

STETCHWORTH PARISH COUNCIL

c/o 59 West Street, Isleham, Ely, Cambs. CB7 5SD

Clerk: Mrs. Marilyn Strand Tel: 01638 781286

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ANNUAL MEETING OF THE PARISH COUNCIL

MINUTES

Stetchworth Parish Council Full Council Meeting on

Tuesday 17th May 2022, 8pm

held at the Ellesmere Centre (Small Hall)

Present: Cllrs Lily Whymer (Chair), Wayne Bell, Sarah Breen, John Puddick and Alan Sharp.

Clerk: Mrs Marilyn Strand.

There were no members of the public present.

The meeting was opened at 8:01pm.

1/22/23 Election of Chairman & Signing of Declaration of Acceptance of Office form.

Cllr Bell nominated Cllr Whymer to the position of Chairman for the ensuing year and the nomination was seconded by Cllr Bell and AGREED by all. Cllr Whymer signed the Declaration of Acceptance of Office form.

2/22/23 Election of Vice-Chair.

Cllr Whymer nominated Cllr Bell to the position of Vice-Chair for the ensuing year and the nomination was seconded by Cllr Breen and AGREED by all.

3/22/23 To receive & approve apologies for absence.

Cllr Alastair France (work commitments); Cllr Piers Saunders (personal).

4/22/23 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

5/22/23 Open Forum for Public Participation

None.

6/22/23 To Approve the Minutes of the Meeting held on 19th April 2022

The minutes of the meeting held on 19th April were approved as a true record and signed by the Chairman.

7/22/23 Matters Arising including reports from the Clerk and Councillors (for information only)

(a)

- Removal of soil in cemetery – it is hoped this work will be carried out within the next two weeks.
- Repair of MUGA fencing – this work was started today and should now be completed.
- Playground signage – two 'No Dogs in the Play Area' signs have been purchased and will be put up as soon as possible.
- PC Facebook page – this is up and running. Photographs of the village will be uploaded shortly.
- Jubilee Flag – the flag has been purchased and will be raised on Thursday 2nd June in time for the Jubilee weekend of celebrations.
- Q4 VAT claim 2021-22 – the PC was unable to make a claim in quarter 4 of the last financial year as the claim was under the threshold of £100.00.
- Parking on the High Street – staff at the nursery school had begun parking at the Ellesmere Centre following the PC's article in the newsletter about congestion at busy times. However, they had now reverted to parking on the High Street. The cars are legally parked but contribute to the problems with congestion.

8/22/23 The Ellesmere Centre

(a)

Ellesmere Centre Report – Cllr Whymer reported the following: -

- Following completion of the new flooring, it is hoped to fit a new kitchen some time over the coming year.

An annual report had been received from the Trustees and is attached to the Annual Parish Meeting minutes.

(b)

To consider request for regular use of the playing field for football training – this was AGREED in principle but clarity is needed on some points. The PC will request a copy of the organiser's public liability insurance. It will be necessary to have the grass cut shorter so that the pitch is usable and the PC's grounds maintenance contractor will be asked to do this.

9/22/23 District & County Councillors' Reports

District & County Cllr Alan Sharp reported the following: -

- Local Highways Initiative (LHI) – the results had been ratified by the Highways and Transport Committee. Four of Cllr Sharp's parishes had been successful. It is hoped that all agreed schemes can be implemented as quickly as possible but there is some back log due to staff shortages. The 2023-24 LHI scheme opens on 3rd October this year.
- CCC and ECDC Full Council meetings had taken place and had been mainly administrative following the local elections.

10/22/23 Finance - to approve accounts for payment: it was proposed by Cllr Whymer and seconded by Cllr Bell that the following payments be made: -

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary – May 22	SO	£335.18	
(2)	Clerk's expenses	BACs	£71.32	
(3)	Opus Energy (street lighting)	DD	£41.90	£39.91
(4)	The Ellesmere Centre – room hire (Apr)	BACs	£25.00	
(5)	The Ellesmere Centre – printing/Jubilee	BACs	£86.80	
(6)	RH Landscapes	BACs	£288.00	£240.00
(7)	Banner Box – Jubilee Flag	BACs	£74.48	£62.07
(8)	Play Safety – annual play area inspection	BACs	£184.80	£154.00
(9)	Petty cash top up	Cash	£37.81	
(10)	Canalbs – internal audit	BACs	£178.12	
Total payments for the month:			£1,323.41	

It was also AGREED to pay the Mr Roger Evans (handyman) for work carried out - £95.00.

An Encashment Form from Unity Trust Bank was signed by Cllrs Whymer and Breen to allow the PC to cash cheques at the Newmarket branch of Nat West for petty cash.

(b) To note monies received: -

- ECDC re: precept 1 of 2 - £9,250.00.

NOTED.

(c) To consider Independent Internal Auditor Report – NOTED. The PC does own the MUGA and this will be made clear to the auditor for future reference.

(d) To approve and sign the Annual Governance Statement 2021/22 – AGREED and signed by the Chairman and the Clerk.

(e) To approve and sign the Accounting Statements 2021/22 – AGREED and signed by the Chairman.

11/22/23 Administration

(a) To carry out inspection of all PC-owned assets – this item was deferred to the next meeting.

12/22/23 Planning

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

- 22/00198/FUL The Weighing Room, July Race Course, Cambridge Road – proposed refurbishment of existing stand 1, weighing room and replacement of champagne bar. **Approved.**
- 22/00350/TCON 22 High Street – To comply with Condition 4 (Tree Topping, Lopping and Felling) of Decision Notice 91/00442/FUL. **Approved.**

NOTED.

(b) To consider planning applications received:

- Notice of Appeal – Stetchworth Park Stud, Church Lane: detached stud manager's dwelling and associated double garage.

NOTED.

(c) East Cambridgeshire Local Plan – Single Issue Review: housing requirement – NOTED.

13/22/23 Community Matters/General Maintenance

(a) To consider annual play area inspections and take any necessary action – the work highlighted by the report can be carried out by the handyman and the Clerk will meet with him to discuss what is required.

(b) Handyman – update: the handyman has now returned to work and is catching up on various jobs around the village.

(c) Poppy Appeal 2022 – this item was dealt with at the Annual Parish Meeting (held just before this meeting).

- (d) CCC Transport Strategy consultation – 9th May to 19th June 2022 – NOTED. Councillors will respond when they receive the links to the consultation.
- (e) Local Highways Initiative – application results: the PC had not been successful in its bid for funding for a Moveable Vehicle Activated sign for the village. It was agreed that the PC might have to fund a larger percentage of the overall cost of the sign. Cllr Sharp will enquire as to whether there is a faster route to having this agreed, as projects put forward for approval using the Local Highways Initiative are currently taking longer than usual to process and bring to fruition.
- (f) Correspondence from resident re: Public Rights of Way 19 & 21 and stile – it was agreed to put something in the next newsletter to highlight this issue.
- (g) To consider supporting CCC's No Mow May campaign – it was agreed that it might be possible to rewild some of the area at the front of the Ellesmere Centre or at the Churchyard. Cllr Whymer will make further enquires and report back to a future meeting.
- (h) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – none.

14/22/23 Date of Next Meeting & Matters for Future Consideration
21st June.

The meeting was closed at 9:20pm.

Signed: Approved and signed by the Chairman

Dated: 21st June 2022

Statutory powers relating to this month's payments:

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