

LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Barn on Monday 20th March 2017 at 7.30pm

PRESENT: Councillor C Ambrose Smith
Councillor D Ambrose Smith
Councillor P Cox
Councillor S Green
Councillor J Lee
Councillor D Murfitt
Councillor G Norman
Councillor C W Webber
Councillor J Webber
Councillor A Wright

Members of the Public: 0

Also present the Clerk and Clerk Emeritus

16/17.122 CHAIRMAN'S WELCOME:
The Chairman welcomed all to the meeting.

16/17.123 APOLOGIES & ABSENCES:
Cllrs Kerridge, Jordan, Malkin – Apologies. Cllrs Dos Santos, Brown – Absent.

16/17.124 DECLARATIONS:
Cllr G Norman – 16/17.130
Cllr S Green – 16/17.134

16/17.125 MINUTES:
The following Minutes were signed by the Chairman as true and accurate: Finance Committee – 20th February 2017, Full Council – 20th February 2017 and Planning Committee – 20th February.
Cllr A Wright requested that it be minuted at this meeting that he believed the item in confidential session relating to an update on Littleport Leisure Centre had been incorrectly dealt with insofar as it was not an agenda item so could not be discussed at that meeting. The Clerk stated that no discussion had taken place and that Cllr D Ambrose Smith had merely provided those present with a written report on the current status of the staff consultation process and new arrangements for the Leisure Centre Committee. The Clerk informed the meeting that the information provided to the meeting on 20th February would remain confidential until such time as the entire formal process had been concluded.

16/17.126 CHAIRMAN'S ANNOUNCEMENTS:
As members will be aware, the Parish Council were successful in their bid to the Local Highway Initiative Panel and two Swarco (speed activated signs) devices will now be ordered.
A volunteer is needed to take delivery of these please (they will arrive on pallets and require secure storage until such time as the fixings are in place). Cllr J Lee volunteered to take delivery of the units.
The Village Surgery preparations are continuing with maps, posters, badges, feedback forms etc. Myself and Su will be at the Hall from around 8.30am on Saturday morning to put out the tables etc – if anyone else is able to attend at that time please do.

16/17.127 FINANCE COMMITTEE RECOMMENDATIONS:

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

16/17.128 CLERK'S FOLLOW UP DIARY:

Celebration Lights Committee

Having spoken to the Chair of the above Committee, she informs me that they have been awaiting delivery of a special security lock for the new container storage unit hence why the lights have remained in situ for so long. If they are not down by the time of this meeting they will be taken down this week and taken to the storage unit where they will be checked for damage and then PAT tested [by Cllr Lee]. It is the Committee's intention to purchase new lights this year to replace and supplement those that they have.

A full audit of the lighting points/cables will be carried out in the near future and the results of the findings will be passed through to CCC for repairs to be carried out to the damage resulting from Balfour Beatty's works last summer.

16/17.129 ThePORT – REQUEST FOR FINANCIAL ASSISTANCE

A request had been received by the Parish Council to financially assist ThePORT during the Leisure Centre's transition period (from old building to new building). Until such time as the hire charges and arrangements for the new Leisure Centre are finalised ThePORT are unable to apply for grant funding from the usual sources (a venue needs to be stated and this is not possible at this time).

A breakdown of ThePORT's income and expenditure had been provided to all members of the Council and following discussion, it was AGREED that financial assistance be granted to ThePORT on a drawdown basis. The maximum sum available to ThePORT for the financial year ending 31st March 2017 would be £500.

The Clerk was instructed to convey this information to ThePORT.

16/17.130 VILLAGE HALL - QUOTATIONS

The Clerk distributed hard copies of the quotations received for the works required at the Village Hall. Unfortunately one contractor had withdrawn from the process so only two physical quotes had been received. A suggestion had been put forward concerning an alternative method of carrying out the works and it was AGREED that those contractors who had submitted quotations would be contacted to provide updated quotes covering this alternative proposal. The Chairman AGREED to provide the Clerks with appropriate wording to be sent to the contractors.

It was reported to the meeting that a number of questions had been raised over the ownership status of the Village Hall and the Chairman confirmed that documentation had been found to confirm that the Parish Council own the Village Hall in trust for the village. The documentation states that the Parish Council will not be able to sell the Village Hall.

It was AGREED that the Parish Council need to register this ownership in trust with the Land Registry as the property is currently not registered.

The Clerks were instructed to pursue this course of action.

16/17.131 CCTV – UPGRADE AND MAINTENANCE CONTRACT

The Clerk updated the meeting concerning the current status of the CCTV system and the enquiries that had been undertaken to ascertain costs for bringing the system up to date.

A company specialising in town CCTV had appraised the system and had provided a quotation which would ensure that the whole system would be 'future proofed'. An

application will be submitted to ECDC for the release of funds from S106 monies to cover the resultant costs but this was not expected to be in excess of £10,000.

16/17.132 URBAN ART PROJECT – USE OF ASSET

Further to a presentation prior to this meeting where Sgt Priestley outlined the Urban Art project, the Parish Council are requested to allow this to be installed at the old toilet block on High Street and the small area of grass surrounding the same.

It was AGREED that the Parish Council agree to the project being sited on Parish Council land and being progressed ensuring that it was appropriate for the village and that any installation would evolve over time and would be subject to a “refresh cycle” to also ensure its relevance.

Sgt Priestley confirmed that he will continue working up the project in conjunction with the schools, ECDC and others and bring further plans back to the Parish Council for information in due course.

16/17.133 SCHOOLS PRESENTATION - FEEDBACK

All those members who had been able to attend the presentation by the Executive Head and Head of the new schools, Morgan Sindall and Atkins on 13th March felt that it had been a very positive session and all were looking forward to completion of the build and the opening of the schools in September.

16/17.134 CITIZEN OF THE YEAR - NOMINATIONS

Three residents were nominated for Citizen of the Year, namely:

Mark Robinson (Motorcycle Club)

Jo Coe (ThePORT)

Elaine Lee (Food Bank and YANA)

All members present voted and the nominee who received the most votes will be contacted by the Clerk to ascertain whether they wished to accept the award. If they decline the person with the next highest number of votes will be approached.

16/17.135 COMMITTEE STRUCTURE – CONSULTATION PROCESS

Further to the Council meeting on 20th February where the Clerk had distributed papers concerning the proposed alteration to the Parish Council committee structure it was AGREED that the proposed new structure be adopted at the Annual Meeting on 15th May and that a trial of one year ensue whereupon its effectiveness (or otherwise) would be evaluated.

It was also AGREED that the quorate number for all Committees would be amended, as appropriate, to FIVE.

16/17.136 DISTRICT COUNCILLORS REPORT:

Cllr D Ambrose Smith updated the meeting concerning the Service Plans for a large number of departments had been presented to the Regulatory Services Committee at ECDC earlier in the day. Copies of these services plans were given to the Clerk and will be kept in the office in case any member wishes to read them.

Waste services would be moving away from Veolia to East Cambs Trading Company from 1st April 2018. Most staff would be subject to TUPE across to the trading company.

Cllr Cox informed the meeting that the IT system was still going through an upgrade process and that a new manager should be in post by the end of April.

16/17.137 COUNTY COUNCILLORS REPORT:

No report received.

Items for inclusion on the agenda for **TUESDAY** 18th April 2017 were noted by the Clerks, these being:

Village Hall – additional/updated quotations

Village Hall – Landlord/tenant relationship

The meeting closed at 8.35pm

Signed:

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Chairman

Dated:

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DRAFT