

Lode Parish Council
Minutes of the meeting held at 7.30pm on Monday 14 November 2016

These minutes comprise 6 pages and budget information.

Present: Cllrs R Stevens (Chairman), P Dean, P Lane, R Small, E Mitchell, F Platten and M Walsh, D/Cllr A Sharp, Mr M Lord (NHW) and Mr C Platten (Tree Warden/Village Trust), Ms C Hatley (St James Church) and Mrs J Stevens.

89/16 Public Question Time

Cllr Stevens drew attention to a petition submitted by the residents of Fassage Close in which they drew attention to the inconvenience caused to residents by the inconsiderate parking of those using Fassage Hall.

In discussion of this item it was noted that:-

- It is illegal to park within 10 metres of a junction and across a dropped kerb. Residents should be advised that by dialling 101 and giving the registration number to the police action would be taken.
- Discussions had been held with the head of the school using the hall and she had agreed to draw the problem to the attention of members of her staff and the parents using the facility. It was agreed that Cllr Mitchell should draft a notice to parents, obtain parent numbers, and the Clerk will run off sufficient numbers.
- Drivers of vans who park on the High Street cause a hazard by restricting vision. It was agreed that they should be advised of the inconvenience caused, however, as their road tax is up to date they are not breaking any law.

Apologies for Absence: D/Cllr D Chaplin.

Declaration of Interest

(a) Prejudicial – there were none

(b) Other – there were none

90/16 Minutes of Previous Meeting

The minutes of the meeting held on Monday 2016 were accepted as a true record and signed by the Chairman.

91/16 Matters Arising from the Minutes

The Clerk reported that:-

- He had combined the funds held in the cycle way account together with the special projects' account to make control easier.
- He had not found it necessary to invite the Tree Officer and residents of Fairhaven Close to the meeting as Sanctuary Housing had responded to his letter by advising that the rotten cherry tree would be removed but that it was not their policy to remove healthy trees no matter how long or short their anticipated life.
- He intended thanking those who had contributed to the special projects budget in the December Lode Star report.

- Discussions taking place in the regular PC meetings are bringing together the information required to produce a paper on the division of responsibilities between the PC and the FHMC.
- As he has received no response from E-On Energy concerning the Abbey Lane light he has tried to contact the company recommended by ECDC. Cllr Stevens counselled caution and suggested that it would not be sensible to have 2 different companies being asked to carry out the work.

Cllr Stevens reported that he was finding it difficult to carry out the task of clearing the overflow of the Shrub Corner drain which is necessary if flooding of the area is to be prevented. After discussion it was agreed that it would be sensible to hire the services of a contractor with a micro digger. Cllr Platten will seek advice from Mr Jaggard.

It was agreed that the sundial which had been donated to the village on the occasion of the millennium should be repaired. Cllr Mitchell will investigate and Cllr Dean will trawl through his documentation covering the item.

92/16 C/Council Report

In the absence of C/Cllr Shuter there was nothing to report.

93/16 District Council Report

D/Cllr Sharp reported that a meeting of the full Council is to be held to discuss two issues. These are:-

- **Local Plan** Members are to meet to approve the draft proposal. The consultation will end in March 2017 with the intention of having it in place by the mid year. Central Government has demanded that the district arrange for the building of 5 000 houses on land identified by the Council. If the Plan is not completed on time the building developments will be taken over by the Government with any plot no matter how unsuitable up for grabs by developers.
- **Devolution** Cambridgeshire and Peterborough District Councils are to hold a vote on the devolution proposals. If the process is to move forward all Councils must approve the plan. There are a number of elements which must be considered on the one hand there is the problem that an extra bureaucratic layer will be introduced and on the other through adoption of the process an extra £20 million will be provided towards infrastructure projects. If the process is to proceed all Councils must approve the plan.

Both proposals can be viewed on the District web site.

Cllr Stevens then raised his concerns that Lode Road between the crossroads and Bottisham shops and between the shops and Swaffham Bulbeck are not included in the county's winter gritting programme. As these roads carry heavy traffic between outlying villages and the two Bottisham schools it is important that they should be considered for inclusion. D/Cllr Sharp agreed to take the matter up with C/Cllr Shuter.

Cllr Small then drew attention to the cost of bussing children to the Bottisham primary school. As the charge has increased from £80 to £100 per half term the cost of transporting 2 children living less than 2 miles from the school is now £1200.00 per year and leads the buses travelling less than half full and to parents driving their children to the school thereby further aggravating the parking problems.

94/16 Parish Reports

NT Liaison

Cllr Platten reported that a number of items had been discussed at the Liaison committee meeting. These included:-

- A decision by the NT to abandon the provision of sunray allotment spaces for those who are working them. When the cancellation notices go out in January provision will need to be made for those being evicted. It was noted that plots are available in the paddock area. It was suggested that they could be accommodated on the village allotments but these at present are fully utilised. Consideration then turned to the future of the land. It was suggested that after being cleared, ploughed and seeded the site could be leased to the village, and administered by the village trust, for a peppercorn rent. Cllr Lane recommended caution as the on-costs for such a proposal could have a severe impact upon the budget.
- Mr Platten suggested that a shed, in which an apple press could be installed, might be placed on the land
- It was noted that the trees which border the footpath leading from the NT allotments to the mill continue to cause problems.

Cllr Platten will report back on the progress of the discussions after the January meeting of the committee.

Cycle Way

Even though there was extensive argument from members of the British Horse Society it was pleasing to note that the construction of the cycle way has, with certain conditions, been approved by the County planners. In discussion of this project it was noted that:-

- Responsibility for the cutting of the grass will lie with the Quay and Lode PCs. It was agreed that as Quay PC has already expressed a wish to carry out this work they should be encouraged to take a lead with Lode contributing to the cost of grass cutting on the section falling within its boundary.
- As the NT was not prepared to carry out any legal work until the project was approved there will be some delay as this is put into place.

A vote of thanks was given to both Cllr Platten and Mr Rickard for all their efforts in ensuring that the project was approved.

Neighbourhood Watch

Mr Lord reported that:-

- With the turning back of the clocks an increase in shed and garage break-ins is to be expected. Not only does this result in the loss of valuable garden equipment but tools such as spades can be used to break into the main dwelling.
- As certain activities follow a cyclical pattern there could be an increase in under age drinking around the village.
- A burnt out BMW has been reported down White Fen Drove.

Tree Warden

Mr Platten reported that:-

- The Sainsbury donation of trees expected for delivery early next year have, together with a second but unexpected donation, already been received. As a result It has been necessary to bring forward the planting date. As the NT can supply labour 1 December, a weekday, has been chosen.
- He is holding discussions with the ECDC Tree Officer to identify how Lode can contribute towards the tree planting programme of ECDC.

95/16 Parish Council Reports

Finance

Invoices The Council agreed that the following payments could be made. Last month's payments were checked and signed off.

Clerk	Salary	296.48	Local Govt Act 1972 s112
Clerk	PAYE	74.12	Local Govt Act 1972 s112
Green Energy	Fassage Hall Electricity	106.21	Open Spaces Act 1906 ss 9 and 10
W Jaggard	Cemetery	144.00	Open Spaces Act 1906 ss 9 and 10
Truelink	Grass Cutting	323.64	Open Spaces Act 1906 ss 9 and 10
Mead	Concrete for slab	255.60	Open Spaces Act 1906 ss 9 and 10

Electricity 2013 - £196.51 2014 – 204.81 2015 – 207.80

Accounts for Paid mid month

Truelink	Grass Cutting	174.24	Open Spaces Act 1906 ss 9 and 10
Gopak	Fassage Hall Tables	560.68	Local Govt Act 1972 s112
Tables	Table Tennis Table	1639	Open Spaces Act 1906 ss 9 and 10

Budget

Cllr Dean introduced the results of the deliberations of the Finance sub-committee. In 2013, to cover a large purchase it had been found necessary to increase the precept request to £14 000. Subsequently it was decided to maintain it at that level to guard against any future shock. Following an hour long meeting it had been agreed that a precept of £14 000 should be recommended to the full Council. It was noted that the following factors under pinned this recommendation:-

- Certain elements within the budget have been raised due to the anticipated cost of living increases. It was felt, however, that these would be more than covered by savings which will accrue from the maintenance work carried out on the Fassage Hall electrics by Cllr Stevens.
- The anticipated reserves at the end of the financial year will be, less ring fenced funds, £19 257. This is much larger than the recommended minimum of one year's precept but can be justified on the grounds that the PC should be prepared for the need to pay for any high cost projects. As income is expected to exceed expenditure by £1110 during the 2017/2018 financial year a healthy position would be maintained.

Following a short discussion it was recommended that it would be sensible to safe guard against any future large scale projects to increase the precept by 2% up to a level of £14 280. The two proposals were then put to the vote and it was agreed 4 votes to 3 that the precept should be set at £14 280.

The minutes of the sub-committee and the financial information are attached below.

Ms Hatley then drew to the attention of the PC the need of the church for a grant towards maintenance work on the clock. As the PC has a responsibility to provide a clock within the village it was agreed that a grant of £1 000 should be made available from the ring fenced Rural Areas grant provided by EDCD. Cllr Platten also volunteered to speak to the Lode Runners committee to see if it could make a contribution.

Planning The following application was noted:-

Miss Johanna Hunt 36 High Street	16/01349/FUL Single storey extension and modification to existing rear projection	It was agreed that no action required by the PC.
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Allotments

After discussion it was agreed in principle that rentees would be allowed to construct a shed to store tools etc but advance permission should be sought. The shed having been purchased by the rentees would remain their property and at the end of their tenancy would either be removed or sold on.

Passage Hall

Cllr Stevens reported that:-

- The FHMC is responsible for monitoring the fabric of the hall whereas the PC are the trustees of the charity which includes the land around the hall.
- At present the financial holdings of the hall stand in the region of £15 000.
- There had been a problem with under age drinking during a recent U18 birthday party. After discussion it was agreed that the rules should be amended to prevent a reoccurrence of such behaviour. This may not prevent it happening again but will anticipate any come back from concerned parents.

Footpaths

It was noted that the outgrowth of weeds along the old vicarage fence bordering the playing field had been levelled. The Clerk was instructed to ask Truelink to include control of the vegetation in its work programme.

Waste Bins

It was noted that ECDC is to provide a replacement bin at the crossroads.

Village Reports

Cllr Stevens opened the discussion on Harveys' Drove. In discussion it was noted that:-

- It was agreed that it would be helpful if the PC could take advantage of the County's offer of providing a load of free planings and a local farmer's offer to level them out.
- The main cause of the muddy nature of the drove between the old railway line and Station Road is the nature of the surface and the fact that it is difficult for the lying water to evaporate as the height of the bordering hedges prevents the wind from blowing across the surface.
- The responsibility for maintaining the hedges and the surface lies with the NT on one side and the farmer cultivating the field on the other. Before any remedial work can be considered by the PC those responsible for the land should be asked to cut back the hedges.

It was agreed that the Clerk should draft a letter addressed to the NT and the farmer requesting that the hedges be trimmed back. This will be approved by the full PC before being sent on.

Correspondence

A letter sent to the PC by Ms Frazer our MP was noted. In it she reported that she had been asked by several councils to provide an update on what she is doing". After discussion the Clerk was instructed to send the contact details of Cllr Mitchell and Mrs Swannell to her in Westminster.

96/16 There being no further business the meeting was formally closed by the Chairman at 9.35pm.

Date of Next Council Meeting – Monday 5 December 2016.

..... **Signed by the Chairman Cllr R Stevens**

These minutes comprise 6 pages and budget information.

Lode Parish Council
Minutes of the meeting of the Finance Sub-Committee held at 7.30pm on
Monday 7 November 2016.

Cllrs P Dean (Chairman), R Stevens, Mr T Cassidy (Internal Audit) and Mr A D Tomlinson (Clerk/Responsible Finance Officer - RFO).

The minutes of the meeting held on Monday 26 October 2015 were accepted as a true record and signed by the Chairman.

Declarations of Interest There were none.

It was noted that:-

Salaries The Clerk's salary had been based upon the National Clerks' LC 1 Salary Scale at Point 27 with a 1% increase being applied.

The Cemetery Caretaker's payment had been increased by 2.5%.

Business Rate As ECDC writes off the business rate levied on the cemetery no provision had been required for the 2017/2018 financial year.

Lighting The Abbey Lane street light is the only one which belongs to the Parish and thereby attracts charges for maintenance and electricity costs. The Clerk was chasing E-ON Energy to have the faulty lamp replaced. Funds had been put into the budget to cover the repair.

Lode Star In line with regular practice a 137 grant of £200 will be made towards the publication of the Lode Star.

The RFO reported that:-

Insurance The 5 year insurance agreement with Suffolk ACRE expires 31 March 2016. As the ACRE administrator is unable, at this stage, to identify how this will affect the premium a 10% mark up has been applied.

Tennis Court The first payment of £1000 had been received from members, a further installment would be paid during this financial year with the final payment being made in the 2017/2018 financial year.

Spares During the year it had been necessary to repair the cutters on the motor mower

Budget Discussion.

Cllrs examined each sub head and made the following comments:-

- The need for a number of electrical improvements to be carried out on the Passage Hall equipment had been completed by Cllr Stevens and these were already having a promising impact upon the budget.
- The FHMC intended increasing the rental charges of the Hall by 20%. In the light of this it was agreed to increase the room hire element to £180.00.
- The FHMC had developed a reserve in the region of £15 000.00. This should cover any large maintenance cost arising in future years. It was agreed that these funds should be used for both minor and major maintenance problems but the approval of the PC to carry out the work should be sought in the case of the latter. It was agreed that the FHMC should carry out regular checks of the fabric of the Hall.
- The reason for a contingency element being introduced was to cover any unexpected expenditure arising within the financial year. As during 2015/2016 it had been necessary to cover invoices of £1268.71 it was agreed that this sub-head should increase to £1500.00.

Other Business

Cllr Dean reported that serious consideration is being given, by central government, for a precept cap to be introduced on councils with a budget exceeding £500 000.00 **with the possibility of extending this to all councils.** It would be prudent, therefore, to bear this **in mind when setting the precept.**

Cllr Stevens recommended that consideration should be given to the fact that the proposed building of new houses in Lode will lead to the new residents paying council tax and their presence having an impact upon the budget. After discussion it was agreed that this should be borne in mind over the coming year.

Discussion then turned to the **possible** need to ring fence funds to cover any identifiable projects such as work required on the cycle way, the resurfacing of Cemetery Road, the track leading from the car park to Fassage Hall or the Lode/Longmeadow footpath which is becoming badly overgrown. Approval of the full PC will be required for this work to be carried out.

Precept It was agreed that **given the healthy state of our reserves** an unchanged precept of £14000 should be recommended to the November meeting of the full PC.

There being no further business the meeting was formally closed by the Chairman at 8.30pm.

Payments

Item	Sub Head	Budget 16-	Ancipated Spend	Budget 17-18
		17 Amount		
Clerk - Salary	Admin	4447.20	4447.20	4492.00
Petty Cash	Admin	50.00	20.00	20.00
Insurance	Admin	324.00	245.49	324.00
Room Hire - Hall	Admin	150.00	150.00	150.00
Ext. Audit	Admin	125.00	240.00	240.00
Internal Audit	Admin	120.00	100.00	100.00
Training and Travel	Admin	50.00	0.00	50.00
Publications	Admin	12.00	12.00	12.00
CPALC	Admin	288.00	266.11	266.11
CPRE	Admin	36.00	72.00	36.00
CCC	CCAN	100.00	110.00	110.00
Office Supplies	Admin	100.00	5.99	100.00
NT Liaison	Admin	20.00	20.00	20.00
Website	Admin	79.43	79.43	79.43
Grass Cutting	Highways	1500.00	1055.04	1500.00
Insurance	Highways	393.00	332.00	393.00
Electricity	Hall	3000.00	2670.31	2500.00
Insurance	Hall	430.00	436.43	436.43
Electricity -Streets	Lighting	25.00	35.97	35.97
Lighting Maintenance	Lighting	50.00	420.00	0.00
RoSPA Inspection	Play Area	145.20	159.60	159.60
Insurance	Play Area	145.00	120.72	145.00
Grass Cutting	Play Area	560.00	638.02	638.02
Grass Cutting Fassage	Fields	1700.00	1398.26	1700.00
Weed Clearance	Fields	615.00	615.00	615.00
Aeration	Fields	0.00	300.00	0.00
Trees	Fields	0.00	240.00	0.00
Caretaker	Cemetery	1950.00	1837.97	1881.17

Hedge Cut	Cemetery	246.00	366.00	366.00
Drainage	Cemetery	27.60	27.60	27.60
Water	Cemetery	130.58	100.12	130.58
Spares	Cemetery	100.00	325.57	100.00
Insurance	Cemetery	50.00	43.25	50.00
Donations	137.00	200.00	200.00	200.00
Contingency		1000.00	4222.97	1500.00
		18169.01	21313.05	18377.91

Contingency

Laptop	329.00	Transparency Fund
Scanner	89.99	Transparency Fund
Software	79.99	Transparency Fund
Dog Signs	12.00	Precept
Road Sign	35.00	Precept
Hoops	34.71	Precept
Cemetery Tap	120.00	Precept
Fassage Hall Heat Pump	567.00	Precept
Post Office Ramp	500.00	Precept
Table Tennis Table	1894.60	Special Projects Fund
Gopak Tab	560.68	FHMC Account
Total	4222.97	

Paid from

Income

2016=2017

Receipts

Precept	14000.00
Interest	3.00
Hall	1560.68
Grants	4902.61
Cemetery	490.00
Rents	224.00
Special Projects	1696.00
VAT Refund	1884.54
Tennis Club	1000.00
Total	25760.83

Grants 2016-2017

ECDC Allowance	162.00
Rural Areas	2904.76
CCC Grass	
Cutting	1010.00
PC Equipment	825.85
Total	4902.61

Special Projects Receipts 2016-2017

Jumble Sales	946.00
Lode	
Runners	500.00
Lode Fete	250.00
Total	1696.00

Ring Fenced Funds 2016-2017

	B/F	Receipts	Payments	Balance C/F
Special Projects	1584.82	1696.00	-1894.60	1386.22
P3	314.03	0.00	0.00	314.03
Rural Areas	0.00	2904.76	0.00	2904.76
	1898.85	4600.76	-1894.60	4605.01

Bank Accounts 2016-2017

Opening Balance	19414.86
Receipts	25760.83
	-
Payments	21313.05
Balance Carried Forward	23862.64

Income 2017-2018

Precept	14000.00
Interest	3.00
Fassage Hall	1000.00
CCC Grass	
Cutting	1010.00
Rents	224.00
Cemetery	500.00
VAT Refund	1750.00
Tennis Club Loan	1000.00
	19487.00