**Little Thetford Parish Council**

Chairman: Cllr G James

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

07828 402 093 [parish.clerk@littlethetford.org.uk](mailto:parish.clerk@littlethetford.org.uk)

Minutes of the Full Council Meeting held on Wednesday 14th July 2021 at 7.30pm.

**Attendees:** Cllr Graham James (Chairman), Cllr Alison Kilby (Vice Chairman), Cllr Robert Clark, Cllr Caroline Chamberlain, Cllr Lisa Stubbs arrived at 8.20pm

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

2x Members of public present.

Start time 7.34pm

**21/57** **Vice Chairman’s welcome**

Thanks to councillors and clerk for continued work through lockdown.

**21/58 To receive and accept apologies for absence.**

Cllr Charlotte Mitchell and Cllr Steve Lamb

**21/59 Councillors declaration of interest**

None

**21/60 Public and Press Participation Session**

No speakers

**21/61 Approval of Minutes**

1. It was **proposed** by Cllr James and **seconded** by Cllr Chamberlain and **RESOLVED**

to approve the minutes from the APM meeting on 28th April 2021, PC meeting on 5th May 2021 and 2x extraordinary meetings on 19th May 2021 and 23rd June 2021.

2. None

3. Clerk updated the councillors on Private Road 11, the road that runs along side the catchwater at Holt Fen. The road is to be used by a local farmer for harvest and is not yet accessible due to overgrown vegetation. The reason the road is to be used is because Network Rail have permanently closed the usual crossing. The clerk has been advised by Pam Joyce that a letter drop may be appropriate to let residents know which dates harvest are so cars are not in the way of farm machinery.

**21/62 To receive County Councillor & District Councillor Reports**

None

**21/63 Planning Matters**

1. **21/00300/RMA-** Plot 1 of the self-build dwellings (19/00408/OUM). This application is a resubmission after the Parish Council informed ECDC of the incorrect positioning of the underground culvert. Unfortunately, the layout provided is not to scale but the parish council believe that the top right-hand corner of the proposed building (shown as Bedroom One) is too close to the neighbouring plot (2) where it is believed from the initial grant should be a minimum distance of 1.5 meters.  That also takes no account of the hedging that by default will be much thicker than a fence panel. The revised plan takes no account of the height differential between the premises and the cemetery and Plot Two. Therefore, it was **proposed** by Cllr James and **seconded** by Cllr Kilby to **OBJECT** to this planning application with a unanimous vote.
2. **21/00710/RMA-** Plot 2 of the self-build dwellings (19/00408/OUM). No reference has been made on how the height difference with Plot 1 will be managed. The Parish Council are confused over the actual design since the Elevation Plans appear to show a ground floor extension that follows the garage into an L shape around the rear of the premises that is not replicated on the Floor Plans.  It should also be noted that the parking area at the front of the premises has moved to the opposite side of the house, from the initial planning in principle. The location of the air source heat pump by the side of the garage indicates that the 1.5 metre gap may not have been considered. The plan also shows an extremely narrow path on the border with Plot 3 that may also breach the 1.5 metre rule. Therefore, it was **proposed** by Cllr James and **seconded** by Cllr Clark to **OBJECT** to this planning application with a unanimous vote.
3. **21/00786/RMA-** Plot 3 of the self-build dwellings (19/00408/OUM). The Parish Council are concerned about the security of the boundary fence with the cemetery. There are currently no plans to put up a fence between the property boundary and the cemetery. It was agreed until this matter is resolved the Parish Council would **OBJECT** to this application. This was **proposed** by Cllr James and **seconded** by Cllr Chamberlain and **RESOLVED** with a unanimous vote.
4. **21/00876/RMA-** Plot 5 of the self-build dwellings (19/00408/OUM). Unfortunately, there is a lack of detail on this application e.g. There are no Elevation Plans plan provided and no indication of the type of materials to be used. The application shows fencing being positioned around the property that appears to be in breach of the planning permission in principle. It is also noticeable that the entire rear garden is to be paved over with no indication that the foul water system for itself and neighbouring plots will run under the back garden. It was **proposed** by Cllr James and **seconded** by Cllr Kirby that the council would **OBJECT** to this application and was **RESOLVED** with a unanimous vote.
5. **21/00786/RMA-** Plot 7 of the self-build dwellings (19/00408/OUM). The principal issues with this application appear to be fencing where the indication is that fences will be provided around the entire property. The Parish Council has concerns with sight lines into Little Acorns on this plan. This has been recognised in Plot 6 but not Plot 7. Until these matters are resolved the parish council **OBJECT** to this application. It was **proposed** by Cllr James and **seconded** by Cllr Clark and **RESOLVED** with a unanimous vote.
6. **21/00864/RMA-** Plot 9 of the self-build dwellings (19/00409/OUM). Unfortunately, one of the plans submitted under the reference relates to Plot Five rather than this application, leaving the Parish Council in a position where we have no Elevation Plans, no detail on materials to be used and the potential issue of foul water. The plan submitted also clearly shows that the applicant is proposing to have a perimeter boundary fence. Therefore, it was **proposed** by Cllr James and **seconded** by Cllr Kilby to **OBJECT** to this planning application with a unanimous vote.

Cllr James asked the clerk to write to the head of planning Rebecca Saunt to ask for a meeting to discuss the difficultly the Parish Council have had with the self-build applications. The parish Council would like to offer their support in future developments.

Cllr Stubbs arrives to the Parish Council meeting 8.20pm

**21/64 Finance Matters**

1. The clerk presented the bank reconciliation for month ending 30th June 2021. The clerk **notes** the parish council are holding £5000 for the CLT (Community Land Trust). The chairman **notes** that LT Parish Council still have remaining COVID grant money left and that applications would be welcome from the community.

It was **agreed** for the clerk to get quotations for the pathway in the conservation area which would enable disable access, there is still remaining funds from the lottery grant to complete this. It was **agreed** for the clerk to order a replacement bench from NBB for New Close Road as the existing bench has been picked up on risk assessments. It was also **agreed** to get a contractor to remove the existing bench and put in a concrete base.

It was **agreed** by unanimous vote to order a new bench and seek quotes for the removal of the old one. It was also **agreed** by unanimous vote for the clerk to get quotes for the pathway in the conservation area.

1. It was **agreed** by unanimous vote to approve invoices from May, June and July. The clerk **notes** the HR committee will authorise her salary and HMRC payment on around 21st/22nd of every month. Cllr Kilby has requested the clerk send her details of Unity bank for her to be an authoriser. The clerk **notes** that the Parish Council has upgraded the service provider package which runs much smoother and is now more user friendly. It was **agreed** the clerk to contact Greenwood Tree Surgery and ask about the situation with the low hanging branches of the trees within the cemetery, also work completed around power lines as to weather this work has been completed satisfactory. It was **agreed** for clerk to contact Power Network to get them to look at trees close to power lines, namely (Holt Fen 392 and 393, Main tree 434-437). It was **agreed** C/D trees from tree survey should go out to tender in summer 2022. It was **noted** that the clerk negotiated a further £2000 discount on Greenwood Tree Surgery bill, making the total spend £6411 instead of £8411.
2. Clerk has shared the completion statement for the wayleave. The council share their disappointment that the developer prolonged the case meaning approx. £4000 of Parish Council money was used to pay solicitor fees.
3. The Parish Council have received a grant application for a commercial dishwasher for the Village Hall. It was agreed by unanimous vote to buy the dishwasher up to the value of £800. Cllr Stubbs did not vote.

**21/65 Cemetery Matters**

The clerk has received three requests for memorial benches to be put within the cemetery. The Parish Council have no policy in place for memorial benches and understand the issues regarding benches, they are very conscious about setting a president. It was **agreed** for the clerk to contact ICCM for advice, and to contact local councils for guidance and bring the topic back to August’s meeting for a decision.

**21/66 Council Administration Matters**

1. It was **agreed** by unanimous vote to use JS Wilson and Son Bookbinders to bind historic meetings of the Parish Council. Expenditure of up to £500 has been agreed by the Parish Council.
2. The clerk gave an update on the current situation of the playpark. The clerk shared the information about the grants and timeframes that had been applied for. It was **agreed** to re-apply through the National Lottery Grant potentially using some of the Little Thetford CIL money to match funding. It was **agreed** the clerk should update parishioners around the ongoing situation via Facebook. It was **agreed** for the clerk to explore ‘The welcome back fund’ for funding.
3. After a lengthy discussion it was agreed that the parish council would not be implementing licences for the carpark, it would be taken back as a village resource and would be maintained by the Parish Council. It was **agreed** for the clerk to write to all organisations who use the carpark to inform them of the Parish Councils decision around the carpark. Some councillors have concerns over potential illegal activity that happens in the carpark and would like to consider ways to try and prevent this from happening, the suggestions are either CCTV or gate closures at night. It was **agreed** though a licence would be needed for the field, changing rooms and MUGA, it was **noted** the clerk would arrange a meeting with the relevant individuals to get this arranged. It was **agreed** for the clerk to add the carpark, changing rooms, MUGA, field and Conservation Area onto our insurance with Came and Company. It was **RESOLVED** by unanimous vote for the above actions to be completed by the clerk.
4. It was agreed as this item would be pushed back to ‘Motion to Exclude’ section due to its sensitive nature.
5. It was agreed the Annual Report would be put back to August’s meeting to allow enough time for councillors to provide comments and amendments.

**21/67 Open Spaces**

1. A member of the public had an accident inside of the conservation area, due to the location the ambulance wasn’t able to access the field due to the locked gate on the emergency access (Only 2 people have keys who were unavailable) It was **agreed** for the clerk to invite the ambulance/fire brigade to site to ensure the adopted Village Hall access would be adequate and where they would advise a key to be left. If this is an approved route signage would need to be displayed.
2. This section has already been discussed and actions are in item 21/64-2.
3. It was **noted** Mr Skipper had won the contract at in 2020 for (2021-2023) but had never signed a formal contact due to change in clerks. After advice from the Woodland Trust the contract for the conservation area will need to be amended and re-tendered by Mr Skipper. The clerk has revised the contract and added a map for the conservation area (based on the Woodland trusts advise) and has set a meeting with John 23/7/21 to discuss and agree contract. It was **noted** that the wording in the contract would need to be amended so it is a contract rather than a tender document.

**21/68 Risk Management**

The clerk advised that Little Thetford Parish Councils risk management was picked up in our Internal Audit. It was **noted** that any risks identified would need to be actioned within the same quarter, or there would need to be a paper trail of evidence to suggest this risk had been minimised. The clerk listed the risks identified in June’s risk assessments and explained how these could be resolved.

It was **RESOLVED** by unanimous vote to order the bench for New Close Road and order the plaques for the parish owned equipment.

**21/69 Motion to Exclude**

Section 21/47 of the meeting shall be closed under the Public Bodies (Admissions to Meetings) Act 1960 S1(2) A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

**21/70 Date of next meeting**-

Wednesday 11th August 2021

May Invoices Paid



June Invoices Paid



July Invoices approved



End meeting 10.30pm

Signed: …………………………………………….

Date: ……………………………………………