

# 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 8<sup>th</sup> September 2021 at 7.30pm.

**Attendees:** Cllr Graham James (Chairman), Cllr Alison Kilby, Cllr Caroline Chamberlain, Cllr Charlotte Mitchell, Cllr Steve Lamb and Howard Jones.

**Clerk:** Amy Jacklin and minute taker.  
11x Members of public present.  
Start time 7.30pm

## 21/71 Chairman's Welcome

Cllr James mentions Cllr Clark has resigned; the clerk has started the new process to replace him. Cllr James also mentioned that any concerns or issues should be raised to the clerk by email or letter not via social media, this is because the Parish Council need to hold a record.

## 21/72 To receive and accept apologies for absence.

Cllr Stubbs

## 21/73 Councillors declaration of interest

None

## 21/74 Public and Press Participation Session

- A resident has concerns that on New Close Road there is a dog that continually barks throughout the night. The resident is worried that her disabled husband is unable to sleep. The parish recommended calling environmental health and Sanctuary Housing to try to resolve this issue.
- Residents shares their concerns with the Community Land Trust (CLT) within Little Thetford for not keeping villagers informed with intended works. They also have concerns that Parish Councillors are also trustees of the CLT. The parish clerk will investigate whether a Parish Councillor can also be a trustee of the CLT. The chairman advised that CLT matters will be dealt with at the CLT meeting on 16<sup>th</sup> September.
- Questions were raised as to why the culvert at Holt Fen is being repaired, the clerk advised that this has been an ongoing issue since 2019, and that Highways are dealing with the repairs and have made all decisions relating to the rebuild.
- The Feast committee would like to thank the Parish Council for the donations towards the Feasts insurance. The chair of the Feast was upset that the request for risk assessments for the event, came 48 hours before the event. The clerk apologised as still training and will endeavour to ask much sooner in future events. The clerk will also send out the criteria for events held on Parish Council land, to all local organisations so everyone is aware of the process.
- A resident has concerns that the trees in cemetery need to be assessed at due to the size and the lack of maintenance. The clerk advised that the recent tree survey shows no works due in the Cemetery, but the clerk will organise a tree surgeon to re-look at the trees as a safety measure.
- A resident has concerns about the condition of the cemetery gates. The clerk is currently obtaining quotes to refurbish them.

## 21/75 Approval of Minutes

- It was **proposed** by Cllr James and **seconded** by Cllr Chamberlain and **RESOLVED** to approve the minutes from the Parish Council meeting on Wednesday 11<sup>th</sup> August.
- None

- No comments from the clerk's report. It was asked that the clerk share her report with the minutes with the public.

#### 21/76 'New life on the Old West'

Howard gave a presentation about the 'New life in the old west' project, the aim to implement new wildlife habitats within our Parish. He gave a description of sites the project would be working on and the benefits that they would bring. There is a website [www.newlifeoldwest.org.uk](http://www.newlifeoldwest.org.uk) that has lots of exciting information on. Work will commence winter 2021 and progress through to late summer 2022.

#### 21/77 To receive County Councillor & District Councillor Reports

None

#### 21/78 Planning Matters

1. A meeting with Molly Hood the planning manager took place re boundaries issue. A fence will be allowed if it is a wire fence where foliage can grow through. No wooden fences will be permitted. All points from the Parish Council have been taken into consideration and will be looked at.
2. 21/00864/RMA- Plot 9- The continued issue with the boundaries has now been resolved. The parish council **SUPPORT** this application with a unanimous vote.
3. 21/00830/RMA- Plot 6- Have now provided the missing information to make an informed decision. The parish council **SUPPORT** this application with a unanimous vote.
4. 21/00876/RMA-Plot 5- The planning officer has taken on board comments re drainage. The Parish Council **SUPPORT** this application with a unanimous vote.
5. 21/01242/FUL- The Parish Council **SUPPORT** this application with a unanimous vote
6. 21/01123/FUL- The applicant hasn't taken into consideration any of the previous comments made by the Parish Council on the previous application that was withdrawn. The Parish Council would like to strongly **OBJECT** this application based on the same comments as the previous application in this location. Additional comments were, apart from their driveway there is no access apart from via Parish Council land. There has been considerable damage to the habitat on this land, when clearing the site. The Parish Council have raised this with the planning manager. Clerk to Write to Wilburton, Stretham and Witchford Parish Council to ask for support in Objection.

#### 21/79 Finance Matters

- The clerk presented the bank reconciliation for month ending 31<sup>st</sup> August. The Parish Council were all in favour to **agree** by unanimous vote, the bank reconciliation.
- It was **agreed** by unanimous vote to accept the invoices for September payment. Cllr Chamberlain and Cllr James to authorise.

#### 21/80 Council Administration Matters

1. The dishwasher ordered for the village hall is not adequate so will now give it to the church. All councillors in favour to **support** this. The grant application that was agreed for the Church in (August 2021 for £500) will be given to the Village Hall to put towards to different dishwasher.
2. The Parish Council formally **agreed** by unanimous vote to adopt the new 'Equality and Diversity' Policy.
3. The clerk advised that the Parish Council have been successful with obtaining a £10000 Facilities Improvements Grant from ECDC. Awaiting decision on other grants applied for, to complete funding package.
4. It was **agreed** for the clerk to obtain quotes for the restoration of the adopted telephone box within the village. The clerk advised that she would share these quotes at the October meeting.

#### **21/81 Open Spaces**

1. It was **agreed** by unanimous vote to hire a machine from Brandon Hire Station- turf tech power brush cutter for £350 per week and to get the volunteers to cut the conservation area before the end of October. Clerk to check the insurance to see if volunteers are insured.
2. It was **agreed** by unanimous vote for the clerk to obtain three quotes to complete the high pollard of the 3x Poplar trees at the entrance of Cowslip Drive, opposite the playpark as advised by the tree surgeon. It was also **agreed** by unanimous vote to accept the work carried out on the 2<sup>nd</sup> invoice for the emergency work on the Poplar tree that had summer branch drop.
3. It was **agreed** for the clerk to obtain a quote once measurements have been received for the matting in the conservation from Mudcontrol.co.uk. The matting is needed to stabilise the ground over the winter, so it is still accessible for wheelchairs and pushchairs.
4. Clerk to take advise from Mark Peck about residents' concerns about the opening of private Road 11. The farmer had levelled out the road creating a clear accessible farm track, the residents are now concerned of misuse of the track.

#### **21/82 Flooding Update**

1. The Parish Council were hoping to share an update but have not yet heard back from Eleanor Seymour. Cllr James is hopeful for a proposal by the next meeting
2. The clerk advised that Highways have taken on and managed the repairs for the culvert and are financing it. The Parish Council have not been part of any decision making regarding the project. The clerk also mentioned these repairs have been ongoing since 2019 but due to COVID have been delayed.
3. No update from the Internal Drainage Board to share, the clerk will follow up on progress.

#### **21/83 Christmas**

The clerk has written a letter to all the local organisations inviting them to a meeting on the 23<sup>rd</sup> of September at the Village Hall, to discuss a potential Christmas event.

#### **21/84 Cemetery Works**

1. Clerk to get a second opinion on the trees in the cemetery after resident concerned about height of trees. Two local companies that were recommended for the clerk to contact were Haine Tree surgeries and True Link.
2. The clerk is in the process of collating all the quotes for presentation and discussion on October's agenda. The clerk has also been asked to obtain quotes for the repainting and sealing of the village sign.

#### **21/85 Covid Community Champions Award**

Cllr James shared information about the Community Champions Award. He identified three local people he would like to nomination. He mentioned that anybody can nominate.

#### **21/86 Motion to Exclude**

It was agreed for the clerk to start her CILCA training in April 2022.

#### **21/87 Date of the next meeting**

Wednesday 13<sup>th</sup> October 2021- Any proposals for the agenda items to be to the clerk by Friday 1<sup>st</sup> October.

Wave		Cemetery Water	£ 5.00	£-	£ 5.00	Continues to be collected
Three	AP1176277684	Mobile Phone Charges	£ 8.33	£ 1.67	£ 10.00	Paid by DD
Mrs Amy Jacklin	2108	Clerk Salary	£ 448.80		£ 448.80	Paid 20/8/21
HMRC	120PZ00709	Clerks Tax	£ 60.80		£ 60.80	Paid 20/8/21
DKB Patios and Fencing	1	Fencing and gate at the carpark	£ 3,500.00		£ 3,500.00	Paid 20/8/21
ACS Tree Care	58	Tree work at Cowslip	£ 320.00		£ 320.00	Paid 20/8/21
The Feast Committee	CHQ5	Insurance for yearly feast	£ 210.00		£ 210.00	CHQ issued 19/8
The Feast Committee	CHQ6	COVID grant for cleaning products	£ 50.00		£ 50.00	CHQ issued 19/8
John Skipper	2160	Village Maintenance	£ 770.63		£ 770.63	Paid 9/9/21
Pear Technology	131634	Mapping System annual fees	£ 140.00	£ 28.00	£ 168.00	Paid 9/9/21
East Cambs Trading Co	60943	Play park inspection	£ 25.00	£ 5.00	£ 30.00	Paid 9/9/21

End meeting 10.05pm

Signed: .....

Date: .....



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