

## LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held at The Barn on Monday 16<sup>th</sup> October 2017 at 7 pm

PRESENT: Councillor C Ambrose Smith  
Councillor P Cox  
Councillor S Green  
Councillor D Jordan  
Councillor J Lee  
Councillor L Malkin  
Councillor G Norman  
Councillor E Dos Santos  
Councillor J Webber

Members of the Public: 0  
Also present the Clerk and the Clerk Emeritus

PUBLIC FORUM  
None

PRESENTATION OF ALLOTMENT OF THE YEAR TROPHY  
The Chairman presented a small cup to Mr G Cox in recognition of his having been awarded the prize of Allotment of the Year 2017.

17/18.052 CHAIRMAN'S WELCOME  
The Chairman welcomed all those present to the meeting.

17/18.053 APOLOGIES & ABSENCES:  
Cllrs A Wright, S Kerridge, F Brown, D Ambrose Smith, C Webber – apologies. Cllr D Murfitt – absent.

17/18.054 DECLARATIONS OF INTEREST:  
Cllr S Green item 17/18.059 (Church Clock Chimes).

17/18.055 CONFIRMATION OF MINUTES  
In the absence of Cllr C Webber and Cllr D Jordan not having been present at the meeting held on 18<sup>th</sup> September it was AGREED that the confirmation of these Minutes will be carried forward to the meeting to be held on 20<sup>th</sup> November 2017.

17/18.056 CHAIRMAN'S ANNOUNCEMENTS  
At the meeting on 20<sup>th</sup> November members will be asked who would like to attend a tour of the facilities at the new Leisure Centre. This tour will be for Parish Councillors only.

17/18.057 FINANCE  
057.1 The Financial Statements of the Parish Council were signed by the Chairman as a true representation of the accounts held by the Parish Council.  
058.2 The following payments were made out of meeting from 18<sup>th</sup> September to 15<sup>th</sup> October 2017:

Cheque/DD	Payee	Amount
DD	Anglian Water	11.44
DD	Fuel Card	63.13
DD	Fuel Card	23.00
DD	BT	51.61

DD	CNG	20.88
DD	BT	527.36
DD	British Gas	51.07
DD	Fuel Card	50.40
DD	Barclays Bank and HMRC	6672.40
104257	Post Office	56.00
104258	M J Giddings (Play Bark)	189.00

057.3 The following orders for payments were duly authorised:

Cheque/DD	Payee	Amount
104259	Clearview	12411.60
104260	PKF Littlejohn	480.00
104261 - 104264	Cancelled	0
104265	Allen's Skip Hire	141.60
104266	Mark Bennett	36.00
104267	CGM	515.89
104268	CCC Superannuation	516.89
104269	Copier Warehouse	25.06
104270	ECDC Radar Keys	24.00
104271	James Lee Electrical Ltd	131.40
104272	G Murfet	88.00
104273	National Pen	104.94
104274	Smiths of Derby	231.60
104275	Travis Perkins	163.64
104276	Travis Perkins	37.98

057.4 The Chairman authorised the BACS payments to be made to staff.

057.5 Three members of staff were unable (due to work load) to take their full holiday entitlement during the financial year 2016/17. The three members of staff concerned are entitled to 5 weeks holiday per year, one week of which is earmarked for the Christmas/New Year closure. The Clerk requested Members to consider payment of untaken leave to the three members of staff concerned.

Following discussion it was AGREED that the staff concerned be paid for the unpaid leave. It was also AGREED that a policy be formulated and variations to contracts be agreed to ensure that a maximum of 5 days holiday may be carried forward to the next holiday year and that future payments for untaken leave would not take place.

#### 17/18.058 RIVER BANK LEASE WITH THE ENVIRONMENT AGENCY

The Parish Council have received communication from solicitors acting on behalf of the Environment Agency in relation to the Parish Council's lease of the Riverbank (CL193 West Bank). The current lease expired in 2016.

No indication has been given as to any increase in the yearly rent (currently at £50 per annum) so it can be assumed that any new Lease will continue in the same terms.

Members are asked to consider whether they wish to continue with the arrangement or whether they would prefer cessation of the Lease.

The Clerk requires official confirmation of Members wishes and authorisation to deal with the matter on Members behalf.

Following discussion it was AGREED that the Clerk enter discussions to endeavour to continue the lease in the same terms as previously agreed.

When the new lease is in place it was agreed that signage on the river bank would be discussed and updated accordingly.

#### 17/18.059 CHURCH CLOCK CHIMES

The Parish Council have received a request from the Vicar in respect of the church clock chimes.

The request is as follows:

*"I would be grateful if the Parish Council would consider agreeing to silencing the church bells from striking for the clock in the church tower from the hours of midnight to 6am inclusive. This is because:*

*The vicarage is only 50 meters from the tower base and as the bells hang next to the louvres, the sound comes straight down towards the house.*

*The three main bedrooms in the house are on the tower side of the property.*

*It is not possible (for us at least) to sleep in the summer with the windows open even on the latch.*

*The house double glazing is of good quality, but even so, to wake at say 4am, it is difficult to get back to sleep with the quarter strikes.*

*It would in my opinion be very difficult upon my moving on to attract a vicar with a young family - I cannot see how a young child could be persuaded to ignore the bells overnight.*

*To clarify, my proposal would mean the bells/clock would strike for 11pm and recommence at 7am. I am given to understand that this was a compromise offered to Rev'd Ian Firmstone in the 1990s when he made representations about the clock & bells.*

*I look forward to your comments.*

*Thank you*

*Rev'd Howard Robson."*

Members are asked to consider this request. Following discussion the Clerk was instructed to contact Smiths of Derby (the company who maintain the clock) and ascertain indicative costs for altering the mechanism. It was agreed that if this request were to be granted the bells must ring on Christmas Eve and New Year's Eve every year.

This matter will be discussed again at the meeting scheduled for 20<sup>th</sup> November once the Clerk has obtained costings.

#### 17/18.060 CHRISTMAS LIGHTS

The Parish Council would like to enter into discussions with the current Christmas Light Committee to ascertain whether the said Committee would like the Parish Council to take on the responsibility for purchase/maintenance/erection etc of festive lights along Main Street. CAS asked whether new lights needed to be purchased and JL confirmed that the present lights were not fit for purpose.

JW thought that there may be a possibility to have a 'switch on' event in partnership with the Rotary Club who perform the switching on of the tree.

JL was asked to obtain some indicative prices for replacement lights (possibly plain white light strings) which could be installed from Main Street Co-Op down to Costcutter.

DJ agreed to liaise with the existing Committee to ascertain whether they would like the Parish Council to take on this responsibility.

#### 17/18.061 GRASS CUTTING CONTRACT

The current contract with CGM for grass cutting throughout the Parish has now expired. A new tender exercise needs to be carried out for a new 3 year contract to commence in Spring 2018.

Discussions with Grounds Maintenance staff has highlighted a belief that the frequency of cuts needs to be increased.

Under Financial Regulation 11.1(h) the Clerk is permitted, with express authorisation of full Council, to strive to obtain 3 quotations (the maximum value of the contract under this

Clause is £3,000) a full tender exercise is required on contracts above £3,000 but less than £60,000.

The Parish Council spends in the region of £2,500 per annum.

Members are asked to decide whether they wish to instruct the Clerk to obtain a new contract quotation from CGM only or whether they wish to instruct the Clerk to approach the market for alternative quotes.

It was AGREED that the Clerk will approach at least three companies to ascertain quotes for a new 3 year contract. The documentation will state that the Parish Council will not base their final decision on cost alone. The contract will commence on 1<sup>st</sup> April annually (the River Bank being the exception to this as a cut will be required before the nesting season). The length of the cutting season will also be increased to end on 30<sup>th</sup> November annually (weather permitting).

#### 17/18.062 CLERK'S FOLLOW UP DIARY

##### Land adjoining Rijon, Padnal – HM Land Registry

Notification correspondence had been received from HM Land Registry in respect of the application for possession of the above land which the Parish Council had objected to in September 2017. Due to the number of objections that they had received they wished to consider these as a collective objection. We will be updated on the outcome in due course.

##### Mobile Home and ancillary items – Layby, Lynn Road

We have been informed by Enforcement at ECDC that all items have now been removed from the area and they have accordingly closed their case.

##### PSPO Breach

Disappointingly there have been several occurrences of vandalism and anti social behaviour in direct breach of the PSPO which came into force only 2 weeks ago. The Police and ECDC are committed to ensuring that further occurrences do not happen and the Police have assured the Parish Council that the visible policing of Littleport is paramount and will be increased.

Two individuals have been arrested in respect of shoplifting within the village and have been charged accordingly.

##### Cambridge ACRE – Development Plan

All members have been sent the Cambridgeshire Local Council Development Plan 2017-2021 and comments are invited by Cambridgeshire ACRE by 10<sup>th</sup> November. The covering email provided the link to the survey and all members are encouraged to read the document and comment accordingly.

##### Remembrance Day – Sunday 12<sup>th</sup> November 2017

Members were reminded that the Remembrance Day events would be taking place on Sunday 12<sup>th</sup> November and, as per previous years, the RBL would very much appreciate assistance with marshalling duties. If anyone is available to offer their services please could they contact Mrs M McGowan as soon as possible.

#### 17/18.063 DISTRICT COUNCILLOR REPORT

CAS – At the Full Council meeting of ECDC on 5<sup>th</sup> October it was agreed that the tourism function of the District Council would transfer to the City of Ely Council. A consequence of this would be that the Littleport Town Team would no longer be supported by the District Council. The District Council will pay the sum of £5,000 per year for five years to enable the Town Team to source alternative support.

CAS also updated the meeting concerning work that has now started on the extension of the car park at the Station.

JW – The development of tourism in Littleport and Soham is part of the new ECDC Tourism Strategy which is currently being developed. Both JW and CW had attended the Highways Open Day at Witchford and had been asked to reiterate to those present that any highway faults need to be reported via the County Council website online reporting portal to ensure that all issues were officially logged.

17/18.064 COUNTY COUNCILLOR REPORT  
Nothing to report for this meeting.

There being no further business, the meeting closed at 8.08 pm

Signed: .....  
Chairman

Dated: .....

DRAFT