

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

Wednesday 15th January 2020

in the Gredley Room Ellesmere Centre Stetchworth

Present: Cllrs Lily Whymer (Chair), Wayne Bell, Sarah Breen, 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

90/19/20 To receive & approve apologies for absence.
Cllr France (work commitments).

91/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest
None.

92/19/20 Open Forum for Public Participation

Two members of JS Fitness had attended the meeting to ask Councillors for a designated storage facility at the Ellesmere Centre. They have been using the MUGA for approximately five years and have found it to be an ideal location. The exercise classes they run have helped improve the health of those who attend, even reversing a diagnosis of pre-diabetes in some cases. Currently, they bring equipment over from other sites which are often muddy, meaning that the equipment is dirty and leaves a mess on the MUGA. Cleaning the equipment off before each session would be time-prohibitive. They would like to be able to store equipment at the Centre which is solely for use on the MUGA and which would stay clean and reduce the need for the MUGA to be professionally cleaned. It was thought that a metal shed no larger than 6ft by 6ft would be needed.

Cllr Bell joined the meeting at 7:40pm during this item.
It was agreed to return to item 95/19/20 (a).

93/19/20 To Approve the Minutes of the Meeting held on 11th December 2019.
The minutes of the meeting held on 11th December were approved as a true record and signed by the Chairman.

94/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)

- Close board fencing at White Horse Stables – no planning application had yet been submitted and the Clerk will once again follow this up with Planning Enforcement.
- Permanent removal of street light on Ley Road – this is in progress with Balfour Beatty.
- Repair of stiles – reported to CCC. The Clerk will follow this up as no action had yet been taken.

Matters reported at the meeting: -

- The small bridge on the footpath at the corner of the recreation ground is in need of repair and this will be reported to CCC.
- Cllr Whymer had attended the CAPALC AGM. CAPALC had recorded a loss in the last financial year of £17k. Cllr Sharp will draft a question to them regarding their financial status.
- Leylandii at the Ellesmere Centre – this is likely to take place in early February; the Clerk is coordinating the tree and fencing works so that the boundary is kept secure.

95/19/20 The Ellesmere Centre

(a) Two representatives from JS Fitness arrived and it was agreed to return to the item 'Open Forum for Public Participation' so that they could address Councillors.

Ellesmere Centre Report – Cllr Whymer reported the following: -

- A letter had been sent from the Trustees to the PC raising issues regarding the dog-grooming parlour, space around the Centre and Calor Gas area and the MUGA lights. It was agreed that some research into these matters was necessary and that following this, the Clerk would draft a response in liaison with Cllr Whymer.
- MUGA lighting – it was agreed to ask the Trustees to obtain quotations for replacements.

- Councillors agreed that it would seem inappropriate to allow a business owner to use their own money to build a facility on Ellesmere Centre land. It was agreed that ownership of the space around the Centre needed to be clarified and this will be researched by Cllr Breen and the Clerk.
 - Electric car-charging port – the grant for this may not now be available to the installer.
- (b) To consider request from Jade Skillen Fitness for storage re: bootcamp – a 6ft by 6ft shed would suffice however, further discussion with Ellesmere Centre Trustees is needed as to where this might be placed.
- (c) To consider request from The Fetching Hound for permanent premises at the Centre – Councillors agreed that there are many complications in regard to an independent business erecting a permanent structure in the grounds of the Ellesmere Centre. One issue is that the PC-owned land around the Centre is registered with Fields In Trust who stipulate that only buildings ancillary to recreation can be erected on the land. It was agreed to reply to the business owner to say that, although they are providing a good local service, the PC is unable to allow a permanent structure to be built on its land because it is a registered open space.
- (d) Car park extension:
1. To consider quotations for drainage and parking spaces design – this was deferred pending further information regarding trees.
 2. Arboricultural survey – this had been updated and now includes the existing car park extension and an addendum regarding the proposed removal of trees. It was agreed to ask ECDC whether removal of the trees would be acceptable before authorising further expenditure on the planning application to tarmac the area.

96/19/20 District & County Councillors' Reports

Cllr Sharp reported the following: -

- A Bus Review Working Group has been set up by ECDC, Chaired by Cllr Sharp. In March this year, the Group is to conduct a district-wide public consultation into bus services, cycle paths and walking routes. The consultation questionnaire will be distributed to every household in the district via Royal Mail. Completed questionnaires can either be posted back to ECDC, or left in drop boxes which will be set up at local shops and businesses. The survey will also be available for completion online.

97/19/20 Finance - to approve accounts for payment: it was proposed by Cllr Whymer and seconded by Cllr Breen that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Dec 19	SO	£300.00	
(2)	Clerk's expenses	101465	£50.62	
(3)	Ellesmere Centre	101466	£25.00	
(4)	RH Landscapes	101467	£120.00	£100.00
Total payments for the month:			£495.62	

- (b) Proposed Q3 accounts and bank reconciliation – NOTED.

It was AGREED to proceed with two Hosted Exchange email addresses for the Clerk and the Chairman at a cost of £7.98 +VAT per month.

98/19/20 Administration

- (a) To consider attendees to the Parish Forum, Monday 20th January, Community Room, Cheveley – suggested items for the agenda should be sent to Cllr Sharp or Cllr Marvin (Cheveley). Cllr Whymer will attend.
- (b) To consider Clerk's attendance at the SLCC Practitioners' Conference, 26-27th February – cost £100 (total cost £299 shared with Cheveley PC) – AGREED.
- (c) Risk assessment of PC assets – Cllr Saunders had carried out an inspection of all PC assets and reported the following: -
- Street light PC18 is loose in the ground – this will be reported to Balfour Beatty.
 - Litter bin on Jubilee Court is rusted through and needs replacing – this will be reported to ECDC.
 - Bench on Jubilee Court has a strut missing and also needs treating with wood stain. The bench next to the notice board also needs treating with wood stain. The handyman will be asked to repair these. Another bench on Jubilee Court is overgrown with vegetation and the handyman will be asked to cut this back.
 - MUGA – wire holders on netting have come loose and need re-fixing – handyman.
 - BMX area – there is a hole in the tarmac and a quotation for repair will be obtained.
 - Right-hand side of Ellesmere Car Park – leaf mould needs clearing. Cllr Whymer will ask the Centre to do this.

- (d) Review of staff contracts and job description – this item was deferred because the NALC template contract is currently being revised. The NALC pay scale points were ADOPTED.
- (e) To agree Clerk's pay scale point and core hours – the Clerk's core hours are 7 per week and it was AGREED that the Clerk will be on pay scale 8 (£10.37 per hour) from 1st April 2020.
- (f) CCC consultation on draft Climate Change & Environment Strategy and Action Plan – Cllr Bell had completed this and said that there is room on the questionnaire for comments.
- (g) To agree 36-month Letter of Authority (LOA) for Utility Aid re: energy procurement – it was agreed to renew the LOA at the end of this year.
- (h) To consider renewal of Cambridgeshire ACRE membership – cost £57 – AGREED. Cheque number 101469 was written and signed at the meeting.

99/19/20 Planning

- (a) To receive planning application decisions and tree works: -
None.
- (b) To consider planning applications received:
None.

100/19/20 Community Matters/General Maintenance

- (a) Update on planning permission for St Peter's Church Sign – the Heritage Statement is in progress and the application will be submitted when this has been completed.
- (b) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – none.

It was agreed to ask the handyman to regularly clear leaves on Coopers Close.

101/19/20 Correspondence for Information

- (a) ECDC re: changes to waste collections on private and unadopted roads – NOTED. No properties in Woodditton Ward are affected by the changes.
- (b) CCC re: Cambridgeshire & Huntingdonshire Archives – Ely building now open – NOTED.

102/19/20 Date of Next Meeting & Matters for Future Consideration

18th February.

17th March – in the absence of the Clerk, it was agreed that this meeting would be covered by Diane Bayliss.

The meeting was closed at 9:55pm.

Signed: Approved and signed by the Chairman.

Dated: 18th February 2020.

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3) LGA 1972, s.111
- (4) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214