

Lode Parish Council – Meeting Information for 15 June 2020

Correction to minutes 11 May 2020

58/20 Cycle Way: Improvements to footway in Quay from the Wheatsheaf to the Church: This is not currently a shared use path and Cllr Stevens suggested that when it is improved it should become one

Matters Arising

Parish Council Vacancy	Clerk	The vacancy is advertised on the Parish Website with a closing date of 1 June 2020. Item on main agenda
Topsoil to repair subsidence in Cemetery	Clerk	Will Jaggard has obtained two bags of topsoil, as agreed, and levelled off the graves where sinking has occurred. He will also sow grass seed as necessary. He mentioned a seat placed in the right hand portion of the Cemetery extension: this is in poor condition and needs to be repaired or removed. Does anyone have knowledge of who placed it?
Cycle Way	C/Cllr M Shuter/Clerk	Cambridgeshire CC Highways have invited the Parish Council to apply for the usual grant of £1010 for maintaining verges. I indicated that the PC would consider maintaining the Lode end of the Cycle path on CCC's behalf if remunerated at the actual cost and we have been invited to respond with figures. I have asked Truelink for a quotation but have not had a response.
Lode Cricket Club	Cllr Stevens	Cllr Stevens has prepared a draft agreement which has been sent to the Cricket Club. Still no response received to date
Trees to replace those felled on A1303	Cllr Small	Update on outcome of group convened by Cllr Small to confirm the type and location of the trees so that Liz King can confirm the order to Cambridgeshire County Council in June for delivery in October
Speed indicator	Clerk	No further information on when the second indicator will be delivered
Road markings at Shrub Corner	Clerk	Highways report submitted to CCC with request for Safety Audit. The response stated: "The matters you have reported do not require immediate attention and ... have been added to a 3 year programme of work"
Legal Expenses insurance	Clerk	Check whether legal costs arising from evicting illegal occupants of land owned or managed by the PC are covered by insurance policy: it would appear this is covered but I am awaiting confirmation from the broker

Planning

20/00520/VAR JJ Haynes Road Haulage Depot adjacent to 1 Longmeadow, Lode

Proposal: To vary condition 1 (approved plans) of previously approved 18/01074/FUL for New Industrial Unit, same style as existing.

This application arrived too late for the May agenda and the Planning Officer has agreed that comments can be made by 16 June 2020 to enable it to be discussed in the June meeting

19/01376/FUL Anglesey Farm, Lode Fen CB25 9HD

Proposal: Permanent agricultural dwelling

ECDC refused request to extend time for consultation and approved the application on 8 June 2020.

Accounts for Payment

J E Giles	Salary & PAYE	£393.33	Local Govt Act 1972 s111
W Jaggard	Cemetery	£173.39	Open Spaces Act 1906 ss 9 & 10
BP Express Fuel	Cemetery	£4.08+VAT	Open Spaces Act 1906 ss 9 & 10
Zoom (pd by card)	Remote meeting software	£14.39	Local Govt Act 1972 s 111
Truelink (April)	Grass cutting	£345+VAT	Open Spaces Act 1906 ss 9 & 10
Truelink (May)	Grass cutting	£390+VAT	Open Spaces Act 1906 ss 9 & 10
Wicksteed (per F Platten)	Play Area parts	£67.98+VAT	Open Spaces Act 1906 ss 9 & 10
Travis Perkins	Play Area parts	£15.08+VAT	Open Spaces Act 1906 ss 9 & 10
Mead Construction	Cemetery (topsoil)	£50.00+VAT	Open Spaces Act 1906 ss 9 & 10
CCAN	Archive fee	£100.00	Local Govt Act 1972 s111

Receipts since last meeting

VAT reclaim: £3,919.91

Bank balances as at 7 May 2020: £33,350.34

Correspondence

D/Cllr Charlotte Cane	Response to CCC objecting to proposed diversion of Lode footpath 9 in similar terms to the PC's objection
Cllr Stevens to C/Cllr J Williams	Proposal that the path from the Wheatsheaf to Quy Church be upgraded to a shared use path using government funds for upgrading cycleways
Cllr Stevens to C/Cllr Shuter	Report that the globe lamp standard outside Anglesey Abbey has still not been replaced since it was knocked down around Christmas
Resident of High Street to Parish Council and others	Concern about risks to walkers and cyclists due to increased traffic in the village
Resident of Mill Rd	Concerns about parking in Mill Rd
Cambridge & Ely XR	Offer of tree saplings

Jonathan Giles
Clerk
12 June 2020

APPENDICES

District Councillors' Report to Parish Councils June 2020

The Annual Council was held by Zoom and a recording can be seen at - www.eastcambs.gov.uk/meetings/council-21052020. We are now returning to the published meeting schedule – Planning every 1st Wednesday of the month, Operational Services Committee 8 June, Finance & Assets 18 June and Licensing 24 June. Zoom is generally working well for the meetings, but has required some changes to procedures and further changes may be needed to facilitate good decision making.

Cllr Lis Every was re-elected as Chair of Council, with Cllr Alan Sharp elected as Vice Chair. Cllr Anna Bailey remains as Leader of the Council, with Cllr Josh Schumann as her deputy. Cllr Lorna Dupre is Leader of the Lib Dem Group, with Charlotte as her Deputy. John is on Planning and on Finance & Assets and Charlotte is on Finance & Assets and the Bus Services Review Working Party.

Annual Council agreed to set up a Working Party to help East Cambs recover from COVID-19. Its aim is to work with business, Parish Councils and community groups as well as the County Council etc to ensure our local economy recovers and that we enhance the good things which have come from this crisis – notably the community help groups and the increase in cycling and walking as opposed to car journeys which have led to cleaner air. Charlotte proposed the motion to set up this working group and summarised its purpose as to help drive an environmentally, socially, and economically sustainable recovery for East Cambs. We are holding our surgeries and 'Meet your Councillors' by Zoom. The next one is Tuesday 23 June – please contact john.trapp@eastcambs.gov.uk for the link if you want to join. The surgery will start at 6.30pm, with 'Meet your Councillors' from 7.00pm.

Because we can't get out and about, Charlotte has set up a Facebook Page where she posts latest information. The address is - fb.me/charlottecanelibdem

Internal Auditor's Report: Mr L Johnson

The position of Internal Auditor, independent of the Council, was introduced by the Government as an on-going requirement to ensure that local councils "maintain an adequate and effective system of internal audit of their accounting records and control systems" and "to assist the council in fulfilling its responsibility for the protection and detection of fraud, error or mistakes". I have assumed the duties of Internal Auditor to Lode Parish Council from the beginning of 2018. After meeting with the Parish Clerk, I have inspected the documents provided, and obtained clarification of the various procedures undertaken within the Lode Parish Council to my satisfaction. I wish to report as follows –

1. Book-keeping System. The basic requirements relating to the keeping of the Day Book, that contains details of all receipts and payment are satisfactory. Subsidiary records such as allotment rental, and cemetery fees all support the Day Book. The Day Book and computer spreadsheets support the necessary Bank Reconciliation .

2. Financial Standing Orders and Payment Controls.

The current Standing Orders include a Financial Procedures document. Purchasing procedures and payments are supported by the necessary paperwork. Quotations, cheque book stubs, payment receipts, invoices, etc. are all filed for checking. VAT is appropriately accounted for and recovered.

3. Risk Assessment and Asset Control.

The Annual and on-going risk assessment achieved its objectives, and financial reserves and 'ring fenced' sums are clearly recorded. A regular review of assets, (mainly equipment), is undertaken as is the adequacy of insurance cover.

4. Budgetary, Income and Petty Cash Controls.

The regular reporting of expenditure and any variances from the budget is under adequate control. The use of Petty Cash has been eliminated and the Clerk holds no cash on behalf of the Council. The Precept and Grant income has been properly and promptly received.

5. Payroll Controls.

A review of arrangements for payments to employees and contractors, particularly regarding administration and documentation in accordance with PAYE/NIC regulations, was carried out to my satisfaction.

6. Year End Procedures.

From my review to date of the Local Councils' Governance and Accountability Guidance, plus the helpful clarifications and provision of documents by Parish Clerk, I feel that the Annual Return for Year Ending 31st March 2020 can be satisfactorily completed.

Lionel Johnson,
Internal Auditor to Lode Parish Council May 2020