

## ANNUAL MEETING OF THE PARISH COUNCIL

### MINUTES

Stetchworth Parish Council Full Council Meeting on  
**Wednesday 16<sup>th</sup> May 2018 at 8pm**  
in the Gredley Room, Ellesmere Centre, Stetchworth.

**Present:** Cllrs Lily Whymer (Chair), Wayne Bell (Vice-Chair), Sarah Breen, John Puddick, Piers Saunders and Alan Sharp.

There were 0 members of the public present.

The meeting was opened at 8:20pm.

**1/18/19 Election of Chairman & Signing of Declaration of Acceptance of Office Form.**

Cllr Bell nominated Cllr Lily Whymer to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Breen and AGREED by all. Cllr Whymer was duly elected as Chairman and signed the declaration of acceptance of office.

**2/18/19 Election of Vice-Chair.**

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

**3/18/19 To receive & approve apologies for absence.**

Apologies received and accepted from Cllr Alastair France.

**4/18/19 To Receive Declarations of Pecuniary and non-Pecuniary Interest**

None.

**5/18/19 Open Forum for Public Participation**

None.

**6/18/19 The Ellesmere Centre**

- (a) Ellesmere Centre Report – Cllr Whymer reported the following;
- Downpipes and guttering at the front of the Centre will be replaced when the new roof is installed.
  - Rainwater drainage issues at the front of the Centre are ongoing. Investigations into the cause of the problems were made a few years ago and this needs to be followed up.
  - The recent 'Open Mic' night at the Centre had been very successful with the bar raising nearly £1,000.
  - The Centre continues to be busy with bookings in general.
- (b) Update on car park extension – Mead Construction has quoted to replace the current grass/matting with tarmac and also to extend the area to allow for a further ten car parking spaces. The total cost of this work would be £33,968. It was agreed to investigate funding sources before obtaining further quotations.
- (c) To consider allowing Circus Petite to hire the recreation ground September 2018: it had come to light since the last meeting that the Saturday evening performance would clash with the next Open Mic night due to be held at the Centre on September 29<sup>th</sup>. It was agreed, therefore, to ask Circus Petite whether they were still happy to come that week, given that they would only be able to have a Saturday afternoon performance to finish with. If they would still like to go ahead then the PC will liaise with the Centre regarding cost and conditions of hire.
- (d) Report re: Village Halls & Community Buildings Conference – Cllr Whymer gave an overview of the conference which had covered subjects including the history of village halls, insurance, charity status, transforming halls into community hubs and social media.

**7/18/19 To Approve the Minutes of the meeting held on 18<sup>th</sup> April 2018**

The minutes of the meeting held on 18<sup>th</sup> April were approved as a true record and signed by the Chairman.

**8/18/19 Matters Arising including reports from the Clerk and Councillors (for information only)**

- (a) Recreation ground tree works – work to the Cherry Tree was completed on Friday 11<sup>th</sup> May. Garden waste dumped onto the recreation ground has been reported to ECDC.

- (b) Dog waste bins – all four bins were installed on Tuesday 15<sup>th</sup> May. Cllr Whymer liaised with the installation team to ensure they were placed in the correct positions. The bins will be emptied by ECDC every two weeks. The Clerk will ask ECDC to number the bins so that residents can report them if they become full.
- (c) Balfour Beatty re: street lights – Balfour Beatty has confirmed that both lights are working however, it was water staining within the lamp which was the problem and therefore Cllr Whymer will check that they are now clean.
- (d) CCC re: school sign – CCC has confirmed that the sign will be moved as soon as practicable.

#### 9/18/19 **County and District Councillors' Reports**

District Cllr Chris Morris and County Cllr Mathew Shuter had delivered their annual reports to the Annual Parish Meeting which immediately preceded this meeting.

#### 10/18/19 **Finance** – it was proposed by Cllr Whymer and seconded by Cllr Bell that the following payments should be made – AGREED.

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Clerk's salary	SO	£300.00	
(2)	Clerk's expenses	101355	£60.97	
(3)	Ellesmere Centre – room hire	101356	£25.00	
(4)	Playsafety Ltd – Annual inspections	101357	£172.20	£143.50
(5)	Petty Cash top up	101358	£36.44	
(6)	A S Handyman (paint 2x bins)	101359	£50.00	
(7)	A S Handyman (rec ground maint)	101359	£70.00	
(8)	A S Handyman (play equip repair)	101359	£40.00	
(9)	CAPALC membership 2018/19	101360	£241.73	
(10)	CCC re: street lighting energy	101361	£997.19	
(11)	Glasdon UK (dog waste bins)	101362	£944.30	£786.92
(12)	Garden Power	101363	£190.00	
(13)	Internal Audit Fee 2017-18	101364	£90.48	
(14)	Hamill Landscaping	101365	£360.00	

It was also agreed to write a cheque to Hamill Landscaping for £360.00 as this amount had been previously agreed and the invoice had been received shortly after the agenda was posted.

- (b) To approve and sign the Annual Governance Statement 2017/18 – AGREED and signed by the Chairman and the Clerk.
- (c) To approve and sign the Accounting Statements 2017/18 – AGREED and signed by the Chairman.
- (d) To note receipt of £7,300 – precept 1<sup>st</sup> instalment 2018/19 – NOTED.

#### 11/18/19 **Administration**

- (a) To consider Internal Auditor's report and checklist – the auditor's recommendations were NOTED as follows:
  - Staff contracts & job descriptions should be reviewed and an appraisal carried out.
  - A written procedure for awarding contracts for parish work is needed to ensure best value as well as ensuring contractors are qualified to carry out the work.
  - When a new handyman is appointed, the PC should ascertain what qualifications he has to undertake the various duties he will be given. A copy of his public liability insurance should also be kept on file.
  - Risk Assessment and Risk Management – this is being carried out however, the PC must provide evidence of this. Informal playground inspections should also be recorded.
  - Other minor administrative matters had also been raised.

All matters raised will be put into place over the next few months.
- (b) To appoint Internal Auditor for 2018-19: the PC appointed Jacquie Wilson, Canalbs Ltd, to undertake its internal audit for 2018-19 – AGREED.
- (c) To consider cost of hosted exchange email addresses and ongoing IT support – TBM (Newmarket) had quoted £3.99 +VAT per month, per email address. Ongoing IT support (a block of four hours over six months) would cost £259 +VAT. It was agreed that this level of IT support would not be necessary and support will be paid for as and when required. The decision regarding hosted exchange email addresses was deferred to the June meeting pending further information from other PCs which the Clerk will seek at the next SLCC branch meeting.
- (d) To consider Clerk's attendance at SLCC Regional Roadshow, Wednesday 11<sup>th</sup> July, Norwich: it was agreed to share the cost of this with Cheveley PC (£37.50).

- (e) To consider response to ECDC Provision of Bring Banks consultation, deadline 30<sup>th</sup> June – the PC's preferred choice is option 2 – to retain a reduced number of bring bank sites at higher performing locations for recyclates. The PC will not make a financial contribution to retain bring bank sites.

#### **12/18/19 Planning**

- (a) To receive planning application decisions:

- 18/00205/FUL July Race Course, Cambridge Road – proposed tarmacadam surfacing of existing taxi track to white car park on the July Racecourse. **Approved.**

NOTED.

- (b) To consider planning applications received:

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

NOTED with no objections or comments.

#### **13/18/19 Community Matters/General Maintenance**

- (a) Recreation ground/play equipment – to consider Playsafety annual inspection report on play equipment and BMX track – NOTED. The area under the basketball hoop needs repair and Fenland Leisure is sending someone out to look at this next week. Other matters which need monitoring were also noted.

#### **14/18/19 Correspondence for information**

- (a) ECDC re: planning improvement update – NOTED.
- (b) CAPALC re: membership details – NOTED.

Other matters noted were:

Maggie Camp had sent an update regarding the land at 4 Coopers Close – ECDC must submit a Statement of Case to HM Land Registry by 25<sup>th</sup> May after which the resident (respondent) will be required to submit their Statement of Case within 28 days. Once both have been submitted, the Property Chamber will issue directions as to how the matter should proceed.

Garden Power had cut the grass on the recreation ground very late which meant that long grass had been left over the whole area making it unpleasant both to use and to look at. A letter requesting a cut every 10 days to 2 weeks during the growing season will be sent to avoid this in future. A cut just before the Village Show on 8<sup>th</sup> July will also be requested.

#### **15/18/19 Date of Next Meeting**

It was agreed that from September, the PC's meetings will be held on the third **Tuesday** of the month. Dates of the meetings to the end of this year are: Wednesday 13<sup>th</sup> June, Wednesday 18<sup>th</sup> July, no meeting in August, Tuesday 18<sup>th</sup> September, Tuesday 16<sup>th</sup> October, Tuesday 20<sup>th</sup> November and Tuesday 18<sup>th</sup> December.

The meeting was closed at 9:55pm.

Signed: Approved and signed by the Chairman Dated: 13<sup>th</sup> June 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) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss. 9-10 England; Local Government (Miscellaneous Provisions) Act 1976, s. 19
- (5) LGA 1972, s.111
- (6) LGA 1972, s.111
- (7) LGA 1972, s.111
- (8) LGA 1972, s.111
- (9) LGA 1972, s.111
- (10) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (11) Litter Act 1983, ss.5-6
- (12) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (13) LGA 1972, s.111
- (14) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214