

# 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 18<sup>th</sup> February 2020**

in the Gredley Room Ellesmere Centre Stetchworth

**Present:** Cllrs Lily Whymer (Chair), 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

**103/19/20 To receive & approve apologies for absence.**  
Cllr Wayne Bell (personal).

**104/19/20 To Receive Declarations of Pecuniary and non-Pecuniary Interest**  
None.

**105/19/20 Open Forum for Public Participation**  
None.

**106/19/20 To Approve the Minutes of the Meeting held on 15<sup>th</sup> January 2020.**  
The minutes of the meeting held on 15<sup>th</sup> January were approved as a true record and signed by the Chairman.

**107/19/20 Matters Arising including reports from the Clerk and Councillors (for information only)**

- Close board fencing at White Horse Stables – a planning application is yet to be submitted due to delays with the Agent. The Clerk will again raise the issue with Planning Enforcement.
- Permanent removal of street light on Ley Road – Balfour has scheduled the work and the Clerk will chase this up.
- Repair of stiles – these have been reported to CCC and this will be chased up.
- The small bridge in the corner of the recreation ground is likely to be repaired following a visit from a representative of CCC.
- Leylandii and replacement fencing at Ellesmere Centre – the trees have been taken down and the stumps removed. New fencing was due to be installed the following day.
- CAPALC financial reports – Cllr Sharp will draft a letter querying the reports as agreed at the last meeting.
- Handyman – the following jobs are still outstanding: wire holders on the netting at the MUGA; leaf clearing between 4 and 5 Coopers Close. Cllr Bell had cleared the leaf mould in the Ellesmere Centre car park.
- Sanctuary Housing will be asked to put hard standing down at one of their properties on Coopers Close so that residents do not have to park on the road/footpath.
- Fenland Leisure have been asked to quote for repairs to the basketball/football area.

**108/19/20 The Ellesmere Centre**

- (a) Ellesmere Centre Report – a meeting is due to be held tomorrow evening.
- (b) Report from meeting with Trustees – Cllr Whymer and the Clerk had met with Trustees to discuss documentation showing the different parts of the Centre and who is responsible for them. Copies of documentation held by the PC will be passed on to the Trustees at their next meeting.
- (c) MUGA lighting - the Trustees have obtained quotations and are checking the fittings for suitability.
- (d) Complaint from resident re: Cherry tree on recreation ground – a resident had written to request that the tree be felled because of its proximity to the perimeter fence of their property which would block light into the garden. The tree is a very healthy Cherry which the PC had crowned approximately two years ago. Some of the growth was also cut back at that time. Given that it is a healthy tree, Councillors agreed not to have it felled. The tree was planted by the PC on behalf of residents and has been there for many years. It was understood that the resident hadn't yet moved into their property and it was therefore suggested that they wait to see how the sun moves around the garden during the day, and through the seasons, to gauge whether the tree has a detrimental effect on their amenity.

- (e) Car park extension – update on planning application: the PC had been advised by an arboriculturalist that trees at the front of the Centre could be removed before the installation of a tarmac car park surface and extension. A planting scheme could then be put forward to replace these once the car park had been completed. However, ECDC planning officers had confirmed they would not support this due to the amenity value of the trees. It was thought that the tree protection measures required by ECDC during the planned works would be cost-prohibitive and that the scheme might not be able to go ahead because of this. Cllr Sharp will discuss this further with the planning officer before a final decision is made on whether to continue with the work.

#### 109/19/20 District & County Councillors' Reports

District Cllr Alan Sharp reported the following: -

- Bus Services Review Working Group – the consultation on cycling, walking and bus routes is due to be delivered to each household around the 9<sup>th</sup> March and will run until the 19<sup>th</sup> April. the survey can be completed and left in the drop-box at the Ellesmere Centre, or filled in online.
- It has been proposed that the ECDC portion of Council Tax be frozen again this year. If agreed, this would be the 7<sup>th</sup> year in a row that ECDC's share has remained the same.
- The Police & Crime Panel is proposing to increase its portion of Council Tax by £10 per Band D property in order to help facilitate the government's promise to employ 20,000 more police officers. Cambridgeshire is set to gain 62 more officers by March 2021 with more to follow in phase two and three.
- Full Council will be receiving a petition from around 500 people following its decision to stop grants to Citizens Advice Rural Cambs (CARC). However, it is to be proposed that ECDC will employ four new members of staff in order to improve the services it offers to residents which overlap with those provided by CARC.

#### 110/19/20 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 – Jan 2020	SO	£300.00	
(2)	Clerk's expenses	101470	£60.97	
(3)	Ellesmere Centre	101471	£25.00	
(4)	Cheveley Parish Council-conference	101472	£100.00	
	<b>Total payments for the month:</b>		<b>£485.97</b>	

- (b) To note monies received: -
- Cambridge Building Society interest (Jan-Dec 2019) - £30.52
- NOTED.

#### 111/19/20 Administration

- (a) Report from the Parish Forum held Monday 20<sup>th</sup> January – no pressing matters had been discussed. the next Forum will be held on Wednesday 10<sup>th</sup> June in Ashley.  
Cllr Sharp will be attending a meeting with Sanctuary Housing on 12<sup>th</sup> March at Jubilee Court in his capacity as District Councillor.
- (b) To consider attendees to the East Cambs Parish Councils' Conference, Monday 2<sup>nd</sup> March, Littleport – the Clerk and Cllr Whymer will attend.
- (c) To consider attendees to CAPALC half-day training re: play equipment inspections, Thursday 12<sup>th</sup> March, Somersham – the Clerk will attend.
- (d) CAPALC consultation on incorporation and EGM, Monday 2<sup>nd</sup> March – the following points were AGREED:
- CAPALC to become a non-profit, incorporated body in the form of a company limited by guarantee.
  - £1.00 of the affiliation fee paid by the PC will be ringfenced as the PC's maximum liability for any claims being awarded against CAPALC.
  - Clerks of member councils to be eligible to become directors as well as Councillors.
  - In the event of CAPALC being wound up, any assets to be transferred to another organisation with similar aims.
- No further comments were put forward.  
Cllr Sharp will attend the EGM.
- (e) To consider protocol for the death of a Senior Member of State & correspondence from CCC (NOTED) – the PCC has a protocol for such an occasion. It was agreed to obtain quotations for a free-standing flag pole to be situated on the village green.  
Cllr Puddick joined the meeting at 8:40pm.
- (f) To agree and adopt Staff Grievance Procedure Policy – it was proposed by Cllr France to adopt the policy and this was AGREED.

**112/19/20 Planning**

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

None.

- (b) To consider planning applications received:

- Pre-application advice – CONFIDENTIAL

No members of the public were present. The PC would have no objection to the proposal if and when it comes forward as a full planning application.

**113/19/20 Community Matters/General Maintenance**

- (a) Update on planning permission for St Peter's Church Sign – the Heritage Statement and other requested additional information is now ready to be submitted.

- (b) To consider request from resident re: improvements to village footpaths (Public Rights of Way) – three areas had been suggested for improvements due to slippery surfaces making walking difficult. The PC identified that two of the areas suggested are not Public Rights of Way and those using them as such are trespassing on private property. The third area on footpath number 7 will be reported to CCC as a handrail and/or steps at the junction with the Devil's ditch would improve safety where the path is very steep.

Cllr France said that there are low tree branches overhanging footpath number 6 which runs behind Coopers Close. This will be reported to Stetchworth Estates as it is the responsibility of the neighbouring landowner to rectify this.

- (b) To consider correspondence from Fordham PC re: Public Spaces Protection Order (PSPO) – Fordham PC had applied for a PSPO to require dogs to be kept on leads at all times and to only be walked around the perimeter of the recreation ground. It was agreed that Stetchworth PC would not want to apply for a similar PSPO at present. However, the PC had put signs on the recreation ground requesting that dogs be kept on leads to try to cut down on the amount of dog faeces not being picked up by owners whose dogs had run some distance away from them.

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

- (d) Review of Risk Management procedures – it was AGREED that the PC's Risk Management processes are working to mitigate risk to the public and the PC. Measures in place are as follows: -

- Quarterly inspections of all PC assets carried out and recorded by a Councillor. Faults are reported to the Clerk if urgent, or at the next meeting, and are dealt with in a timely manner.
- Weekly visual inspection of the play equipment carried out and recorded. Faults are reported to the Clerk if urgent, or at the next meeting, and are dealt with in a timely manner.
- The Risk Management and Risk Assessment Policy is reviewed annually and updated as necessary.
- The PC's asset register is updated and insurance cover checked regularly to ensure adequate cover is in place.
- Matters on the agenda considered as to whether risk assessment is required (see item (c) above).
- Staff and volunteers undertake ongoing risk assessment training.

**114/19/20 Correspondence for Information**

- (a) Cambridge Building Society re: confirmation of signatories – NOTED.

No confirmation had yet been received from Barclays Bank, although both requests had been sent at the same time.

**115/19/20 Date of Next Meeting & Matters for Future Consideration**

17<sup>th</sup> March.

The meeting was closed at 9:10pm.

Signed: Approved and signed by the Chairman

Dated: 17<sup>th</sup> March 2020

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3) LGA 1972, s.111
- (4) LGA 1972, s.111 & 112