

LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held at The Barn on Monday 18th July 2016 at 7.25pm

PRESENT: Councillor C W Webber
Councillor C M Ambrose Smith
Councillor D I Ambrose Smith
Councillor F Brown
Councillor P M Cox
Councillor S Green
Councillor D Jordan
Councillor J J B Lee
Councillor D Murfitt
Councillor G Norman
Councillor J Webber
Councillor A Wright

Also present the Clerk and Clerk Emeritus
Lisa Goodman and John Prest from Network Rail

16/17.022 CHAIRMAN'S WELCOME

The Chairman welcomed all Councillors to the meeting.

16/17.023 APOLOGIES & ABSENCES:

Cllrs E Dos Santos and L Malkin – apologies

Cllrs S Kerridge – absent

16/17.024 DECLARATIONS:

None.

16/17.025 PARISH COUNCIL ACCOUNTS Y/E 31ST MARCH 2016

The Clerk provided the Parish Councillors with a report from Mr J Alexander who had completed a thorough interrogation of the Parish Council accounts for the year ended 31st March 2016 following the discrepancy that had arisen in the Sage Accounting system. The discrepancy had arisen due to the Public Works Loan Board loan and acquisition of the new cemetery not appearing in the relevant cost code within the electronic accounting system.

This has now been rectified and all bank accounts balance with Sage.

The Parish Council AGREED to accept the accounts and the Annual Return can now be filed with the External Auditor.

The Parish Council also AGREED to engage the services of Mr Alexander to act as internal auditor on an ad hoc basis.

16/17.026 NETWORK RAIL – OPTIONS AVAILABLE [MOVED TO ABOVE ACCOUNTS]

Ms Lisa Goodman and Mr John Prest of Network Rail were in attendance to update the Parish Council on the options currently being considered within the consultation exercise in relation to the underpass and barrow crossing at Littleport Station.

Network Rail informed the meeting that it is because of the planned roll out of an 8 carriage service that all crossings are being looked at to ensure that they are suitable for the new service. The preferred option at Littleport is the closure of the 'barrow crossing' and the

underpass to be redesignated for pedestrian use only. All motorised traffic will be required to use the manually operated level crossing at road level.

Councillors raised various concerns in relation to the proposed changes and these included:

- (a) The provision of ordinary car parking and disabled bays.
- (b) Revisiting the option of a footbridge.
- (c) Widening the underpass to enable two vehicles to pass and a pedestrian footpath.
- (d) Cycle rack provision.
- (e) CCTV.
- (f) The impact of the planned growth for the village.

Network Rail responded that the option of a footbridge had been removed from the plans due to the excessive height of any such structure (in excess of 11m). Car parking provision was also not within their remit and as they no longer owned the land around the signal box they would not be able to provide additional spaces when the box was eventually removed upon the installation of automated barriers (which is not planned in the foreseeable future). They did confirm that there would be ticketing facilities on both platforms once the work is complete and also that their only funding stream is from the DFT.

The Parish Council reiterated their wish to see an improved station and facilities for passengers but that the improvements must not be allowed to remove what is currently available, ie the underpass for traffic.

Network Rail were asked to confirm that the results of their traffic movement surveys would be published for public scrutiny and this they duly did. They were also asked about their negotiations with the District Council and whether these were still ongoing or had been concluded. Cllr D Ambrose Smith reminded Network Rail that he had been present at meetings at the station in 2015 and that this particular option which had been put forward at that time had been dismissed by both sides as being the "worst" option. He also reiterated that the improvement of Littleport Station appeared in the District Council's corporate objectives as being of prime importance.

Cllr Brown also reminded Network Rail that both the District and the Parish Council had been attempting to work with Network Rail over many years to ensure that further car parking provision was incorporated into future plans. He also made mention of the envisaged growth of the village which will ultimately result in more vehicles needing to park at the station to allow residents to commute to their places of work.

Network Rail confirmed that they would continue to engage with the Parish Council throughout the consultation process and Councillors were invited to contact them with any other concerns that they may have.

16/17.027 CHAIRMAN'S ANNOUNCEMENTS:
None.

16/17.028 MINUTES:
The Minutes of the Finance and Parish Council meetings held on 20th June 2016 and the Planning Committee Meeting held on 20th June 2016 were accepted as a true record of the meetings and were duly signed by the Chairman.

16/17.029 FINANCE COMMITTEE RECOMMENDATIONS:

The recommendations of the Finance Committee which took place immediately prior to this meeting of the full Council were accepted.

The Clerks were instructed to obtain quotes for the servicing and maintenance of the fire extinguishers located at Parish Council premises for next meeting.

16/17.030 PARISH COUNCIL'S RESPONSE TO ECDC CALL FOR SITES:

At the Planning Committee held on 11th July 2016 the Parish Council's response to the 14 sites identified within East Cambridgeshire District Council's Call for Sites report were discussed.

Cllr J Webber reminded the meeting that the sites contained within the report were still open to full scrutiny and review and it should be noted that some of these sites may not, ultimately, form part of the Local Plan.

The full Parish Council meeting accepted the recommendations of the Planning Committee and the Clerk was instructed to submit the comments to the District Council accordingly.

16/17.031 RECOMMENDATIONS OF THE OPEN SPACES COMMITTEE OF 13TH JULY 2016

The Recommendations of the Open Spaces Committee which took place on 13th July 2016 were as follows:

- (a) Allotment of the Year – Awarded to Mr Turner (Plot 13).
- (b) Fenced off Footpath – Padnal – to be looked at.
- (c) Land Adjacent 1 Ely Road – Creation of a pocket park
- (d) End Polio Campaign – Agree to the planting of crocus bulbs to mark the End Polio Campaign.

16/17.032 CLERKS' FOLLOW UP DIARY:

The Clerk updated the Parish Council following discussions with Lloyds Bank concerning a possible move of banking arrangements from Barclays. The Clerks were instructed to undertake further investigation before progressing the issue further.

It was agreed that a full policy and procedures to be written to cover the issue of internet banking and this will be presented to the next meeting of the Finance Committee on 19th September 2016.

It was agreed that Standing Orders be amended to incorporate regular attendance of the Chairman of Finance Committee at The Barn to scrutinise the physical bank accounts to ensure transparency.

16/17.033 DISTRICT COUNCILLORS REPORT:

Cllr J Webber updated the meeting concerning the Devolution debate which was still continuing. Comments on the proposed deal can be submitted on the County Council website and the consultation will conclude mid-August.

Cllr C Ambrose Smith informed the meeting that the new District Leisure Centre application had been approved at last full council which took place at the end of June. Builders have been appointed and also the operators of the centre selected (this was a large trust organisation which is currently operating at 45 sites country wide). Paradise Pool will continue to be open to the public until the new facility is open. Contractors have also been selected for the building of the Ely Bypass. Work is expected to start in November 2016 with an estimate of a 12 month build-time.

16/17.034 COUNTY COUNCILLORS REPORT:

This had been circulated electronically prior to the meeting.

16/17.035 CAPALC ANNUAL SUBSCRIPTION:

There is an outstanding invoice from CAPALC in the sum of £820.64. The Clerk requested confirmation from the full Council as to whether they wished to continue with this membership and pay the Affiliation Fee for the year 2016/2017.

It was AGREED that the Clerks investigate whether there are any other providers offering a comprehensive range of services and report their findings to the next meeting. They were also instructed to inform CAPALC of the actions they are currently undertaking in light of the increase in their affiliation fees.

16/17.036 PUBLIC TOILETS

This item was moved to the end of the agenda to enable the Parish Council to move into Exempt session.

16/17.037 DRAFT EMERGENCY PLAN

Cllrs Jordan and Green had attended Emergency Planning training in June 2016 which had highlighted the need for the Parish Council to have plans in place in the event of an emergency. This plan would take the form of a "welfare plan" which would contain information about buildings that could be used in the event of evacuation, volunteers to deliver items like water to the vulnerable etc. The main responsibility in the event of an emergency falls to the District Council and the Parish Council's plan would inform their actions.

Cllr Jordan confirmed that she was currently working on a draft and this would be presented to the next meeting of the Parish Council in September.

Cllr D Ambrose Smith confirmed that he had made enquiries at the District Council concerning the updating of their existing plan and noted that this is currently not being done.

Cllr P Cox reminded the Parish Council that plans need to be put in place concerning data recovery.

16/17.038 CAMBRIDGE LOCAL ASSISTANCE SCHEME – SURVEY

The Clerk had previously forwarded a communication from The Families Information Service to all Councillors with a request that each of them respond individually.

Main meeting closed at 8.40pm

PRESS AND PUBLIC EXCLUDED FOR THE DISCUSSION OF EXEMPT ITEMS ON THE AGENDA

EXEMPT SESSION

16/17.036 PUBLIC TOILETS:

It was RESOLVED that delegated authority be given to the Chairman and Vice Chairman to progress and resolve this issue with the District Council.

There being no further business the meeting closed at 9.15pm.

Signed:

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Chairman

Dated:

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