of the public had joined the meeting regarding item 11/20/21 (c) below: Cherry tree on the recreation ground. The resident would like the tree to be cut back or down so that cherries do not fall into the garden. The resident also said that the tree casts shade over the garden until 1pm and that the leaves and cherry stones are also a nuisance.

4/20/21 To Approve the Minutes of the Meeting held on 21st April 2020 (to be signed at a later date). The minutes of the meeting held on 21st April were approved as a true record. Due to the coronavirus pandemic, the original copy of the minutes will be signed at a later date.

5/20/21 Matters Arising including reports from the Clerk and Councillors (for information only)

- (a)
- Flag pole for village green – awaiting confirmation from ECDC that this needs planning permission. If it does not, the Clerk will place the order and send installation instructions to Cllr Bell.
 - Correspondence from RH Landscapes re: work on recreation ground – NOTED.
 - Barclays – electronic payments: the Clerk now has online read-only access to the account. A signatory is required to set up online payments and Cllr France will telephone Barclays to arrange this.

6/20/21 The Ellesmere Centre

- (a)
- Ellesmere Centre Report – the Centre remains closed for the time being however, the shop and Post Office is open Monday to Friday 9am to 12pm. The MUGA has been re-opened for tennis (with social distancing measures in place) but the toilets and changing facilities are closed. The earliest the Centre could re-open is 6th July depending on the Government's advice at that time.

7/20/21 District & County Councillors' Reports

District Cllr Alan Sharp reported the following: -

- Bus Services Review deadline – 31st May. The survey can be completed online.
- ECDC had collected green bin waste throughout the current coronavirus outbreak although both South Cambs District Council and Cambridge City Council had suspended their collections until recently. This had caused some confusion amongst residents.
- ECDC now has a 6.6-year housing land supply and therefore development envelopes around settlements have been restored. A single-issue review of the Local Plan will be carried out to look at housing supply.
- A Full Council meeting is due to be held on Thursday 21st May online via Zoom.

- Regarding the fencing at White Horse Stables – a planning application has not yet been received and this is being followed up by the ECDC planning enforcement team.

8/20/21 Finance - to approve accounts for payment: it was proposed by Cllr Whymer and seconded by Cllr France and AGREED that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Apr 20	SO	£300.00	
(2)	Clerk's salary - underpayment	101488	£14.56	
(3)	Clerk's expenses	101489	£29.92	
(4)	RH Landscapes	101490	£120.00	£100.00
(5)	Opus Energy (street lighting) Mar 20	DD	£111.08	£105.83
(6)	Opus Energy (street lighting) Apr 20	DD	£112.82	£107.45
(7)	Play Safety Ltd – annual inspections	101491	£181.20	£151.00
(8)	Witham Oil & Paint (handyman)	101492	£51.88	£43.23
(9)	Petty cash top up	101493	£38.04	
(10)	ECDC re: planning application	101494	£tbc	
Total payments for the month:			£959.50	

Cheque number 101494 to ECDC for planning permission for the flag pole was deferred to the June meeting.

(b) To note monies received: -

- ECDC precept 1 of 2 - £8,500.00

NOTED.

(c) Proposal to claim exemption from a limited assurance review by PKF Littlejohn and to sign declaration – AGREED.

(d) To approve and sign the Annual Governance Statement 2019/20 – AGREED.

(e) To approve and sign the Accounting Statements 2019/20 – AGREED.

'Wet' signatures are required for declarations pertaining to items 8/20/21 (c) (d) & (e) and these will be obtained separately from this meeting due to the Coronavirus pandemic.

9/20/21 Administration

(a) To consider attendees to CAPALC Share the Vision, Shape the Future Conference, Thursday 26th November, Wyboston Lakes – this item was deferred to the July meeting.

10/20/21 Planning

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

20/00555/TCON 104 High Street – to comply with Condition 4 (tree topping, lopping & felling) of Decision Notice 98/00549/RMA – NOTED.

(b) To consider planning applications received:

- CONFIDENTIAL – Pre-application advice: some concerns were raised and will be passed onto ECDC.

11/20/21 Community Matters/General Maintenance

(a) Covid-19 – volunteers & related matters – Lucy Frazer MP had joined ECDC's weekly teleconference last week. ECDC is to publish a magazine and Cllr Whymer will coordinate delivery alongside the parish newsletter.

Feedback on the digital version of the parish newsletter circulated last month had been very positive.

(b) To consider play area annual inspection reports and take any necessary action – no urgent matters had been raised. Items which had been flagged for monitoring will be checked during weekly inspections already being carried out.

Risk assessments on PC assets will be carried out next month.

(c) Request from resident for tree works on Cherry tree in recreation ground – see also item 3/20/21, above. The resident also said that the tree blocks the signal to the Sky satellite dish. Councillors had some sympathy with this but agreed that the resident should contact Sky and ask if the dish could be moved to a better location. It was agreed to ask ECDC's Trees Officer to look at the tree and give advice before taking any action. Cllr Saunders suggested that a plan for regular trimming of the tree could be put in place in future and this was agreed by all.

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

12/20/21 Correspondence for Information

- (a) Barclays Bank re: confirmation of signatories – NOTED. Two signatories need to be removed and Cllr Bell will be added – AGREED.

13/20/21 Date of Next Meeting & Matters for Future Consideration

23rd June; 21st July.

The meeting was closed at 8:46pm.

Signed: Approved (to be signed at a later date).

Dated: 23rd June 2020

Statutory powers relating to this month's payments:

- (1-3) Local Government Act (LGA) 1972, s.112
- (4) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (5-6) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (7-9) LGA 1972, s.111