**Little Thetford Parish Council**

Chairman: Cllr G James

Clerk: Mrs Amy Jacklin, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG

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Minutes of the Full Council Meeting held on Wednesday 10th March 2021 at 7.29pm

**Attendees:** Cllr Graham James (Chairman), Cllr Alison Kilby, Cllr Charlotte Mitchell, Cllr Robert Clark, Cllr Caroline Chamberlain, Cllr Stephen Lamb, Cllr Lisa Stubbs

**Clerk:** Amy Jacklin and minute taker.

1 member of the public present

**21/26 Chairman’s Welcome**

The chairman welcomes everybody to the meeting. The chair comments on concerns raised about the length of the meeting and agrees to move less important items to the end of the meeting, so they could be moved to April’s meeting if needed.

**21/27 To receive and accept apologies for absence.**

None

**21/28 Councillors declaration of interest**

Cllr Stubbs is a member of ECDC planning committee. She will not comment on items 21/33.

Cllr James, Cllr Lamb and Cllr Chamberlain are all on the CLT (community land trust) committee. They will not comment on item 21/35- 2.

Cllr Chamberlain is on the feast committee. She will not comment on item 21/35-10.

Cllr Stubbs shares concerns about detail in listing agenda items needs to be clearer.

**21/29 Public and Press Participation Session**

None

**21/30 Approval of minutes**

1. It was **proposed** by Cllr Stubbs and **seconded** by Cllr Mitchell and **RESOLVED** to approve minutes of 10th February 2021 meeting.
2. Clerk advises item 21/22 B from February minutes. Application 19/00408/DISD, the drainage is managed by a private company- Namely, The Orchard Management company based in Cambridge.
3. Clerk’s report shared in members area. Cllr Stubbs **notes** the goalposts on cowslip drive are still in place. Cllr Stubbs is delighted the wayleave is finalised, as this issue has been going on since 2015. She congratulates everybody involved. The parish council would also like an update RE the dropped curb at ‘The Wyches’ as concerns raised over cars impinging the footpath, would like it followed up with highways. Cllr Chamberlain also **notes** we have applied for a national lottery grant for the play park.

**21/31 ‘New life on the old West’**

Howard Jones not arrived, later emailed to say he was having technical difficulties and apologised.

**21/32 To receive County Councillor & District councillor Reports.**

No reports this month, will be providing full report next month.

**21/33 Planning matters**

1. 21/00124/FUL-Single storey extension at Tethers End. It was **proposed** by Cllr Clark and **seconded** by Cllr Kilby to support the application with a unanimous vote. **1 abstention**
2. 21/00168/RMA- Plot 8 of the self-build dwellings(19/00408/OUM). After a discussion about the design, the councillors noted that it was not in keeping with the plot 10 already agreed. They were concerned about the style, colour, material being used and flat roof not being in keeping with the street scene of the village. The clerk shared the design and floor plans to all councillors. It was **proposed** by Cllr Clark and **seconded** by Cllr Kilby to OBJECT the application with a unanimous vote. **1 abstention**
3. 19/00408/DISD- To discharge condition on water drainage. Cllr James spoke to operative on self-build, culvert in 4 metres down at the entrance of the site. Any surface water goes into pipes, sits in pipes until culvert can take water. Expensive way but accepted on small sites, will be deal with by a private management company.

**21/34 Finance Matters**

1. The clerk presented the bank reconciliation for the month ending 28th February. She **noted** the Wayleave money has gone onto the account since. Clerk advises that wayleave finances should go on next month’s agenda, to share full breakdown with councillors. Address has now been changed on Cambridge Building Society account.
2. Clerk now has access to pay bills; all invoices shared on member’s page. Clerk **noted** that there was an extra invoice from John Skipper, that came in after agenda has been published. It was **proposed** by Cllr Lamb and **seconded** by Cllr Stubbs and resolved by unanimous vote to approve invoices for payment. Cllr Stubbs and Cllr Clark to authorise payments.
3. First CIL money paid in 2018, the parish must account for how that money is spent within 5 years of receipt. We can complete the report for ECDC this year by using the total amount of CIL money on the cemetery extension. Next month, Accounting Terms to be added to agenda to discuss separating grant/CIL money and how money is spent.
4. Quotations for tree surgery- Clerk received 2 quotations for tree work. The parish council recommends the clerk to obtain a 3rd quote, advised to contact True link and Timberland tree surgery. Councillors will decide in the April meeting who they wish to use.
5. Quotations on benches and tables/groundworks- Cllr Kilby raised concerns that the positioning of the benches has not been made clear for all, clerk showed councillors the map of locations. Mrs Bullen has requested Robert’s bench to be placed next to the pond, this was voted and agreed in a previous meeting.

Location of benches was **proposed** by Cllr Chamberlain and **seconded** by Cllr Lamb with a unanimous vote.

Bases were **proposed** by Cllr Clark and **seconded** by Cllr Chamberlain with a unanimous vote to use John Skipper for the works.

Benches were **proposed** by Cllr Chamberlain and **seconded** by Cllr Lamb with a unanimous vote to use NBB to purchase the benches. It was agreed to order these ASAP. Discussed a change in standing orders to allow clerk to spend up to £500 without getting 3 quotes or vote.

1. Agree to pay clerk via a monthly standing order. **proposed** by Cllr Stubbs and **seconded** by Cllr Mitchell agreed by unanimous vote.

**21/35 Council Administration Matters**

Summary from Cllr Lamb from his zoom meeting with Howard Jones from ‘New life on the old west’. Questions posed: What should the councillors expect from Howard Jones and the project? What is the timeline on the plan? Clerk to approach Howard Jones. Cllrs request to see plans of agreed work with maps. Cllrs also asked for the project to be shared with the village via the newsletter.

Cllr Kirby raised concerns that some recent decisions that had appeared to have been made without full council participation/ discussion.

1. **Car park license**-After a lengthy discussion it was **noted** that the chairman of sports social club has agreed to come out of the current lease and enter an annual licence, a signed letter has been received. Cllr Stubbs advises that we should us a solicitor to gain advise. Cllr James proposes we move to a license albeit slightly different licences for each entity involved. Cllr James asks Cllr Clark to lead, with a solicitor to pull together a simple licence. Also, to discuss issues with multi use games area and green container as well as information for the field committee.
2. **Grants Policy**- Due to COVID the need for an official form has been recognised. Some slight changes to the form have been discussed. Clerk to send out grants policy once changed. **proposer** Cllr Kilby **seconder** Cllr Chamberlain and resolved by unanimous vote that we would use this grant policy after changes made.
3. **Update on flooding**- Cllr James has been approached by CCC Cllr Schumann and CCC Cllr Wotherspoon about report Cllr James has written, he is hoping to speak to them in the next few days around support needed. ECDC Cllr Hunt has been in touch to say he is trying to get us the map as detailed in update. Cllr James would like to propose all recommendations taken forward. Cllr Chamberlain, Cllr Clark and Cllr Stubbs thanks Cllr James for the effort and time put into the report, Cllr Mitchell also recognised John Parish in helping with the report. Cllr James aim by the end of the summer is to have an action plan of works to take forward.
4. **Annual Parish Meeting**- We must hold this meeting within the dates of 1/3-1/6. Cllr James proposes the topic should be ‘You don’t know what you’ve lost until its gone’, people have missed the village facilities in lockdown. It was **proposed** by Cllr Lamb and **seconded** by Cllr Chamberlain and resolved by unanimous vote that the meeting should be held online in May. The topic was proposed by Cllr Stubbs and seconded by Cllr Lamb and resolved by a unanimous vote to have Cllr James proposal.
5. **Agree to move date of May PC meeting to 5th May 2021**- **proposed** by Cllr Lamb and **seconded** Cllr Chamberlain and resolved by a unanimous vote to change meeting to 5th May.
6. **Calpac Renewal**-Cllr James proposes we continue our membership with Capalc, he notes that they have been extremely supportive of the Parish. Cllr Stubbs has asked for the membership password for Calpac, to be sent to all councillors. It was **proposed** by Cllr Stubbs and **seconded** by Cllr Clark and resolved by a unanimous vote to continue our membership for the year 2021.
7. **Cemetery Issues**- The parish has received several complaints from parishioners regarding people cutting through the hedge, to and from Dewsbury Gardens, there has also been concerns of people walking over graves. **Proposed** by Cllr Mitchell and **seconded** by Cllr Kirby it was resolved by a unanimous vote the actions the parish would take are, to share these concerns in the newsletter, to get quotes for an animal friendly fence that the hedge will grow through that runs along the back of the cemetery. The last action will be reviewed at a later date, to look at putting a footpath in connecting Dewsberry Gardens to the village.
8. **Development of the Village Hall garden**-The feast committee would like to make a memorial garden for the much-loved parishioner Bert Russell. After a discussion, it was noted every councillor supported the principle, and the sentiment behind it, unfortunately moving forward with the garden is not straight forward. There are some legal issues around the ownership of the piece of land in question, which needs to be resolved before any work can go ahead. It was agreed that the parish council would investigate these issues and report back at our next meeting.
9. **Telephone box Restoration-** Was agreed to go ahead and get 3 quotes.
10. **Housing needs survey-** Letter 1, from Jenna Brame from ACRE around the housing needs survey discussed, ACRE are looking to seek support from the Parish Council. The parish council were astonished that ACRE are representing a housing association when they state that they are an independent body. Cllr Stubbs reminds the parish that ECDC have a 7-year supply of housing, so developers are looking at other ways to develop land. It was **proposed** by Cllr Stubbs and **seconded** by Cllr Kilby that we would **not** be supporting the housing needs survey from ACRE. **4 votes for 3 abstentions.**

The second letter was from the CLT looking for parish council support their housing needs survey, Cllr Michell raises concerns that Cllr James is the chair of the PC and the chair of the CLT, she states there is a conflict of interest. Cllr Chamberlain states the chair of the PC in Stretham is also the chair of the CLT. It was voted that the parish council would **not** endorse or support the CLT housing needs survey. **1 vote for, 1 vote against and 5 abstentions**.

**21/36 Date of next meeting**

Wednesday 14th April 2021

**Close Meeting-** 22.23pm



Signed……………………………………………………….

Dated………………………………………………………..