



# Little Thetford Parish Council

Minutes of the Full Council Meeting, held  
Virtually by 'Go To Meetings'  
Wednesday 8<sup>th</sup> April 2020 at 7.39pm

Present: Cllr Mitchell (Chairman), Cllr Stubbs, Cllr James, Cllr Lamb, Cllr Kilby, Cllr Clark

Locum Clerk: Libby White

3 members of the public (intermittently)

**20/42.** The Chairman welcomed everyone to the first online meeting. It was noted that some guidelines for meeting etiquette had been circulated by the Locum Clerk prior to the meeting.

**20/43. To receive and accept apologies for absence**

None

**20/44. Councillors Declaration of Interest**

*Declarations of interest from Councillors on items on the agenda:* Cllr Stubbs sits on the planning committee at ECDC.

*Requests to Speak:* None required

*To receive requests for dispensations:* None

*Grant of dispensations:* None.

**20/45. Public and Press Participation Session (10mins).**

None.

**20/46. Approval of Minutes**

a. The minutes of the meetings held on 11<sup>th</sup> and 25<sup>th</sup> March were circulated prior to the meeting. The minutes of 11<sup>th</sup> March were approved for signature. With respect to the minutes of 25<sup>th</sup> March, Cllr James wanted to record a thanks to the Clerk in a difficult first online meeting. The minutes of 25<sup>th</sup> March were approved for signature.

b. None.

Cllr Clark has left meeting 7.48pm

c. The Locum Clerk provided a verbal report confirming that the majority of time had been to communicate information about the ongoing outbreak of the Coronavirus and provide advice about the volunteer side of the support.

**20/47. Reports**

Cllr Stubbs provided her report which included information as follows:

- 170 members of ECDC staff are working from home and all services are currently operating well despite the necessary restrictions. Working with Cambridgeshire County Council as the lead authority of the Local Resilience Forum, ECDC is stepping up its response to the COVID-19 pandemic in order to safeguard the wellbeing of residents, staff and members and is co-ordinating the volunteer effort which is going to be increasingly important as things change.

- The Council is sending out letters to more than 8,000 over 70s across the district to make them aware of the help that is available. The coordination hub, staffed by a range of council workers, will then manage requests for assistance to ensure the most vulnerable members of the community can access help as soon as they need it.
- ECDC are leading the local strategy on Community and Business and have set up two new groups to support this work:
  - **Community Group** - This group will ensure that everyone in the community has access to the support they need.
  - **Business Group** - This group will ensure that all eligible businesses receive the rate relief and grants to which they are entitled.
- Following the COVID-19 crisis, services will be delivered five days a week from the ECDC offices in Ely between the hours of 8.45am and 5pm Monday to Thursday and 8.45am until 4.30pm on Friday and through the Community Hubs. The Council's community hubs, which offer advice and support on a huge range of issues, will operate over the telephone, with new phone lines open for residents. Alongside this, the homeless prevention and support service continues to run and anyone concerned about a rough sleeper, or people who find themselves getting into financial difficulty with rent or mortgage payments should get in touch.
- Waste collections will continue as normal and anyone who is self-isolating should follow advice published by DEFRA on their website. Planning and licensing services also continue as normal.
- The Council is gearing up to implement rebilling of business rates to reflect the new discounts announced by the Chancellor, and implementation of the business hardship fund to ensure it gets to the people that need it quickly.

The six-week consultation for residents to highlight the key bus services and cycling and walking routes in East Cambridgeshire has been extended due to coronavirus.

The original consultation deadline of 19th April has been extended to 31st May to provide more opportunity for residents to respond during this period where we are being advised to stay at home.

The aim of the consultation which began on 9th March, is to identify routes that residents would like to see delivered, or where improvements could be made.

Building on the success of the Ely Zipper service, the council is looking to identify bus routes that can, over time, attract sufficient ridership to make them viable, and to present a business case to the Combined Authority as it makes decisions about the future of bus services across the county.

Residents are now being urged to complete the survey online by visiting the East Cambridgeshire District Council website so that they can undertake social distancing but still be a part of the consultation.

The consultation closes on 31st May 2020.

Cllr Clark returned 7.56pm.

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#### **20/48. Planning Matters**

- a. 20/00405/FUL – construction of 1 no five bedroom, two storey detached dwelling at land parcel south east of Berrycroft, Red Fen Road, Little Thetford. Cllrs expressed their concern with the size of the vehicles accessing the property during construction suggesting that a planning condition be included to provide a need to gain access via A10. It was noted that bridges are already in a state of collapse on Red Fen Road with other issues experienced in the past. It was noted that there used to be a weight advisory on the road but not able to find it. Otherwise the application has council support.
- b. 20/00200/FUL – concerns were expressed about the information provided by the applicant to the enforcement team and their booking system and how valid it is. Said the applicant had sought support from Ely Tourism but not forthcoming. Information does not justify any increase in capacity. To seek a call with the planning officer to discuss the concerns and understand how the parish council can express their concerns. Until the officer can visit the site the application is not going forward. Locum Clerk to liaise with Cllr Clark.

#### **20/49. Finance Matters**

- a. It was **noted** the Locum Clerk had produced a Bank Reconciliation including information from all accounts. The total balance held by the council stands at £76,886.62 when money not yet banked by suppliers has been taken into consideration.
- b. It was **noted** that the invoices had been circulated to the cllrs prior to the meeting (listed at the end of the minutes). These invoices were unanimously approved for payment with Cllr Stubbs and Cllr Clark to approve the online payments.

#### **20/50. Council Administration Matters**

- a. The Locum Clerk noted the grant for the Coronavirus funding had been confirmed and to be able to use the money, Little Thetford Parish Council would need to use it under LGA 1972, s137 where it can provide the funding to a 'welfare organisation' who can distribute as appropriate. After some discussion, on whether funding should be provided in instalments, it was agreed to donate a lumpsum of £500 as a starter to the John Townsend Charity whose objectives were exactly matching what is required for the purposes of the funding. It was noted that the parish council would like the charity to make any announcement of funding received from the parish council. Councillors are aware that the charity may receive more requests for help towards the end of May/beginning of June as the outbreak continues.

A lengthy discussion followed about the plan which has been put in place to support residents during the outbreak. Some councillors are finding that their paid employment has been put under immense pressure due to the type of work they are in and the requirements the Government are putting on them. It was noted that they are keen to help but time may be limited. Through the plan, the village has been split into zones and it was agreed that Councillors would lead a team of volunteers to look after the zones. It is

anticipated that the volunteers should be able to look after themselves with a little guidance from Councillors where needed.

The Locum Clerk will look into a Volunteer policy.

During discussion it was agreed to increase communication to the village by: creating a one-page newsletter to be distributed to all residents; creation of a feedback form for the website; weekly calls to volunteers and ongoing attendance at the ECDC conference calls

- b. Village Hall Car Park - It was **noted** that the solicitor's contact information has been forwarded to the Locum Clerk. Contact has still to be made and this has been delayed due to Coronavirus outbreak and focus which has had to be made on this.
- c. Holt Fen Wayleave - The Locum Clerk noted that communication received since the last meeting had been sent to councillors for their information. Cllrs expressed their frustration that this situation was still ongoing. It was noted that the developer still had no permission to cross the land except for a 'scaffolding business'. It was noted that the agreement had been for instalments but nothing had been paid, therefore, it was agreed that the Locum Clerk contact the agent, in direct response to his own email and confirm that as the agreement had not been sorted by the developer by the end of March, the price will increase.

Cllr Lamb left meeting at 9.49pm.

#### **20/51. Public Open Space and Community Matters**

It was **noted** that Lottery funding has been approved for the New Life on the Old West Scheme.

- a) The Woodland Trust offer of trees for community groups and parish councils was discussed for the Conservation Area. It was agreed to apply for the trees hoping that these could be planted in the autumn after the outbreak giving parishioners something to look forward to. Cllrs agreed that it would be prudent to involve the school with the planting and to apply to the Feast for funding towards the planting as there would be costs involved.

#### **20/52. Date of Next Meeting**

Wednesday 13th May 2020.

Meeting closed at 10.02pm

Chairman: .....  .....

Dated: .....



8<sup>th</sup> April 2020 - Appendix 1:

Invoices/Payments Authorised for Payment

| Supplier              | Inv.No. | Inv. Date | Cost Description                    | Net              | VAT          | Total            |
|-----------------------|---------|-----------|-------------------------------------|------------------|--------------|------------------|
| CAPALC                |         | 01-Apr-20 | Annual Affiliation Fee & DPO Fee*   | £ 359.37         | £ -          | £ 359.37         |
| Mr J Skipper          | 2015    | 31-Mar-20 | Grass Cutting                       | £ 465.50         | £ -          | £ 465.50         |
| Mr J Skipper          | 2016    | 31-Mar-20 | Purchase of Post Box                | £ 19.00          | £ -          | £ 19.00          |
| CAPALC                | 1952    | 01-Apr-20 | Locum Clerk Services Jan-Mar 2020** | £2,915.90        | £ -          | £2,915.90        |
| East Cambs Trading Co |         |           | Payment for Feb inspection          | £ 25.00          | £5.00        | £ 30.00          |
|                       |         |           |                                     | <b>£3,784.77</b> | <b>£5.00</b> | <b>£3,789.77</b> |