

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 21st September 2021

held at The Ellesmere Centre (Gredley Room)

Present: Cllrs Lily Whymer (Chair), Wayne Bell, 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.

39/21/22 To receive & approve apologies for absence.

Cllr Sarah Breen (personal).

40/21/22 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

41/21/22 Open Forum for Public Participation

None.

42/21/22 To Approve the Minutes of the Meeting held on 20th July 2021.

The minutes of the meeting held on 20th July were approved as a true record and signed by the Chairman.
Cllr France joined the meeting at 7:32pm.

43/21/22 Matters Arising including reports from the Clerk and Councillors (for information only)

(a)

- Sign and flag pole on village green – the church sign has now been erected. Cllr Bell and the handyman will liaise on erecting the flag pole and it is hoped this will be in place in time for Remembrance Sunday.
- Footpath 19 – repairs to stile: the footpath had been cut and the stile will be checked to see if repairs have been made.
- New hedgerow funding – Cllr Bell had submitted the application and said that there is currently a delay in the response times to applications.
- Update to PC laptop – this had been completed and the laptop is working well.
- Cemetery works – removal of soil: the Clerk confirmed that the PC has power under the Open Spaces Act 1906 ss.9-10 to maintain a burial ground in or outside the PC's area. Cllr Whymer will contact a grounds contractor regarding the work needed.
- Receipt of handyman's public liability insurance certificate – NOTED.
- Ellesmere Centre car park white lining – the Ellesmere Centre is arranging to have the footpath done within the next week or two and the white lining will be carried out after this. The contractor who had already quoted will be asked to update their quotation to include markings for the pedestrian walkway.

44/21/22 The Ellesmere Centre

(a)

Ellesmere Centre Report – Cllr Lily Whymer reported the following: -

- The annual meeting had been delayed and will now be held on 3rd November.
- The Centre is busy again now that most groups and organisations have restarted their activities. Children's parties have also restarted.
- The marquee on the recreation ground will be taken down shortly. It was agreed by Trustees and Councillors that this had served its purpose well and no issues had arisen.
- Cllr Whymer had shown Christian Swarbrick from Think Communities (CCC) around the Centre and he was impressed with the facilities on offer and all the activities taking place.

(b)

To consider quotation from Hamill Landscapes for various tree works on recreation ground - £1,000 +VAT – AGREED. Good value on previous experience of getting quotes.

45/21/22 District & County Councillors' Reports

District & County Cllr Alan Sharp reported the following: -

- The first meeting had taken place in the new Shire Hall in Alconbury.
- Winter gritting – volunteers are required and further details are awaited.
- The Greater Cambridge Partnership Eastern Access project team is considering options for improvements to infrastructure including the Newmarket Road Park & Ride site in Cambridge.
- The bridge on Mill Road, Cambridge has now been re-opened.

- Swaffham Heath Junction – improvement work should be completed by the end of this financial year (March 2022).
- Soham North will hold a by election next week following the resignation of District Cllr Charlesworth.

46/21/22 Finance - to approve accounts for payment – it was proposed by Cllr Whymer and seconded by Cllr France that the following payments be made – AGREED.

(a)

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – Jul 21	SO	£323.05	
(2)	Clerk's salary – Aug 21	SO	£323.05	
(3)	Opus Energy (street lighting) Jun 21	DD	£34.71	£33.05
(4)	Opus Energy (street lighting) Jul 21	DD	£35.54	£33.85
(5)	RH Landscapes & Maintenance Services PAID	101565	£432.00	£360.00
(6)	The Ellesmere Centre – mtg room hire PAID	101566	£25.00	
(7)	TBM – laptop diagnosis and upgrade PAID	101567	£172.80	£144.00
(8)	RH Landscapes & Maintenance Services	101568	£288.00	£240.00
(9)	Roger's Gardening Services	101569	£535.00	
(10)	PKF Littlejohn – external audit	101570	£240.00	£200.00
(11)	Clerk's expenses Jul-Sep 21	101571	£103.04	
(12)	Royal British Legion – poppy wreath	101572	£18.50	
Total payments for the month:			£2,530.69	

A payment to CAPALC for £75.00 (cheque no. 101573) was also agreed for Cllr Whymer's attendance at the annual conference. This had been booked under delegated powers.

- (b) To note monies received: -
- HMRC re: Q1 VAT - £565.00.
- NOTED.

47/21/22 Administration

- (a) Asset inspections (Cllr Breen) and to consider new format for recording observations – the inspections had not yet been completed. It was agreed to share the new spreadsheet so that it can be updated and saved electronically, but to also send out the old form for Councillors to print and use for note taking if they so wish. It was also agreed that Cllr Sharp would photograph each asset when he does the inspections next month so that these can be added to the spreadsheet.
- (b) Completion of External Audit 2020/2021 – no matters had been raised by the auditor. Statutory notices will be posted on the PC's notice boards and website in accordance with the Accounts and Audit Regulations 2015.
- (c) To consider financial contribution to the Clerk's attendance at the SLCC National Conference, 13th – 14th October. Total cost £385.00 +VAT, proposed contribution £128.00 – AGREED.
- (d) To consider financial contribution to the Clerk's SLCC membership - £65.00 – AGREED.
- (e) To adopt Model Code of Conduct 2020 – agreed and ADOPTED. Councillors will aim to attend mandatory training within the next 12 months.

48/21/22 Planning

- (a) To receive planning application decisions and tree works: -
- 21/01039/TPO 14 High Street – T14 Ash: completely remove due to damage being caused to property by falling branches and to plant a replacement tree away from the property.
- NOTED.
- (b) To consider planning applications received:
- PREAPP/00139/21 pre-application advice CONFIDENTIAL: as no members of the public were present, this item was not deferred to the end of the meeting. The PC had not objected to the proposal but had put forward comments on parking spaces.

49/21/22 Community Matters/General Maintenance

- (a) Village Green Registration – cost of practising solicitor as signatory, £5.00: the Clerk has an appointment on Friday this week with a solicitor who will witness the document.
- (b) Church Lane – condition of pavement and highway: Cllr Whymer had submitted at least 14 reports of pot holes and other issues in Church Lane on CCC Highway's online fault reporting system. Cllr Sharp will follow up with Highways to see what response is being made to the reports.

It was reported that a tree on the Village Green had been hit by a lorry sending branches into the road. These had been cleared by Cllr Sharp. Michael Whymer will put the branches into the churchyard to be used as a 'bug hotel'. It was agreed to ask the PC's trees contractor to check the tree for further damage.

- (c) Local Highways Initiative – to consider application for Moveable Vehicle Activated Signs (MVAS) – the closing date is 30th September. It was agreed to apply for one sign which could be moved between two locations – outside the Ellesmere Centre and at the other end of the High Street on the Village Green. It was also agreed to apply to have white lining on the approach to the railway bridge on Hall Farm Road to emphasise that it is very narrow and that a priority traffic management system is in operation. The PC's contribution to the scheme was agreed at £600.00.
- (d) Restoration of names on War Memorial – to consider quotation from Hermitage Memorials for £1,585.00 – the quotation was AGREED. However, there were concerns raised that the cleaning methods suggested might damage the memorial. It was therefore agreed to discuss this further with the contractor and to only go ahead with renewing the inscriptions if damage might be caused by cleaning. The War Memorials Trust offer grants for certain types of repairs and restoration however, their next round of grant funding would not be agreed until after the end of the year. Councillors agreed to go ahead without applying for funding so that the memorial could be restored before this year's Remembrance Sunday.
- (e) Correspondence from resident re: school bus stop at Hall Farm Cottages – the grass on the verge where a school bus picks up was very long, making it difficult for a child to wait there. This had been reported immediately to CCC Highways and, in the meantime, Michael Whymer had strimmed the area so that the child could wait safely on the verge rather than having to stand on the road. The road itself has a 60mph speed limit which is unlikely to qualify for a reduction because there are very few dwellings along the road. The resident had also asked whether a bus stop sign could be placed there. However, Councillors agreed that this would not be appropriate as it may lead to residents believing it to be a stop on a public bus route.
- (f) To approve letter to resident re: cutting back on hedge on route to school – approved with minor amendments.
- (g) To consider event planning for HM the Queen's Platinum Jubilee 2022, and to consider monetary contribution to a community event – the Ellesmere Centre Trustees are currently considering an event and are looking into the best date to hold this. This will depend on what is planned nationally on the holiday weekend but might be a tea party on the recreation ground or in the Centre. It was AGREED to set aside £1,000.00 in the PC's budget to put towards the expenses of whatever is planned.
- (h) Bus, Cycling & Walking Routes consultation update – see spreadsheet. It was agreed to put forward the footpath on Church Lane as this needs reinstating. Councillors were asked to let the Clerk know of any other areas as the deadline for comments is the end of October.
- (i) Handyman – update: The paint has been bought for the MUGA fencing. The handyman will also be asked to look at the plywood storage door on the MUGA as this needs repairing.
- (j) Community Champions – letter from Lucy Frazer QC MP – it was agreed to nominate the staff of the shop and Post Office at the Ellesmere Centre for their collective efforts in keeping their services running throughout the pandemic. This had proved to be vital for residents during all three lock downs.
- (k) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – Michael Whymer has been issued with a copy of the PC's Risk Assessment and Lone Working Policy in relation to clearing fallen branches on Church Lane.

50/21/22 Date of Next Meeting & Matters for Future Consideration

19th October.

Internal audit report.

The meeting was closed at 9:31pm.

Signed: Approved and signed by the Chairman.

Dated: 19th October 2021.

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3-4) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (5) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (6-7) LGA 1972, s.111
- (8) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214.
- (9-10) LGA 1972, s.111.
- (11) Local Government Act (LGA) 1972, s.112
- (12) LGA 1972, s.137.