

Little Thetford Parish Council

Minutes of the Annual Meeting of the Council, held
Virtually by Zoom on Wednesday 10th June 2020 at 7.31pm



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

Locum Clerk: Libby White

Cllr Bill Hunt

Quorum: 4 Vacancies: 2 2 members of the public

20/66 Chairman's Welcome

Welcomed all to the meeting. He noted that Cllr Lamb has resigned and thanks have been sent to Steve for the support that he has given the community in his time as Cllr.

Cllr James has requested that an item be on the next month's agenda to look at asking the community what they would like the Council to focus on for the next couple of years.

20/67 To receive and accept apologies for absence

None.

20/68 Councillors' Declarations of Interest

Declarations of interest from Councillors on items on the agenda: Cllr Stubbs sits on the planning Committee at EDC

Requests to speak: none required

To receive requests for dispensations: None

Grant of dispensations: None.

20/69 Public and Press Participation Session (10mins)

Resident asked if there are any questions from Cllrs with respect to item 74c. No questions.

20/70 Approval of Minutes

- a. The minutes of the meeting held on 13th May 2020 were circulated prior to the meeting and it was unanimously approved for signature with amendments to item 58b to add 'it was recommended to add a concrete slab beneath the basketball court' and item 63b to add e to 'car. The minutes would be printed by the Locum Clerk to be provided to the Chairman for signature.

b. **Matters Arising**

It was **noted** that several companies are now looking at improvement works at the playground. It is anticipated to have some designs ready for July.

The Locum Clerk and Cllr Stubbs have been in contact with Santander to close the account. They are due to send a form to the Locum Clerk but this is yet to be received.

c. **Clerk's Report**

The Clerk noted that all meeting papers were now being provided to Cllrs by way of the 'Members Area' on the website. Each Cllr was provided with the password to access the papers. This is to reduce large amounts of paperwork blocking broadband at Cllrs addresses. It was noted that Cllrs Stubbs and Kilby were having problems logging on to this area.

Cllr Stubbs noted that residents had positively commented on the work carried out by John Skipper.

It was also noted that 'Reports' have been missed from the agenda but the report from D Cllr Stubbs was circulated prior to the meeting and is available on the website and has been circulated.

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20/74 Cemetery Matters

This item was brought before Finance Matters with agreement of all Cllrs.

- a. The tenders for the Cemetery Extension were considered by members. It was unanimously agreed to use Bourne as recommended by TGMS who had been employed to administer the tender on the council's behalf.
- b. The proposed Cemetery Regulations drafted by the Locum Clerk were considered at length. After some discussion, these Regulations were unanimously approved to be adopted by Little Thetford Parish Council.
- c. After due consideration, and the applicant having taken into account the concerns of the parish council, it was unanimously agreed for the child's headstone to be approved.

20/71 Finance Matters

- a. The Bank Reconciliation had been circulated to council members prior to the meeting. It was **noted** that monies stand at £83,222.41 and the General Reserves had been adjusted to show £17,250.00.
- b. All invoices were circulated to councillors prior to the meeting. Cllr Clark and Cllr Stubbs reviewed the invoices and were happy that all was in order and the invoices could be paid. The Locum Clerk noted that Unity Bank is currently not available to set up payments. All approved payments will be set up in the morning and Cllrs Stubbs and Clark to be notified when they are available for authorisation.

Action: Cllr Stubbs and Cllr Clark to approve online payments.

- c. It was **noted** by members that there are two accounts held with Cambridge Building Society. These accounts total £21,488.73 and the is only one current Cllr who is a signatory on the accounts. The Locum Clerk had, prior to the meeting, sent some information to Cllrs about CCLA (Churches, Charities and Local Authorities) who provide deposit accounts which you can access same day if notified before 11:00am which provides higher rate of interest and means that Cllrs do not need to find a High Street branch. After a little discussion it was agreed to update signatories with Cambridge Building Society and then close accounts to subsequently open a CCLA deposit account.

Action: Locum Clerk to complete the forms for CBS.

20/72 Planning Matters

- a. 20/00200/FUL – change of use including an increase of touring pitches from 10 to 20, siting of 16 mobile home holiday lets and to cease caravan storage at Saunders Piece Caravan and Camping, Saunders Piece, Ely Road, Little Thetford

It was **agreed** that the parish council provide objection to this development with work to be carried out between Cllr James, Cllr Clark and the Clerk to word the objection as appropriate.

CARRIED
1 abstention

- b. 20/00609/FUL – construction of timber-clad field stable for two ponies including store shed, to replace block built stable which is to be demolished at the Woodlands, Grunty Fen Road, Witchford

It was **agreed** that the parish council recommend support of the application.

CARRIED
1 abstention

- c. It was **noted** that 20/00300/FUL proposed rear single storey extension, removal of existing conservatory at 22 Orchard Close, Little Thetford had been approved.
- d. 20/00661/FUL – construction of a single storey detached leisure/office room in garden of dwelling (retrospective) at 1 Holt Fen, Little Thetford.

It was **agreed** that the parish council recommend support of the application.

CARRIED
1 abstention

- e. 20/00667/FUL – single storey rear extension at 46 The Wyches, Little Thetford



It was **agreed** that the parish council recommend support of the application.

CARRIED
1 abstention

- f) It was **noted** that 20/00454/FUL single storey rear extension at 9 Palisade Court, Little Thetford had been approved.

20/73 Council Administration Matters

- a. Cllr James provided an update on the volunteer work being carried out in the village during the outbreak, summarising:
- Over 600 meals delivered initially using the school, but after a recent trial and due to closure of school over the summer, Meals and Wheels will be providing meals going forward.
 - The Village Hall have obtained additional funding to supplement the meal provision. The Support network will be applying for further funding to extend the meals on wheels service for a longer period.
 - East Cambs Covid Community Newsletter has been distributed to all in village, Little Thetford features on page 2.
 - Have been dealing with some sensitive areas and dealt with in a professional manner. Cllr Stubbs asked when the survey was to be revisited and also what is being done with the funds currently held by the Council. It was noted that there is perceived to be reluctance to fill in another form. It was agreed to ask those whose situation had changed how they now need support and help to contact the support network through the next local newsletter.

Meeting closed at 21.05pm to allow question from member of the public.

As a volunteer they asked if it was being considered to change or extend the VP List? They noted that they are in contact with residents on a regular basis. Volunteers are asked to remind people that the meals are available. It was suggested to use existing volunteers.

The meeting re-opened at 21.06pm.

It was agreed to include ideas on how to use the Covid funding on next agenda item.

- b. The application for Co-option was considered by Members. It was unanimously agreed for Caroline 'Carrie' Chamberlain to be co-opted as Cllr.

Action: *Locum Clerk to liaise with Caroline to get everything in place.*

- c. After a brief discussion, it was **agreed** that an Annual Report be written for the council with approval to be agreed outside of the meeting.

Action: *Locum Clerk to write Report*

- d. It was **noted** that Christine Howard, who had originally been appointed to the John Townsend Charity by the Parish Council, had requested that her appointment be extended as her term of appointment had come to an end. It was unanimously **agreed** that Christine's term be extended.

Action: *Locum Clerk to liaise with Christine.*

- e. It was **noted** that a brief meeting had been held with the Sports & Social Club to discuss ongoing concerns with the car park. From the meeting it was noted that there were other stakeholders involved with the car park and a further meeting was suggested for two weeks time. It was **noted** that not everyone would be available for the meeting on 11th June. The proposed follow up meeting was delayed to 18th June 2020.

- f. The Locum Clerk provided a brief update on the Wayleave. It was **noted** that land registry had been contacted in the past and proved that the land is parish council owned.

Action: *Cllr Clark and Locum Clerk to continue to liaise with solicitor.*

- g. The Locum Clerk noted that as lockdown is lifting it may be prudent to revisit the recruitment of a parish clerk. It was unanimously agreed to readvertise the post using the original timetable agreed earlier in the year.



Action: Locum Clerk to readvertise the role and set up the timetable.

20/75 Public Open Space Matters

- a. It was noted that tree work needs to be undertaken in the village. The Locum Clerk reiterated an email she had sent to Cllrs previously that they need to get quotes for Arboriculturist to carry out a tree survey of Parish Council owned trees. It was also noted that some areas around the trees are not being cut as often. The Locum Clerk to check maintenance is happening in these areas.

Action: Locum Clerk to look for quotes for tree survey and to investigate maintenance of tree areas.

- b. It was **noted** that Little Thetford Parish Council had instructed the Local Highways Officer to write to residents who's land was encroaching on the verge. Locum Clerk to chase following complaints from resident about property encroaching onto the verge.

Action: Locum Clerk to liaise with Local Highways Officer

20/76 Date of Next Meeting

Date of Next Meeting 8th July 2020

Meeting closed at 10.07pm

Signed:  _____

Date: _____

Chairman

