

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 21st April 2020

held online via online meeting platform Zoom

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

There were no members of the public present.

The meeting was opened at 7:30pm.

129/19/20 To receive & approve apologies for absence.

None.

130/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

131/19/20 Open Forum for Public Participation

None.

132/19/20 To Approve the Minutes of the Meeting held on 17th March 2020 (to be signed at a later date).

The minutes of the meeting held on 17th March were approved as a true record. Due to the coronavirus pandemic, the minutes will be signed at a later date.

133/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)

(a)

- Playground inspection training – the Clerk had attended on 12th March. The course had covered play equipment inspections - type and regularity, play area surfaces - pros and cons, insurance advice for playgrounds and events, and a legal view of setting up and running Charitable Trusts.
- Car park extension – the Trees Officer at ECDC had confirmed he will come to inspect the trees on the car park boundary once restrictions due to the coronavirus pandemic have been eased or lifted. It might be possible to get an extension to our current planning application and this will be investigated.
- Flag pole for village green – this should be 6 metres in height with a 2-yard flag. A planning application will be drawn up and submitted.
- Cancellation of The Marcus Gynn Newmarket 10k Road Race – NOTED.
- Parish Newsletter – current advice is that this should not be delivered by hand through letter boxes at the present time. Instead, it will be placed on the Stetchworth Community Facebook page.

134/19/20 The Ellesmere Centre

(a)

Ellesmere Centre Report – the Centre is currently closed however, the shop and Post Office is still open Monday to Friday 9am to 12pm.

(b)

Correspondence from Trustees re: reduction of funds to sinking fund. – the Trustees had reduced the amount going into the fund from £350 per month to £50 per month in order to cut down the Centre's outgoings whilst it is closed. This was noted and agreed by the PC.

135/19/20 District & County Councillors' Reports

Written report from District Cllrs Alan Sharp and Amy Starkey – NOTED. A summary of the report is as follows: -

- Coronavirus – a response to the challenges faced by this crisis is being coordinated through the Local Resilience Forum (LRF) led by Cambridgeshire County Council and implemented by the District Council at local level.
- In light of the coronavirus crisis, ECDC has cancelled all Council and Committee meetings for the foreseeable future, although new legislation allows meetings to be held remotely. All staff that can work from home are doing so.
- Bus Services, Walking & Cycle Routes Survey – the deadline for responses has been extended to 31st May.
- £100k Homes – the first homes built under the £100k Homes Project are being delivered in East Cambs (Fordham).

- Newmarket TC has set up a helpline to support the most vulnerable members of the community during the coronavirus pandemic, and is working with a number of partners, including the Jockey Club. Newmarket TC is also acting as a hub for volunteers and is working with partner organisations to deliver appropriate help where needed.
- Rail Improvements – funding has been secured by Newmarket Rail Group to complete a Preliminary Outlines Strategic Business Case regarding improvements to the Cambridge to Ipswich line.

District Cllr Sharp updated Councillors at the meeting: -

- The first online Planning Committee meeting had taken place so that the planning process can continue. The Committee is currently unable to make site visits however.
- ECDC is expected to release a press statement to say that it can now prove a 5-year housing land supply, effectively re-instating the development envelopes on settlements in the district.
- District Cllr Starkey had asked the PC to share information regarding help available during the coronavirus pandemic through all available channels.

136/19/20 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 – Mar 20	SO	£300.00	
(2)	Clerk's expenses (wfh/telephone)	101481	£19.57	
(3)	RH Landscapes	101482	£240.00	£200.00
(4)	John Mingay – gravestone repairs	101483	£475.00	
	Daniel Mingay – gravestone repairs	101484	£575.00	
	Invoice total: £1,050.00			
(5)	TBM – internet security renewal	101485	£33.00	£27.50
(6)	TBM – email domain and mailboxes	101486	£57.60	£48.00
(7)	Insurance premium 2020-21	101487	£840.56	
(8)	Opus Energy (street lighting)	DD	£175.25	
	Total payments for the month:		£2,715.98	

(b) Proposed Q4 accounts and bank reconciliation – NOTED.

(c) To note correspondence from PKF Littlejohn re: audit 2019-20 – NOTED. The year-end audit for 2019-20 has been put back by 2 months due to the coronavirus pandemic. It was agreed to aim to sign the Annual Governance & Accountability Return (AGAR) at the July meeting at the latest when it is hoped that face-to-face meetings will be permissible. The Internal Audit will be conducted once the AGAR has been signed.

137/19/20 Administration

(a) To consider Long Term Undertaking on PC insurance policy – the long-term undertaking will cost £840.56 per year for three years and this was AGREED. This means a saving of £132.72 over the term of the undertaking.

138/19/20 Planning

(a) To receive planning application decisions and tree works: -
None.

(b) To consider planning applications received:
19/01483/AND War Memorial, Church Lane – double-sided sign pointing towards the church – NOTED.

139/19/20 Community Matters/General Maintenance

(a) Covid-19 – volunteers & related matters: Councillors' contact details have been placed on the Stetchworth Community Facebook page but no requests for help have been received so far. There is a lot of evidence of neighbours and families helping each other. The shop is still open at the Ellesmere Centre each day, and fresh fruit and vegetables are being sold from outside The Marquis of Granby. Newmarket Town Council has produced a poster outlining services available in the area and this will be sent out with the newsletter.

With regard to data protection, it was clarified that volunteers have given permission for their details to be held by the PC and volunteer coordinators. However, no personal information provided will be shared outside of these two organisations. Volunteers will be reminded that their telephone numbers should be withheld when contacting residents. All information held by the PC will be destroyed immediately the current crisis has passed and there is no longer a need to hold it.

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

140/19/20 Correspondence for Information

(a) Cambridge Building Society re: interest rate change – NOTED.

141/19/20 Date of Next Meeting & Matters for Future Consideration

Annual Parish Meeting & Full Council Meeting 19th May 2020.

Electronic payments – Barclays.

The meeting was closed at 8:15pm

Signed: Approved.

Dated: 19th May 2020 (to be signed by the Chairman at a later date).

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (4) Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1; LGA 1972, s.214(2)
- (5-7) LGA 1972, s.111
- (8) Parish Councils Act 1957, s.3; Highways Act 1980, s.301