

LITTLEPORT PARISH COUNCIL

Report of a Parish Council Meeting held in The Barn on Monday 16th August 2010 at 7.30pm

PRESENT: Councillor G Norman
Councillor C M Ambrose Smith
Councillor D J Boyd
Councillor F J Brown
Councillor R Constable
Councillor P M Cox
Councillor J H Crane
Councillor D Gardiner
Councillor B W Hayes
Councillor S D Kerridge
Councillor T J Lee
Councillor D Murfitt

Also present the Clerk and Assistant Clerk

1. DECLARATIONS: Councillor Norman declared a person interest in Agenda Item 15
2. PUBLIC QUESTION TIME – None
3. CHAIRMAN'S ANNOUNCEMENTS:

Invited to official opening of The Swan (formerly The Black Horse PH)
Thank you card from Marion Arnold (Citizen of the year)
Invitation to ACRE AGM and Big Society Event 28th September

4. APOLOGIES: Councillor Pyrah

5. MINUTES:

The reports of the Finance and Parish Council Meetings held on 19th July 2010, the Allotment Meeting held on 27th July 2010 the Planning Committee Meeting held on 2nd August 2010 were confirmed

6. FINANCE COMMITTEE RECOMMENDATIONS: None

7. FOLLOW UP DIARY:

The Clerk reported

Still trying to arrange a mutually agreeable date for a Youth Council meeting

Persimmon site – Play Equipment waiting for a response from ECDC on who will be responsible for the upkeep of the site.

Sadly Ross Chilvers passed away before he could report on the possibility to lower the drains to the boundaries of the proposed new cemetery site. Another member of the Internal Drainage Board will undertake this task.

8. DISTRICT COUNCILLORS REPORTS:

Councillor Mrs Ambrose Smith reported on her attendance at the last Masterplan meeting

9. COUNTY COUNCILLOR'S REPORT: No report

10. COMMUNITY BUILDING UPDATE BLACK HORSE DROVE:

Councillor Lee reported that the works were progressing well but refitting the kitchen and floor coverings had been left out of the tendering process. The Black Horse Drove Management Committee is currently looking for additional grants for this work. They do not qualify for Donarbon grants administered by the Cambridge Community Fund, however they are looking to other sources.

Councillor Cox asked if the Management Committee carried out a risk assessment on the building.

Councillor Constable pointed out it was a legal requirement to have a Construction Design and Management Co-ordinator.

Following discussion it was agreed the BHD MC get the necessary quotations and apply for the grants copying in the Parish Council.

Councillor Cox proposed that Andrew Speed be invited to meeting and other interested parties to explain the CDM regulations 2007 and what steps the Council needs to follow. Seconded by Councillor F J Brown and carried unanimously

11. MOBILE LIBRARY:

Members received the correspondence from the County Council outlining the routes and times for the Mobile Library to visit various sites within the Parish.

12. ADIZONE:

A request from the Leisure Centre for the parish to install fencing and lighting was received. Agreed to look in to grant funding for the project. It was also agreed to purchase a bench made from recycled materials for the area.

13. WINTER GRITTING PROGRAMME:

Members received the proposed winter gritting programme from the County Council. The Clerk reported that the purchase four grit bins previously approved by council will be installed at Sandhill, Thoroughfare Way, Parsons Lane adjacent to the Medical Centre and Parsons Lane near the Primary School all the sites were approved by the Highways Department.

14. RUNNING ROUTES AROUND VILLAGE:

Members agreed in principle to the concept of providing running routes.

15. ST GEORGE'S MEDICAL CENTRE NEW PHARMACY:

Councillor Norman left the meeting.

Members supported the Medical Centre's plans to create a second pharmacy at the Medical Centre which will offer choice to all patients. In the past the village sustained two chemists and with the ever increasing population Councillors agreed Lloyds Pharmacy struggled to cope.

16 STAFF APPRAISALS:

Councillor Mrs Boyd reported on the recent staff appraisals for the 4 staff members.

Issues highlighted included out of date job description for the Clerk , questions about how long Helen Merrick should be considered a trainee and inconsistencies between the job descriptions particularly cemetery staff.

Clarification is needed on the directing of works to the outside staff.

All job descriptions should be reviewed on a regular basis.

The discord between the outside staff stems from inconsistencies in job descriptions and one seeing the other as lacking commitment. Help is needed for Tony in role as supervisor to be specific in complaints about Jason before Council can act upon them

Jason Law commented on the apparent lack of support from councillors following the needle incident at the playing field in February although he felt office staff were supportive.

Both Clerks had reported on the increased workload in the day to day running of the Village Hall to the detriment of the Council work.

The Council must be explicit in their age related policy.

Members all thanked Councillor Boyd for the first class job and agreed that a sub-committee comprising, Chairman, Vice Chairman and Councillor Boyd be set up to look at the job descriptions, Age related policy and other issues.

In confirmation of the foregoing report

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CHAIRMAN

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DATE