

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 5th May 2021 at 7.32pm

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.

21/37 Election of Chairman

It was **proposed** by Cllr Clark, **seconded** by Cllr Lamb and **RESOLVED** by a majority vote that Cllr James would be re-elected as Chairman for the next 12 months.

It was **noted** that the declaration of Office was signed by Cllr James and presented on camera.

21/38 Election of Vice Chairman

It was **proposed** by Cllr James, **seconded** by Cllr Stubbs, and **RESOLVED** by a unanimous vote that Cllr Kirby would be re-elected as Vice Chairman for the next 12 months.

It was **noted** that the declaration of office was signed by Cllr Kirby and presented on camera.

21/39 To receive and accept apologies for absence.

None

21/40 Councillors declaration of interest

Cllr Stubbs is a member of ECDC planning committee. She will not comment on items 21/46. Also, trustee of The Village Hall.

21/40 Public and Press Participation Session

It was **noted** that a member of the public would like to raise concerns, that we have not taken note of any tree preservation orders when completing the tree survey. The clerk to contact ECDC to investigate.

21/41 Approval of minutes

1. It was **noted** that the old version of the minutes was still present on the website. Clerk to update the website with the updated minutes. It was **proposed** by Cllr Stubbs and **seconded** by Cllr Lamb and **RESOLVED** by a unanimous vote to approve minutes of 10th March 2021 meeting.
2. *Matters arising from minutes*-It was **noted** the goalposts on Cowslip Drive are still in position. Cllr James has nominated himself to remove them, due to them now being broken and becoming a potential hazard. Responses on planning applications that were discussed in the March meeting, both Tethers End (21/00124/FUL0 and Plot 8 of the self-build development (21/00168/RMA) were both approved by ECDC.
It was **noted** that Pam Joyce from Highways, has been to see the resident on The Wyches, after concerns were raised about cars impinging the footpath after the new dropped curb was installed. The resident assured that this would be dealt with. All other matters will be moved to June's meeting where discussions will be held.
3. *Clerks Report*- Nothing to note, Councillors happy with clerks' work.

21/42 Financial Matters

1. The Clerk presented the Asset Register for review by Council members. Cllr James thanks Cllr Lamb for all his work completing the updated Asset Register and Risk Assessments. The Clerk notes that the Risk Assessment are due for review in June.

It was **noted** that a small piece of land is missing from the Asset Register at Red Fen Road. Clerk to investigate and find out reference number for this parcel of land.

It was also **noted** that the Clerks mobile phone is not on the asset register. Clerk to add onto asset register.

It was also **noted** that the recreational ground is now back under the control of the Parish Councils as previous lease has dissolved. The Carpark would need to be added to the asset register, as a separate entity. Clerk to action.

It was **proposed** by Cllr Lamb, **seconded** by Cllr Chamberlain, and **RESOLVED** by unanimous vote that the three amendments would be added to the asset register.

The Clerk **noted** that a rent review would take place later this year.

2. Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return was presented and read to the Councillors by the Clerk. (Libby White Joins the meeting to support Clerk if needed) The assembled Council members answered accordingly, and the Clerk completed the form prior to signature. Due to current restrictions (COVID), the forms would be printed straight away and then arrangements would be made for the Chairman to countersign (6th May 2021 at 2pm) It was **proposed** by Cllr Clark, **seconded** by Cllr Stubbs, and **RESOLVED** by unanimous vote that all Cllrs agree to Section 1.
3. Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return for year ended 31st March 2021 was presented by the clerk. Clerk **notes** there are some large variances this year in receipts, payments, and staff costs. Also **notes** that box 7 has been amended due to mistake in last year's accounts. It was **proposed** by Cllr Kilby, **seconded** by Cllr Chamberlain, and **RESOLVED** by unanimous vote that all Cllrs agree to figures in Section 2.
4. *Receive Financial Situation*- Clerk presents the bank reconciliation for year-end 31st March 2021. It was **proposed** by Cllr Stubbs, **seconded** by Cllr Kirby, and **RESOLVED** by unanimous vote that this is a true record of money held by the Parish Council. It was **noted** that a future discussion should be held to discuss moving some money off the Unity Current account.
5. *Approve Invoices*- It was **noted** that April's invoices were present on the May agenda due to the April meeting being cancelled, these have already been paid.
A question was raised about the clerk's salary being £100 less than the previous month. The clerk will email Red Shoes to understand why. The clerk **notes** a standing order has not yet been set up for her salary.
It was **agreed** to hold the ROSPA invoice back until the report had been received.
It was **proposed** by Cllr Stubbs, **seconded** by Cllr Clark, and **RESOLVED** by a unanimous vote that April's invoices were accurate.
It was **proposed** by Cllr Stubbs, **seconded** by Cllr Kirby, and **RESOLVED** by unanimous vote that all May invoices with exception of ROSPA should be paid.

21/43 Review and Adoption of Statutory Documents, Appointments and Policies

1. It was **agreed** that there would be no changes to the current standing orders. It was agreed that they are sufficient for the needs of the Council.
2. It was **agreed** that there would be no changes to the current financial regulations. It was agreed they are sufficient for the needs of the Council.
3. It was **agreed** the Clerk Amy Jacklin be appointed RFO.
4. It was **noted** that Cllr Stubbs, Cllr Clark, and Cllr Kilby remain as bank signatories for Cambridge Building Society accounts.

5. It was **agreed** all Cllrs should have authority to view and approve online payments on Unity Bank. Clerk to organise with Unity.
6. It was **agreed** to appoint Jacquie Wilson of Canalbs as internal Auditor for 2021/22.
7. It was **agreed** that council meeting should be held on the second Wednesday of every month. Junes meeting however after a length discussion, will be cancelled due to legislation for remote meetings expiring in May and the government guidelines for reopening the Village Hall do not start until 21st June, with no guarantees of official opening for meetings. Libby White confirmed that going forward the Parish Council can NOT continue with remote meetings.
8. It was **noted** that we entered a three-year agreement with Came & Company so have an obligation to continue with Came and Company. Clerk to update Came and Company with new benches.
9. It was **noted** that the council's expenditure incurred under s.137 of the local government act 1972 totalled £220.62 for 2020/21 which was a payment to Little Acorns. In addition, to s.137 money, COVID grant money was distributed totalled £2099, which was a combination of money to Little Acorns, laptops/tablets to Little Thetford Primary School and money to John Townsend Charity.

21/44 Review of Policies and Procedures

1. It was **agreed** that no changes need to be made to the current Risk Management Policy. Clerk to print of and Chairman to sign 6/5/2021.
2. It was **agreed** that no changes should be made to the current complaints policy.
3. It was **agreed** the publication scheme (as based on ICO's model document) be approved with no changes.
4. It was **agreed** that no changes need to be made to the current policy for dealing with the press and Media.
5. It was **agreed** that no changes would be made to the employment policies and procedures.
6. It was **agreed** to continue to hold subscriptions with SLCC and CAPALC. It was **noted** that we have had brilliant support from both subscriptions. The clerk was asked to review all policies on the website and ensure they are up to date.

21/45 To receive County Councillor & District Councillor Reports

Cllr Stubbs gave a full update on the Annual Parish Meeting last week. Clerk to make this document available on the website.

21/46 Planning Matters

1. 21/00300/RMA-Reserved matters of Appearance, Landscaping, Layout & Scale for PLOT 1 only of previously approved 19/00408/OUM.
After a lengthy discussion, it was agreed to **OBJECT** to this application due to significant concerns about the location of the culvert, incorrectly located on the ECDC map. Currently the design of the property is to be built on top of the existing culvert. Also, concerns about the height difference in land of around 1.5/2m from the garden of Plot 1 and the cemetery, which sits lower. Another concern would be surface water running into the cemetery from Plot 1. Cllr James had a meeting with the Molly Hood at ECDC, last week to raise concerns informally. Also, another meeting has been scheduled with D Cllr Hunt around the same issue. Cllr James **notes** that the only option may be to call the application to committee. **Proposed** by Cllr James, **seconded** by Cllr Clark, and **RESOLVED** by 6 in favour 1 abstention to **OBJECT** to this application.
2. 21/00456/FUL-Create new access to cross verge and ditch with timber gates.
There are 8 traveller pitches have been approved, this is the access points for those. The parish council have **NO COMMENTS** on this application.
3. 21/00168/RMA- For information only- Amendment includes revisions to the material range and appearance of the side elevations for Plot 8 of the self-build development. The parish

council are annoyed and concerned that despite our objections, ECDC have approved the application based on changes to the design, only very small changes have been made but nothing around the fundamental concern of being out of character.

4. 21/00643/FUL- To create a field corner pond of 70m² at Bedwell Hey Farm.
'The new life on the old west' project have applied for this pond, to help create a new habitat for a variety of priority species. **Proposed** Cllr Lamb, **seconded** by Cllr Clark, and **RESOLVED** by 6 in favour 1 abstention to **SUPPORT** this application.

21/47 Council Administration Matters

1. Flooding Update from Cllr James

Cllr James meeting with Anglian water, things slowing becoming clearer on who owns what. Our next task is to log a job with County to understand the underground maps and the flow. Anglian water has advised that County have a considerable amount of work to do unblocking drains. Interesting visit to pumping station, big tank under station 30m down, water and sewage goes into there then its pumped away to Ely. The other matter that did arise was the area around the village hall, appears that some of the drainage has been blocked or concreted over. We need quotes to get a conditions survey to be completed. The survey would need to check the electricity for the lighting and the position around the drains. **Proposed** Cllr James, **seconded** by Cllr Lamb, and **RESOLVED** by unanimous vote to accept the various recommendations.

2. Tenders for Tree Surgery

Clerk produced a report of four potential tree surgeons to carry out the tree work on the A and B trees from the survey we had completed last year.

Acacia Tree Surgery- £9655 plus VAT

ACS- £5590

Greenwood Tree Surgery-£8411 plus VAT

East Cambs Trading- £11198 plus VAT

Most of the companies recognised that there were potential bat hollows with Ash tree 386 and that there may be need for a survey if evidence was found.

Proposed Cllr Lamb, **seconded** Cllr Chamberlain, and **RESOLVED** by 5 votes that ACS should get the tender on the conditions of start date and weather public liability, risk assessments and a method statement can be produced.

It was also **noted** that we must let parishioners know of impending tree work.

3. Covid grant Application- Little Thetford Primary School

A grant application has been received for Little Thetford Primary School for a Bissell professional deep cleaning carpet cleaner for help keeping the school sanitised. The item is approximately £600.

The parish Council have £2900 remaining from the covid grant money.

Proposed Cllr Chamberlain, **seconded** Cllr Kirby, and **RESOLVED** with a unanimous vote that we will buy this equipment for the school. Clerk to order the equipment and deliver to the school.

21/48 Motion to Exclude.

It was also **noted** that the clerk was admitted to the waiting area and was not part of this discussion at 9.38pm

21/49 To consider the clerks terms of employment.

It was agreed to set up a HR committee to support the clerk. Cllr Chamberlain and Cllr Kilby will run this committee. The clerk should send her job offer and statement of terms to the committee.

21/50 Motion to Re-admit

The meeting was re-opened, and the clerk was admitted at 9.50pm

21/51 Date of Next Meeting

Date of next meeting Wednesday 14th July.

Wave			Cemetery Water	£ 5.00	£ -	£ 5.00	Continues to be collected by DD	
Three	AP1176277684		Mobile Phone Charges	£ 8.33	£ 1.67	£ 10.00	Paid by DD	
Clerks Salary		23-Apr-21	Clerks Salary	£ 449.00		£ 449.00	Outstanding	
HMRC	20PZ00709101	15-Apr-21	Clerks Tax	£ 60.60		£ 60.60	Outstanding	
Netwise	2119	14-Apr-21	Upgrade Package/Data	£ 24.11	£ 4.82	£ 28.93	Outstanding	
ICCM	4720/2021/22	01-Apr-21	Membership fees	£ 95.00		£ 95.00	Outstanding	
ROSPA play Saftey	54339	12-Apr-21	Annual Inspection- Cowslip Drive	£ 96.50	£ 19.30	£ 115.80	Outstanding	
East Cambs Trading Co	60862	28-Apr-21	Play Area Inspection April 21	£ 25.00	£ 5.00	£ 30.00	Outstanding	
John Skipper	2123	28-Apr-21	Grass cutting & Cemetery maintainan	£ 408.00		£ 408.00	Outstanding	
CAPALC	2493	27-Apr-21	Locum Services	£ 105.00		£ 105.00	Outstanding	

Meeting Close- 9.57pm

Signed:

Date: