

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 17th March 2020

in the Small Hall Ellesmere Centre Stetchworth

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

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

116/19/20 To receive & approve apologies for absence.
Cllr Sarah Breen (personal).

117/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest
None.

118/19/20 Open Forum for Public Participation
None.

119/19/20 To Approve the Minutes of the Meeting held on 18th February 2020.
It was **resolved** that the minutes of the meeting held on 18th February 2020 should be approved and signed by the Chairman.

120/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)

- District Councillor Sharp was unable to attend the CAPALC EGM for personal reasons.
- The Bus Service Review has been sent out and Councillor Sharp had intended to hold two surgeries however, these have needed to be cancelled in line with current guidance. A note about this will be included in the parish newsletter and the drop box will be moved to the parish church.

- (a) Report from the Clerk (written) of work in progress and actions completed – NOTED as follows: -
- Close board fencing at White Horse Stables – Juleen Roman, ECDC Planning Enforcement Officer, confirmed that a planning application continues to be delayed because the Agent acting for the property owner is extremely busy at present.
 - Balfour Beatty has completed the permanent removal of street light PC1 on Ley Road.
 - The Clerk is attending the CAPALC playground equipment inspection training on Thursday 12th March and a report will be given at the April meeting.
 - Repair of stiles on Public Rights of Way – this is still under investigation by CCC Highways.
 - The handyman has completed various tasks around the village – see invoices for details.
 - The ECDC Bus Services, Walking & Cycling Routes Consultation has been advertised on the PC's website and notice boards.
 - CCC Highways has been asked to provide a handrail on PRoW no. 7 at the junction with Devil's Dyke.
 - The 'Disciplinary Procedure' and 'Dealing with Staff Grievances Policy' have been uploaded to the PC's website.
 - The Internal Auditor's end of year visit is booked for Tuesday 26th May.

(b) Report from the Clerk (written) from SLCC Practitioners' Conference, 26th – 27th February – NOTED.

(c) Report (verbal) from the ECDC Local Councils' Conference, 2nd March – Cllr Whymer.
Councillor Whymer had attended the conference and reported that she had spoken to the enforcement officer about the close boarded fencing at White Horse Stables where a retrospective application should have been submitted (Councillor Sharp reported that there are no rules about the date this should be done by).
She had also spoken to Sanctuary Housing about the planting at the boundary between the centre and the bungalow in Ley Road.

A hard standing cannot be put down at Coopers Close unless the resident needs disabled access to the property.

Covid-19

- A list of volunteers is being compiled and councillors will have a copy of this list so that if they are contacted, they can point people in the right direction. GDPR implications need to be clarified.
- A notice will be placed on the parish council website, the noticeboard and the
- Stetchworth Community Facebook page and in the parish newsletter asking people to contact the members of the parish council if they need any help.
- Concerns were raised about the parish council's responsibility for children playing in the play area however, it was agreed that this would be the responsibility of parents.
- The Clerk reported that NALC are publishing guidance on their website and this is being updated every day.
- District Councillor Sharp reported that all the meetings at ECDC have been cancelled until the end of May. Staff have been delegated more powers so that business can continue.

121/19/20 The Ellesmere Centre

(a) Ellesmere Centre Report –

It was noted that the centre will be closing after this meeting.

(b) Car park extension: update on planning application – Cllr Sharp.

Molly Hood (ECDC) confirmed that she wants the trees to stay in situ however a conversation with the tree officer needs to take place to discuss alternative planting.

122/19/20 District & County Councillors' Reports

- Meetings and Bus Review mentioned earlier.
- A tour of Jubilee Court had taken place on 12th March. The empty wardens house had been transferred to the housing team who will allocate it.
- The District Council portion of the council tax has been frozen for the next financial year. The Police and Crime Commissioners portion will increase by £10 per year for a band D property (part of the government commitment to new police officers).
- Currently refuse collections and grass cutting will continue as usual.

123/19/20 Finance - to approve accounts for payment:

(a)	Ref: Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Feb 2020	SO	£300.00	
(2)	Clerk's expenses	101473	£97.87	
(3)	Ellesmere Centre	101474	£25.00	
(4)	CAPALC fees & DPO	101475	£340.52	
(5)	RH Landscapes & Maintenance	101476	£1140.00	£950.00
(6)	Arbantia Fencing	101477	£762.00	£635.00
(7)	Balfour Beatty	101478	£924.12	£770.10
(8)	Handyman	101479	£83.00	
	Total payments for the month:		£3,672.51	

OMC Associates – cheque number 101480 to replace cheque number 101463 - £594.00 (see report under Matters Arsing).

It was proposed by Councillor Whymer, seconded by Councillor Alistair France and resolved that the account payments are approved.

124/19/20 Administration

(a) To note CAPALC membership benefits information leaflet – NOTED.

125/19/20 Planning

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

20/00195/TPO 8 Ley Road – T1 Sycamore & T2 Ash: reduce crown by 40% and thin to achieve a balanced crown – NOTED.

(b) To consider planning applications received:

None.

126/19/20 Community Matters/General Maintenance

(a) To consider quotation from Fenland Leisure to repair basketball/football area wet-pour surface.

It was proposed by Councillor Whymer, seconded by Councillor France and resolved that the quotation from Fenland Leisure for £388.66 +VAT is approved.

(b) To consider cost & details of flagpole and flag for village green

It was proposed by Councillor Whymer, seconded by Councillor France and resolved that the parish council purchase a flagpole with internal fixings. Height to be confirmed by Councillor

Saunders.

- 6m pole/2-yard flag (type A) or
- 8m pole/21/2-yard flag (type A)
- Quotations to be sought for installation of the pole.
- Planning Permission will be required.

(c) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting.

Flag to be added to asset register and included in the parish risk assessment.

127/19/20 Correspondence for Information

(a) ECDC re: funding for Citizens Advice Rural Cambs (CARC) – NOTED.
The grant to Newmarket CAB will continue.

128/19/20 Date of Next Meeting & Matters for Future Consideration

21st April.

19th May – Annual Parish Meeting and Annual Meeting of the Parish Council

Councillors will be kept informed when the next meeting will be held and under what terms. The Clerk will notify councillors of updates from NALC.

The meeting was closed at 8.55pm

Signed: Approved.

Dated: 21st April 2020 (original copy will be signed at a later date).

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3-4) LGA 1972, s.111
- (5-6) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (7) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (8) LGA 1972, s.111