

Minutes of the Full Council Meeting held on Wednesday 12<sup>th</sup> July 2023 at 7.30pm

**Attendees:** Cllr Charlotte Mitchell (Chair), Cllr Kilby, Cllr Ian Driver, Cllr Olibhe Collins-Neat, Cllr Tracey Durham and Cllr Phil Hadley.

**Clerk:** Amy Jacklin  
Members of the public- Seven  
Start Time 7.30pm

**23/71 Chairman Welcome**

The clerk announced the resignation of Cllr Dan Peacock.

**23/72 To receive and accept apologies for absence.**

Cllr Dan Peacock

**23/73 Councillor's Declarations of Interest**

None

**23/74 Judith Brear- Freeman Brear Architects**

Designs for the carpark were shared with councillors. If anyone wishes to see these, please contact the clerk. Initial designs have been agreed by the Parish Council with a unanimous vote. Judith is now working on final plans; these will then be used on contract finders to gather prices for the works.

**23/75 Public and Press Participation Session**

- The owner of Relentless Flyball Club asks for permission to use the sports field for a dog show on 17<sup>th</sup> September 2023. The show will include lots of competitions and stalls supporting local small businesses. It was **Proposed** by Cllr Collins-Neat and **Seconded** by Cllr Mitchell and **agreed** unanimously to accept the request to have the dog show on the sports field. The Parish Council asked for dog waste bins to be plentiful as dog fouling has been an issue on the field. Also prior to the event the Parish Council request copies of insurance documents and risk assessments specifically for the event
- The chair of the Feast committee asks permission to put a bench on Parish Council land at Holt Fen in memory of Brian Dewey. Brian was a big member of the community who helped many organisations within the village. The feast would like to buy a bench and plaque and let Helen, Brians wife decide the position to bench. It was **Proposed** by Cllr Kilby and **Seconded** by Cllr Durham and **agreed** unanimously to accept this request. The clerk asks if this bench would be part of the Parish Councils property (for insurance and risk assessment purposes) The chair of the feast agrees for the bench to be property of Little Thetford Parish Council.
- A resident of Russell drive has a query about the boundary and trees planted alongside the ditch on the Wyches. After discussions with Phil from Highways, he has agreed that the trees can remain in position.

### 23/76 Approval of minutes

1. It was **Proposed** by Cllr Hadley and **Seconded** by Cllr Collins-Neat and **agreed** unanimously to accept the minutes from Wednesday 14th June 2023.
2. The clerk mentioned developments with the telephone box refurbishments- The clerk has received a quotation for the sanding and painting of the outside, work is needed on the door to replace the rotten panel. The clerk will put this request on the newsletter for a local carpenter to price the job. The clerk will add to September agenda to review again.  
Ward Gethin Solicitors are close to completing the paperwork so all parties involved can sign for the lease break on the MUGA, changing rooms and field. This will mean the Parish Council will be responsible for these facilities. The finances need to be resolved before papers can be signed, the clerk has put steps in place for this to happen.  
The clerk has drafted a motion to Highways that shows Little Thetford are supporting the twenty's plenty campaign.  
Howard Jones has agreed to complete the improvements to the pond at the conservation area in September. He has asked for a meeting with interested councillors and his contractor to go through works beforehand.
3. No questions regarding the clerk's report.

### 23/77 Finance Matters

1. It was **proposed** by Cllr Durham and **seconded** by Cllr Hadley, with a unanimous vote to **accept** the council's financial position.
2. It was **proposed** by Cllr Durham and **seconded** by Cllr Mitchell, with a unanimous vote to pay the invoices for July. The clerk highlights an additional invoice was paid to ACS Tree Care for emergency tree work for £75.

### 23/78 To receive County Councillor & District Councillor Reports

### 23/79 Planning Matters

### 23/80 Progress on Planning Applications (For Information)

### 23/81 Council Administration Matters

1. Unfortunately, due to work commitments no councillors were able to put themselves forward for the Village Hall representative position.
2. The dog warden visited Little Thetford's sports field to speak with dog walkers about dog fouling. The feedback received was positive and everyone that was spoken to understood the importance of cleaning up after their dogs, no dog fouling was observed during the wardens visit. The dog warden advised that recently Little Thetford have had a successful dog fouling prosecution, she urged residents who witness dog fouling to report it straight away.

### 23/82 Open Spaces

1. Cllr Hadley shared his findings of his recently completed village risk assessments. A 'close' inspection of the play park confirmed the findings of the ROSPA detailed annual inspection and identified one or two more minor improvements that may be possible. These were all detailed in the email shared with councillors. The play park will now be subject to additional visual inspections monthly to ensure any issues are dealt with promptly.  
Listed are his findings:
  - Telephone box needs attention, rotting in place ect
  - Cemetery gates- Clash in the middle and don't shut easily.
  - Fence alongside the cemetery is very wobbly.
  - Bench in front of the conservation area has a crumbling base.
  - Basketball net is missing at Holt Fen.
2. Two quotations have been received for the most urgent tree work due from the latest tree survey (A/B trees 346,352 and 353) First from ACS Tree Care for £1760 and the second from Acacia for £2125. It was **Proposed** by Cllr Hadley and **Seconded** by Cllr Durham and **agreed** unanimously to accept the quotation from ACS Tree Care and for the work to be carried out as soon as possible.

### 23/83 Date of next meeting

13<sup>th</sup> September 2023

End Meeting: 8.36pm

|               |              |           |                               |   |        |   |        |      |        |
|---------------|--------------|-----------|-------------------------------|---|--------|---|--------|------|--------|
| Wave          |              |           | Cemetery Water                | £ | 5.00   |   | £      | 5.00 |        |
| Three         | AP1176277684 |           | Mobile Phone Charges          | £ | 8.33   | £ | 1.67   | £    | 10.00  |
| NEST          |              |           | Clerk Pension                 | £ | 15.03  |   |        | £    | 15.03  |
| Amy Jacklin   | 506          | 06-Jul-23 | Clerk Expenses                | £ | 89.80  |   |        | £    | 89.80  |
| John Skipper  | 2343         | 30-Jun-23 | Village Maintenance           | £ | 525.00 |   |        | £    | 525.00 |
| Scribe        | 4307         | 15-Jun-23 | Annual Subscription and setup | £ | 657.00 | £ | 249.00 | £    | 788.40 |
| Netwise       | 2923         | 11-Jun-23 | Annual subscription           | £ | 460.00 | £ | 92.00  | £    | 552.00 |
| Red Shoes     | 10933        | 14-Jun-23 | Payroll                       | £ | 48.00  | £ | 9.60   | £    | 57.60  |
| Amy Jacklin   | 723          | 01-Jul-23 | July Salary payment           | £ | 680.24 |   |        | £    | 680.24 |
| ACS Tree Care | 175          | 12-Jul-23 | Emergency tree work           | £ | 75.00  |   |        | £    | 75.00  |

Signed.....

Dated.....