

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 13th June 2018 at 8pm
in the Gredley Room, Ellesmere Centre, Stetchworth.

Present: Cllrs Lily Whymer (Chair), Alastair France, Piers Saunders and Alan Sharp.

There were no members of the public present.

The meeting was opened at 7:30pm.

16/18/19 To receive & approve apologies for absence.

Apologies received and accepted from Cllrs Wayne Bell, Sarah Breen and John Puddick.

17/18/19 To Receive Declarations of Pecuniary and non-Pecuniary Interest

Cllrs France, Sharp and Whymer declared personal interests in item 26/18/19 (b): PCC request to erect sign on the green at Church Lane, and it was therefore agreed that a decision on this would have to be made at the next meeting.

18/18/19 Open Forum for Public Participation

None.

19/18/19 The Ellesmere Centre

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

- The quotation for the new roof and insulation has expired and the revised cost is considerably higher however, it will be going ahead as soon as possible.
- Storage is due to be discussed again at the Trustees' meeting tomorrow. It is likely that the cost of a container will prove prohibitive and an alternative solution will have to be found.

(b) Update on car park extension – several funding options had been looked into and it was agreed that some form of public consultation should take place before applications could be made. It was agreed that a questionnaire be placed in the Parish Newsletter as this would be distributed to every household in the parish. Cllr Whymer agreed to draft this and bring it back to the July meeting for approval with a view to putting it out with the September newsletter. The questionnaire will also be available at the Centre for users and visitors to complete. Other Parish Councils, whose residents use the Centre, will also be asked to publicise the questionnaire.

It was noted that Planning permission would need to be in place before funding applications could be made.

(c) Update on Circus Petite re: hire of recreation ground September 2018 – it was agreed to allow the Circus to use the recreation ground and it was suggested that a charge of £200 be made for this. The Clerk will find out what other Councils charged and also whether they had an agreement drawn up between themselves and the Circus. The Trustees of the Centre will also be making a charge to cover use of the facilities.

(d) To consider request from PCSO to hold Crime Prevention event at the Ellesmere Centre free of charge – the event will include door-to-door security advice, a presentation on security products available and information on the Neighbourhood Watch scheme. The event would be of benefit to all parishioners and it was therefore AGREED that the PC would subsidise the cost of hiring the Ellesmere Centre up to £40.

20/18/19 To Approve the Minutes of the Annual Meeting held on 16th May 2018

The minutes of the meeting held on 16th May were approved as a true record and signed by the Chairman.

21/18/19 Matters Arising including reports from the Clerk and Councillors (for information only)

(a) CCC re: school sign – the sign has not yet been moved and the Clerk will follow this up.

(b) Playground fencing – the fencing has been ordered however, a date for installation has not yet been arranged.

Other matters were reported as follows:

- The newly installed dog bins are being well used and have been emptied at least once by ECDC so far. One or two residents have said that they do not like the position of the dog bin on the green at Church Lane and this will be reviewed again later in the year.

- The quality of the grass cutting on the recreation ground this year has fallen well below the expected standard, with far too much long grass being left behind after each cut.
- The garden rubbish which has been dumped onto the recreation ground will need to be removed as soon as possible as long grass has now grown up all around it. The Clerk will ask McGregor Services if they can clear it.
- Public Rights of Way – footpath 4: nettles are blocking the entrance to the footpath from the High Street; footpath 6: trees and vegetation are making part of the footpath (behind Coopers Close) almost impossible to use; footpath 19: overgrown with nettles down the side and across the back of the allotments. Stetchworth Estate Farms will be asked to clear footpaths 6 and 19 and footpath 4 will be reported online to CCC.
- The PC's insurance has been updated to include the car park extension, lap top and dog bins. The premium has risen by £134.67 this year and by £167.30 (to £1,612.72 per year) for the next two years.

22/18/19 County and District Councillors' Reports

In the absence of District Cllr Chris Morris, Cllr Sharp reported the following:

- Both the Chairman, Cllr Peter Cresswell, and the Vice-Chair, Cllr Lis Every, had been re-elected for the ensuing year.
- Travellers have encamped at the underpass near the new Hive Leisure Centre in Ely and this is being dealt with by ECDC. Travellers had also been moved on from Borough Green two weeks ago.
- ECDC is proposing a Public Space Protection Order regarding dog fouling across the district and further information on the consultation for this will be available at the next PC meeting.

23/18/19 Finance – it was proposed by Cllr Whymer and seconded by Cllr Sharp that the following payments should be made with the exception of cheque no. 101369 for Regent Construction. This will be held over until the fencing has been installed – AGREED.

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary	SO	£300.00	
(2)	Clerk's expenses	101366	£50.62	
(3)	Ellesmere Centre – room hire	101367	£25.00	
(4)	Garden Power	101368	£400.00	
(5)	Regent Construction (fence)	101369	£4260.96	£3550.80
Total payments for the month:			£5,036.58	

24/18/19 Administration

- (a) To consider cost of hosted exchange email addresses and ongoing IT support – it was agreed that ongoing IT support would be obtained on an 'as-needed' basis.
It is possible for the PC to use separate G-mail addresses for PC use and the following format was agreed: first initial + surname.spc@gmail.com for example lwhymer.spc@gmail.com. Councillors should set these up as soon as possible.
- (b) To agree members to carry out Clerk's appraisal – Councillors are asked to make any comments they have to Cllrs Whymer and Sharp who will then carry out an appraisal in due course.
- (c) General Data Protection Regulations 25th May 2018 – to adopt the following model policies as set out by SLCC:
1. Information & Data Protection Policy
 2. Retention of Documents Policy
 3. Email privacy notice
 4. New Councillor privacy notice.
- AGREED and adopted by the PC.
A link to the PC's Email Privacy Notice should be included within the signature of each new PC email address.
- (d) To adopt revised Model Standing Orders (NALC) – the maximum length of meetings will be changed to 3 hours – agreed and ADOPTED.
- (e) To review Financial Regulations – reviewed and NOTED.
- (f) To consider attendees to CAPALC's Share the Vision, Shape the Future (previously Clerk's Catch Up Day), Friday 29th June - cost £30 per person. No one present at the meeting is available to attend. Councillors absent from the meeting will be asked via email.
- (g) Risk Assessments – this will be an item on each agenda in future. Playground inspections will be carried out by Mr Whymer each week and recorded. There were no items on this agenda that required a risk assessment to be carried out.

25/18/19 Planning

(a) To receive planning application decisions:

- 18/00477/FUL & 18/00478/LBC Arden Barn, 10 Tea Kettle Lane – proposed conversion of existing double garage and first floor store into annexe (resubmission). **Approved.**

NOTED.

(b) To consider planning applications received:

None.

26/18/19 Community Matters/General Maintenance

(a) To consider quotations for repair to surface under the basketball hoop – it was AGREED to accept the quotation from Fenland Leisure for £540.79 +VAT.

(b) To consider PCC request to install a sign on the green at Church Lane indicating the next church service – the PC would have to give permission for this and, due to interests declared, this decision will be deferred to the July meeting.

(c) Local Highways Initiative – open for applications (deadline Tuesday 31st July 2019) – it was agreed that an application might be made to install movable speed indicator signs on the High Street and further information will be brought to the July meeting for consideration.
It was agreed to write to the property owner whose trees are again obscuring the school sign on Tea Kettle Lane.

27/18/19 Correspondence for information

None.

28/18/19 Date of Next Meeting & Matters for Future Consideration

18th July.

The meeting was closed at 9:30pm

Signed: Approved and signed by the Chairman Dated: 18th July 2018

Statutory Powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.112
- (2) LGA 1972, s.112
- (3) LGA 1972, s.111
- (4) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (5) Public Health Act 1875, s.164; Public Health Act 1875, s.164 – England; Local Government (Miscellaneous Provisions) Act 1976, s.19