

Little Thetford Parish Council



Chairman: Cllr G James

Locum Clerk: Mrs L White, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG
07808 524 875 parish.clerk@littlethetford.org.uk

Minutes of the meeting held on 9th September 2020 at 7:39pm held via Zoom

Attendees: Cllr James (Chairman), Cllr Clark, Cllr Kilby, Cllr Stubbs, Cllr Parish, Cllr Chamberlain
Karen Peck, Clerk

20/103 Chairman's Welcome

The Chairman welcomed Karen as Clerk and thanked the Locum Clerk for her support for the last 12 months.

20/104 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Mitchell and Cllr Chamberlain may be late due to work commitments

20/105 Councillors' Declarations of Interest

None

20/106 Public and Press Participation Session (10mins)

Cllr James as a member of the public noted that a few residents from the village including members of PC, church, etc. have decided to set up a Community Land Trust (CLT). They have sought a grant of £5,000 which will be paid into the PC bank account, which is normal practice, as the CLT does not have an account. Mr James provided an overview of what the CLT is and how it may benefit the community.

Cllr Parish joined the meeting 7:45pm.

20/107 Approval of Minutes

- It was **proposed** by Cllr Clark, seconded by Cllr Parish and **RESOLVED** that the minutes of 12th August 2020 be approved with an addition of 'council' after Cllr Parish with respect to experience.
- Matters arising from the minutes (for information only).
 - Acacia Tree Surgery will carry out the tree survey in early October.
 - Annual report has been printed and delivered to all dwellings.
- Clerk's Report.
 - Karen has commenced employment and the Locum Clerk is clerking the meeting to allow Karen to listen in and understand what is happening.

20/108 To receive County Councillor & District Councillor Reports

Cllr Stubbs has no report this month due to annual leave but should have some feedback next month from the cycle and walking survey.

20/109 Finance Matters

- The Locum Clerk noted the Bank Reconciliation and the value of the accounts as at 31st August 2020. It was noted that the reserves for the Cemetery Extension should be removed as this work has now been undertaken.
- It was **proposed** by Cllr James, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that the invoices submitted be approved and paid. Cllrs Clark and Stubbs will complete the online authorisations.
- The Locum Clerk noted that Cambridgeshire Building Society requires that the old signatories who are to be removed sign a form to be removed from the accounts. It was **proposed** by Cllr Stubbs, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that it is not possible

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to obtain signatures from these two persons for various reasons and that Cambridgeshire Building Society be informed as such.

- d. It was **proposed** by Cllr Stubbs, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that Karen Peck be added to the Unity Bank account as main contact and to be able to set up payments only.
- e. The Clerk noted that she has been using Scribe, council specific accounting software, with her other parishes on recommendation from other Clerks. Cllrs are able to log in and look at the accounts when they wish. It was **proposed** by Cllr Kilby, seconded by Cllr Stubbs and **RESOLVED** by a unanimous vote that Scribe be purchased for use by the Clerk.
Cllr Chamberlain arrived at 8.16pm.
- f. The Clerk was asked if she has any other phones for the other parishes she works for. She noted that one council has paid for a landline she has at home. The Locum Clerk had recommended that a mobile phone be purchased for the Clerk for future proofing the council and that it ensures that personal contact details are not used by the Clerk. It would mean that it is for the use of Little Thetford business only. The Locum Clerk noted that Three works in the area. It was **proposed** by Cllr Clark, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that a mobile phone, with Three contract be obtained for the Council

20/110 Council Administration Matters

- a. The Locum Clerk informed Cllrs that she had taken the time to go through all the documentation she has to ensure that only the relevant documents were provided to the Clerk for her role. The Locum Clerk noted that there were some boxes of very old, irrelevant documents to be disposed of. After some discussion, it was **proposed** by Cllr Chamberlain, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that the old documents be shown to them before disposal.
- b. Cllr Clark noted that the solicitor had provided some further Counsels for consideration. He noted that he felt Kester Lees of Falcon Chambers would be the best one to employ. The developer had happened to meet the Chairman and told the chairman that he no longer needed a Wayleave as dealing with sewage on site and BT would be using a telegraph pole. He has recognised that there is a dispute. The Locum Clerk noted that the Chairman is putting himself in a difficult position meeting the developer. It was **proposed** by Cllr Clark, seconded by Cllr Stubbs and **RESOLVED** to instruct Counsel and double check the cost before proceeding.
- c. The Locum Clerk has forwarded a questionnaire to council members which had been used in her village for Cllrs Parish and Chamberlain to have a think about what can be done for Little Thetford and to be brought back to the next meeting.

20/111 Public Open Spaces Matters

- a. After some lengthy discussions it was agreed to seek some A2 boards from the potential suppliers of playground equipment and look at displaying the designs for the community at the playground, Village Hall and the school. The questionnaire would then be used to ask for feedback.
- b. The Clerk provided a report on her investigations into the Conservation Area. She has sought some advice from the Kingfisher Bridge Conservation Area. She advised that the Council needs to decide what they want the Conservation Area to be in order that a management plan can be put together. The Clerk noted that it may be prudent to ask residents what they want to. It was noted that advice can be sought from the IDB about retaining water in the pond.

20/112 Motion to Exclude

That under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

It was **proposed** by Cllr Parish, seconded by Cllr Kilby and **RESOLVED** by a unanimous vote that the meeting be closed.

Meeting closed at 10.03pm

20/113 Recruitment

Under the motion to exclude, some areas of the employment contract were clarified.

20/114 Motion to Re-Admit the Public and Press

It was **proposed** by Cllr James, seconded by Cllr Chamberlain and **RESOLVED** by a unanimous vote that the confidential business being complete, the meeting be reopened to the press and public.

Reopened at 10.14pm

20/115 Date of Next Meeting

Date of Next Meeting 14th October 2020

Next agenda – buy licence for the New Close POS and Remembrance Sunday

Meeting closed 10.16pm

Signed:

Date:

Supplier	Invoice No.	Invoice Date	Cost Description	Net	VAT	Total
Wave	7697342	20-Aug-20	Cemetery Water	£ 11.54	£ -	£ 11.54
Pear Technology	127732	24-Aug-20	Mapping Software and Support	£ 765.00	£153.00	£ 918.00
Bourne Sport	1337	21-Aug-20	Cemetery Extension Part 2	£ 1,662.50	£332.50	£ 1,995.00
Impressions Creative Solutions	A230699	27-Aug-20	Printing of Annual Report	£ 105.00	£ -	£ 105.00
J Skipper Gardening Services	2255	31-Aug-20	Grass Cutting - August	£ 329.00	£ -	£ 329.00
CAPALC	2223	01-Sep-20	Locum Clerk - August	£ 910.00	£ -	£ 910.00
				£ 3,783.04	£485.50	£ 4,268.54