

# 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 21<sup>st</sup> July 2020**

held online via online meeting platform Zoom

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

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

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).

**26/20/21 To receive & approve apologies for absence.**  
Cllr Piers Saunders (personal).

**27/20/21 To Receive Declarations of Pecuniary and non-Pecuniary Interest**  
None.

**28/20/21 Open Forum for Public Participation**  
None.

**29/20/21 To Approve the Minutes of the Meeting held on 23<sup>rd</sup> June 2020 (to be signed at a later date).**  
The minutes of the meeting held on 23<sup>rd</sup> June were approved as a true record. Due to the coronavirus pandemic, the original copy of the minutes will be signed at a later date.

**30/20/21 Matters Arising including reports from the Clerk and Councillors (for information only)**

- (a)
- Flag pole for village green – the planning application has not yet been validated due to further information requested. This will be provided within the 28-day deadline to avoid having to submit a new application.

It was noted that a planning application for the fencing at White Horse Stables had been submitted but had not yet been validated and sent out for consultation.

- Village sign repair – the post and sign have now been reinstated and the sign is looking really good.
- Playground surface repairs – completed. Cllr Whymer will check the work before sending payment.
- Church Lane surface repairs – Cllr Whymer had submitted two reports via CCC's online fault reporting system. In response, CCC had filled in 12 pot holes which had made a significant improvement to the Lane.
- The handyman is currently unavailable however, when he does return, it was agreed that he will be asked to continue to regularly clean the bus shelter and clear the path between Coopers Close and Strollers Way.
- Cherry tree on recreation ground – branches overhanging no. 23 Coopers Close had been cut away and the crown raised. The contractor had also raised the crowns on other trees in the recreation ground to provide clearance for grass cutting. An email had been received from the residents at no. 23 thanking the PC for carrying out this work.

Reported at the meeting: -

- Stickers for street lights – these can be purchased from a company recommended by the PC's street lighting maintenance contractor. It was agreed to have the PC's website on the stickers to allow residents to report any faults directly to the Clerk.

**31/20/21 The Ellesmere Centre**

(a) Ellesmere Centre Report – Cllr Whymer reported the following: -

- The Centre is beginning to open up again after lock down. However, the amount of information and guidance coming from government makes it a very complicated process given the diversity of groups and individuals using the building and sports facilities. The MUGA is open for tennis and table-tennis is being played on the patio outside. The hall can now be booked for badminton with restricted numbers. More easing of lock down measures is expected on 1<sup>st</sup> August.

- Refurbishment of the beauty salon is almost complete and this will re-open next week.
- MUGA lighting – replacement lighting is on order. The MUGA will have to be closed for up to four days whilst the work is carried out. It is hoped this can be completed before the evenings and mornings become darker.

(b) To consider quotations for concreting triangle of ground and laying shed base near MUGA – only one quotation had been received in time for the meeting. It was agreed to wait for the other quotations and this matter was therefore deferred to the next meeting.

(c) Car park extension. – to consider quotation from RH Landscapes to fell 2 x small cherry trees: the quotation for £600 +VAT was accepted and AGREED.

### 32/20/21 District & County Councillors' Reports

Cllr Alan Sharp reported the following: -

- Cycling, Walking and Bus Routes Consultation – the results of this are still being analysed.
- White van on July roundabout – this is awaiting repair and should be removed soon.
- Cllr Sharp had put forward a motion at ECDC's Full Council meeting on 16<sup>th</sup> July to ban the release of lanterns and balloons from all ECDC owned land. The motion also proposed contacting all town and parish councils asking them to consider doing the same. The motion was agreed unanimously.
- The Finance & Assets Committee will consider an Equality, Diversity and Inclusion Policy and put this out for consultation.

33/20/21 **Finance** - to approve accounts for payment – it was proposed by Cllr Whymer and seconded by Cllr France that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Jun 20	SO	£300.00	
(2)	Clerk's salary - underpayment	101502	£14.56	
(3)	Clerk's expenses Jun 20	101502	£50.62	
(4)	RH Landscapes – grass cutting	101503	£240.00	£200.00
(5)	RH Landscapes – tree works	101504	£540.00	£450.00
(6)	Opus Energy (street lighting) Apr 20	DD	£94.94	£90.42
(7)	K & M Lighting – street light contract	101505	£625.18	£520.98
(8)	Fenland Leisure – playground repair	101506	£466.39	£388.66
<b>Total payments for the month:</b>			<b>£2,331.69</b>	

A reduction in the cost of the tree works had been made by RH Landscapes. Cheque number 101504 for £570.00 was therefore replaced with cheque number 101507 for £540.00.

(b) To note monies received:

- ECDC CiL contributions - £10,182.15 (not on June bank statement).

NOTED. It was agreed to reconsider upgrading PC-owned street lights to LED now that CiL funds had been received.

(c) Proposed Q1 accounts and bank reconciliation – AGREED.

### 34/20/21 Administration

(a) Review of Standing Orders – reviewed and AGREED with no amendments.

(b) Clerk's SLCC membership fee £60.00 – this is one third of the total cost for the Clerk's employment – AGREED.

### 35/20/21 Planning

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

- 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. **Approved.**
- Street Naming & Numbering – site south-west of Ashfield House, 20 High Street – the proposed name Ashfield has been adopted.
- 20/00684/LBC Ivy House, 23 High Street – removal of stair case. **Refused.**

NOTED.

(b) To consider planning applications received:  
None.

### 36/20/21 Community Matters/General Maintenance

(a) Covid-19 – volunteers & related matters – the recreation ground play area was re-opened on Saturday 4<sup>th</sup> July in line with the government's easing of lock down measures. Signage had been placed around the

area to remind residents of social distancing. ECDC had provided a template risk assessment for the re-opening of play areas.

It was agreed to write a piece for the parish newsletter on behalf of the PC thanking all those who had volunteered to help others during the lock down.

- (b) Parking in Coopers Close (Sanctuary Housing) – Cllr Sharp had discussed this with two representatives from Sanctuary Housing to try to resolve the issue of cars parking on the road because they cannot park on their property due to poor surfacing. A further update will be given at a future meeting.
- (c) Resident requests to use recreation ground – several requests from groups had been received and were all agreed. Each group must adhere to government guidelines regarding social distancing and gatherings. It was noted that one request involved a party of up to 15 people. The resident had been reminded that, for now, only up to 6 people from different households could meet together outside, although this could be changed by the government before the event takes place.
- (d) To note adoption by West Suffolk Council of the Newmarket Neighbourhood Plan – NOTED.
- (e) Handyman – no further work identified for the handyman at present.
- (f) Correspondence from Extinction Rebellion (Cambridge) re: biodiversity measures – NOTED. The PC will acknowledge the letter but does not have responsibility for cutting verges.
- (g) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – None.

It was agreed to contact the letting agent for a property on Stone Row as a tree branch which had come down on the green in front of the property had not been cleared away.

#### **37/20/21 Date of Next Meeting & Matters for Future Consideration**

It was agreed to hold a meeting in August this year on the 18<sup>th</sup>.  
September 22<sup>nd</sup>.

The meeting was closed at 8:45pm.

Signed: Approved.

Dated: 18<sup>th</sup> August 2020

Statutory powers relating to this month's payments:

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