

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 23rd June 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
County Cllr Mathew Shuter was also in attendance.

There were no members of the public present.

The meeting was opened at 7:35pm.

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).

14/20/21 To receive & approve apologies for absence.

None.

15/20/21 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

16/20/21 Open Forum for Public Participation

None.

17/20/21 To Approve the Minutes of the Meeting held on 19th May 2020 (to be signed at a later date).

The minutes of the meeting held on 19th May were approved as a true record. Due to the coronavirus pandemic, the original copy of the minutes will be signed at a later date.

18/20/21 Matters Arising including reports from the Clerk and Councillors (for information only)

(a)

- Flag pole for village green – the planning application will be submitted following approval of the cheque at this meeting.
- Playground repairs – our quotation acceptance had been mislaid by Fenland Leisure but was now being processed; the work should be carried out shortly.
- External audit – PKF Littlejohn had confirmed receipt of the PC's exemption certificate and will not carry out a review for the 2019-20 financial year.
- Street lighting energy contract – this had been renewed with Opus Energy for 3 years due to quickly rising energy prices, and will be approximately the same per year as this year's contract.
- Village sign repair – the sign had been due to be re-instated within the last two to three weeks but this had not yet been carried out. The Clerk will follow this up with the contractor.
- ECDC's Trees Officer had visited Stetchworth yesterday to look at a tree on the recreation ground as well as the trees at the front of the Ellesmere Centre. Following his report (received today) Councillors agreed to make a site visit to look at the trees at the front of the Ellesmere Centre and then to discuss this matter again at the July meeting. The report from the tree on the recreation ground is noted under item 24/20/21 (b) below.
- Notification has been received from ECDC that the PC is due to receive £10,182.15 in Community Infrastructure Levy (CiL) contributions.

19/20/21 The Ellesmere Centre

(a)

Ellesmere Centre Report – Cllr Whymer reported the following: -

- It is possible the Centre will re-open on Monday 6th July following a change of guidance from the government on Covid-19 measures. Re-opening will be subject to social distancing guidance.
- The book stall has been put outside on Thursdays (weather permitting) so that books can still be borrowed. Returned books are quarantined before being put out again.
- The owner of the beauty salon is making improvements whilst unable to be open.

(b)

To consider request from Ellesmere Centre trustees to erect a storage shed adjacent to the MUGA – the proposal was to locate the shed on the triangle of grass between the MUGA and the Centre. However, Councillors agreed that it might be better to put the shed just around the corner between the MUGA and

the car park. The triangle of grass could also be concreted over and drainage installed as it gets very wet and muddy in the winter which leads to mud being walked into the Centre or onto the MUGA. Councillors agreed to meet on site later this week to look at the area and make a final decision on where the shed would go. Quotations will then be obtained for both the shed base and for concreting/drainage of the grassed area. The PC will pay for, or towards, the cost of concreting the areas – AGREED.

20/20/21 District & County Councillors' Reports

County Cllr Mathew Shuter reported the following: -

- Covid-19 – there are about 30 people in Woodditton Ward currently receiving help because they are shielding. CCC will manage any local lock downs going forward, although there has been a very low rate of coronavirus in the county.
- The road re-surfacing program will restart.
- The Combined Authority has received a grant of £2.9m from Central Government for the improvement of walking and cycling paths.
- Finances are now in place to conduct a feasibility study for a new cycle path from Bottisham to Newmarket.
- Recycling Centres are all now open and running smoothly. Anyone with a van or trailer must book a time-slot in advance.

In response to a question from Cllr Bell, County Cllr Shuter said that white markings on pavements indicated that repair work would take place and that this should normally start within a month of being marked up. The coronavirus pandemic had caused some delay but work should be started very soon.

In response to a question from Cllr. Whymer regarding the poor condition of the road surface all along Church Lane, County Cllr Shuter said that this should be reported via CCC's online fault reporting system. Despite being a small country lane, a lot of heavy traffic, including horse boxes, uses it on a regular basis.

District Cllr Alan Sharp reported the following: -

- There had been a high number of planning application refusals being taken to appeal – five in the Woodditton Ward over the last couple of weeks. This might indicate that developers are challenging ECDC's housing land supply.
- The Walking, Cycling and Bus Routes consultation has now closed and the data is being analysed. ECDC has been given resources to improve safety where needed and is currently negotiating with Suffolk County Council regarding a cycle path on Barbara Stradbroke Avenue, Newmarket as this would link up with cycle paths running to Bottisham and onto Cambridge.
- Bin collections – ECDC had continued regular collections of recycling throughout the lock down period despite having to deal with a high level of staff absence. Both County Cllr Shuter and District Cllr Sharp commended the Street Scene team for their efforts.
- ECDC has to produce unaudited accounts by the end of July for audit by the end of October.

21/20/21 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 – May 20	SO	£300.00	
(2)	Clerk's salary - underpayment	101494	£14.56	
(3)	Clerk's expenses May 20	101495	£50.62	
(4)	RH Landscapes	101496	£240.00	£200.00
(5)	Opus Energy (street lighting) Apr 20	DD	£84.45	£80.43
(6)	Opus Energy (street lighting) Apr 20	DD	£12.23	£11.65
(7)	Ellesmere Centre	101497	£25.00	
(8)	CCC street lighting energy – final	101498	£186.37	
(9)	Canalbs – internal audit	101499	£138.12	
(10)	Roger Evans – handyman (benches)	101500	£140.00	
(11)	Roger Evans – handyman (memorial)	101500	£135.00	
(12)	ECDC re: planning application	101501	£117.00	
Total payments for the month:			£1,443.35	

(b) To note monies received: - none.

22/20/21 Administration

(a) To consider quotations for street lighting maintenance contract – two quotations had been obtained. It was proposed by Cllr Bell and seconded by Cllr France and AGREED that the quotation from K & M Lighting be accepted on a 3-year contract at £520.98 +VAT per year.

(b) To consider internal auditor's end of year report and appointment of auditor for 2020-2021 – this was NOTED. One correction to the report will be notified to the auditor – the PC is not a burial authority but has responsibility for a closed churchyard. It was AGREED to appoint Canalbs as the PC's Internal Auditor for the current financial year.

23/20/21 Planning

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

(b) To consider planning applications received:

- Street Naming & Numbering – site south-west of Ashfield House, 20 High Street: the above development requires one new named street. The following name has been proposed: Ash Field – NOTED with no comments.
- 20/00628/FUL Prospect Villa, 18 Tea Kettle Lane – following removal of flat roof playroom and glass lobby, construction of two-storey rear extension and single-storey rear extension to remaining – NOTED with no comments.
- 20/00684/LBC Ivy House, 23 High Street – removal of stair case – NOTED no comments.

24/20/21 Community Matters/General Maintenance

(a) Covid-19 – volunteers & related matters – there had been no new requests for help since the last meeting. The names and contact details of the volunteers will be in this month's newsletter.

(b) Update on Cherry tree in recreation ground – advice had been received from ECDC Tree Officer; Kevin Drane as follows: -

"Yes I did manage to visit on Monday, firstly the cherry tree is a mature tree in good health with minimal overhang of the garden, there is no arboricultural reason for its removal and the only pruning I would recommend is a raising of the crown clearance from ground level to allow better access for your grounds maintenance contractor. There is no legal requirement to rectify a loss of television or radio service in respect of trees and interference is not at present a legal 'nuisance' as defined in law".

It was agreed to obtain a quotation from RH Landscapes as a matter of urgency to cut back any overhanging branches and crown lift the tree as recommended. The work will be carried out if the quotation is below the threshold for delegated powers of the Clerk (£500).

(c) Risk assessments for PC assets – Cllr France will carry these out.

(d) To consider request to hold dog training classes on the recreation ground field over the summer – AGREED. A further request to hold rehearsals for 'Hi-de-Hi' on the recreation ground was also AGREED.

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

The handyman will be asked to clear the strip of road between Coopers Close and Strollers Way as it is too narrow for road sweepers to access. The bus shelter also needs to be cleaned again.

25/20/21 Date of Next Meeting & Matters for Future Consideration

21st July.

Sanctuary re: parking at 5 Coopers Close – Cllr Sharp.
Car park extension.

The meeting was closed at 8:47pm.

Signed: Approved.

Dated: 21st July 2020