



Lode Parish Council

Lode Parish Clerk, 86 High Street, Bottisham, CB25 9BA

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Chairman: Cllr Rob Small **Vice Chairman:** Cllr Fran Platten **Parish Clerk:** Jonathan Giles

Notice of Meeting: Parish Council Annual Meeting

Time: 7:30pm

Date: 9 May 2022

Venue: Fassage Hall

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Lode Parish Council for the purpose of transacting the business as set out below.

Members: 5 Vacancy: 2 Quorum: 3

In order to reduce the length of meetings it would be appreciated if you would contact the Clerk before the meeting if you have any queries or need further information.

Any Member who is unable to attend the meeting should send their apologies before the meeting.

The meeting is open to the public (including the press). Information and papers will be posted on the website on Friday 6 May. Standing Orders set meetings to not exceed 1.5 hours.

Jonathan Giles – Parish Clerk

4 May 2022

1. CHAIRMAN'S WELCOME

2. APOLOGIES FOR ABSENCE

3. COUNCILLORS' DECLARATIONS OF INTEREST

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

4. PUBLIC PARTICIPATION SESSION (15 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- All Parishioners wishing to speak and who are on the Electoral Register, must make their name known to the Clerk prior to commencement of the meeting with a maximum of three people to speak. Limited to 5 minutes per person, 15 minutes in total. Large groups must decide on a spokesperson representative.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

5. ELECTION OF CHAIR AND VICE CHAIR followed by signing of Declaration of Acceptance of Office

6. READOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

7. APPROVAL OF MINUTES

- a) To approve the minutes from the meeting held on 11 April 2022 (Attachment 1)
- b) Clerk's Report – *see Information Sheet circulated prior to meeting*

8. FINANCE MATTERS

- a) To consider and approve invoices for payment as included in the list at the end of the agenda
- b) To review the Asset register

- c) To approve the accounts for the Fassage Hall and Recreation Ground Charity 2021-22

9. PLANNING MATTERS

Planning Matters for comment – None

Notification of approval – None

Result of Planning Appeal – Anglesey Farm, Lode CB25 9HD

21/00045/ARN – Change of use of 2 agricultural barns to 5 residential dwelling houses
Appeal allowed

10. COUNTY COUNCIL MATTERS

- a) To receive the County Councillor's Report

11. DISTRICT COUNCIL MATTERS

- a) To receive the report from the District Councillors
b) To seek clarification on how long Covid planning concessions re parking are to continue

12. COUNCIL ADMINISTRATION MATTERS

- a) To review the Risk Register
b) To receive update re insurance renewal and authorise payment of premium

13. ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) To appoint a new contractor for grasscutting and grounds maintenance
b) To receive an update on actions to improve the entry to the village and bus stop, inc costs
c) To agree action following receipt of the annual inspection of play equipment
d) To update the Council on quotations for the road markings on the Cemetery Road
e) To update the Council on repairing storm damage to the Longmeadow Bus Shelter
f) To receive an update on progress of the swift tower component of FCC project
g) To agree ceiling price on purchase of wheelchair accessible picnic table for Fassage Green
h) To reiterate commitment to improving water provision on the allotments

14. COMMUNITY MATTERS

- a) To discuss support for the proposed Open Day for the Guildhall
b) To determine response to AtoB1102 Group proposal for new express route from Soham to Quy
c) To receive update from FHMC
d) To agree format for Annual Parish Meeting

15. COMMITTEE MATTERS

- a) To receive an update from the Jubilee Working Group

16. HIGHWAY AND FOOTPATH MATTERS

- a) To update on contact with Highways regarding the Willow tree on Swan Corner

17. CORRESPONDENCE (for information only)

- a) Summary of emails forwarded to Cllrs and any letters (see Information Sheet)

18. COMMUNICATIONS

- a) To agree author of PC update for June Lodestar

19. ITEMS FOR NEXT AGENDA

- a) To receive suggestions from Cllrs for inclusion in the Agenda for the meeting of 13 June 2022

DATE OF NEXT MEETING: 13 June 2022

Any business to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

Appendix 1: Accounts for Payment

J E Giles	Salary & PAYE	£412.39	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£227.58	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Fuel & Weedkiller	£36.87+VAT	Open Spaces Act 1906 ss 9 & 10
RoSPA	Play & Exercise equipment inspections	£171.50+VAT	Open Spaces Act 1906 ss 9 & 10
CCC	Archive Network Subscription	£100.00	Local Govt Act 1972 s111
Sam Turner & Sons	Cordless Mulch Mower	£620+VAT	Open Spaces Act 1906 ss 9 & 10
Amazon	Swift Tower	£82.21+VAT	Open Spaces Act 1906 ss 9 & 10
Toolstation	Swift Tower	£41.30+VAT	Open Spaces Act 1906 ss 9 & 10
Screwfix	Swift Tower	£25.76+VAT	Open Spaces Act 1906 ss 9 & 10
Electrical Counter	Swift Tower	£15.11+VAT	Open Spaces Act 1906 ss 9 & 10
Roofing Megastore	Swift Tower	£49.91+VAT	Open Spaces Act 1906 ss 9 & 10
Ebay	Swift Tower	£11.65	Open Spaces Act 1906 ss 9 & 10
Midsummer Solar	Swift Tower	£123.75+VAT	Open Spaces Act 1906 ss 9 & 10
Natural Workshop	Swift Tower	£395	Open Spaces Act 1906 ss 9 & 10
Farnell	Swift Tower	£138.94+VAT	Open Spaces Act 1906 ss 9 & 10
Auger hire	Swift Tower	£175+VAT	Open Spaces Act 1906 ss 9 & 10

Lode Parish Council
Minutes of the regular meeting of the Council held at 7.30pm on Monday 11 April 2022

These minutes comprise 4 pages

Present: Cllrs R Small (Chair), C Purbrook, M Walsh

D/Cllr J Trapp; C/Cllr A Sharp (from 8.15 pm)

1/22 Chair's welcome : Cllr Small welcomed everyone to the meeting. He thanked Cllr Platten for chairing the March meeting while he was off sick. He reported that Cllr Stevens had resigned and expressed gratitude on behalf of the Council for all that he has done, both as a Councillor and as Chair of the Council.

2/22 Apologies: Cllrs F Platten, C Ferdinando: D/Cllr C Cane

4/22 Declarations of interest: None

5/22 Minutes of Meeting 14 March 2022: These were approved unanimously.

6/22 Clerk's Report:

- i) The Clerk indicated that the year end bank balances stood at £40,278.28 which is only around £2,000 less than the opening balance for the year. This reflects the completion of the FCC Grant process with the final instalment being received just prior to the year end. A VAT refund of £5,858 is awaited
- ii) The Clerk reported that the roof has blown off the Longmeadow bus shelter. He has approached contractors to quote for the work and one has visited to assess what is required. The old roof was asbestos so the quotation will include the cost of safe removal

7/22 Finance:

- i) The following payments were approved by the Council:

J E Giles	Salary & PAYE	£412.39	Local Govt Act 1972 s111
J E Giles	Additional work to prepare tender documents – 6 hours	£82.50	Local Govt Act 1972 s111
Tesco	Ink cartridge – pd by Card	£20+VAT	Local Govt Act 1972 s111
W Jaggard	Cemetery	£219.29	Open Spaces Act 1906 ss 9 & 10
Freethought	M365 March	£42.17+VAT	Local Govt Act 1972 s111
Freethought	CyberSecurity March	£8.00+VAT	Local Govt Act 1972 s111
Freethought	CyberSecurity April	£8.00+VAT	Local Govt Act 1972 s111
Freethought	Microsoft Bus. Basic x 6 & Business Std x1 Annual subscription	£450.47+VAT	Local Govt Act 1972 s111
BHMA	Fassage Car Park Sign	£163.10+VAT	Local Govt Act 1972 s111
Npower	Electricity for Streetlight	£51.00+VAT	Open Spaces Act 1906 ss 9 & 10

- ii) **Cemetery Maintenance:** The Council determined that the amount paid for Cemetery maintenance should be increased by 6% with effect from the invoice covering April 2022

8/22 Planning:

21/01698/FUL – Jack of Clubs, Lode Fen CB25 9HE

The Council had no comments on this application

9/22 District Council Report: D/Cllr Trapp referred to the report he had circulated (see attachment 1 below)

Cllr Purbrook raised a question about the new waste collection arrangements as the Blue bins had not been collected from the farms on the Fen in accordance with the recently published changes. It was not clear whether this was a teething problem with the new arrangements or indicates that separate arrangements will continue for the Farms as used to happen previously. Cllr Purbrook will raise the issue with the District Council

10/22 County Council Report: C/Cllr Sharp report that he had proposed a motion to full Council on 15 March that the plan for congestion charging in Cambridge should not proceed on the basis that it would create problems for other areas, notably for commuters from East Cambs. The motion was not carried. He confirmed that the staggered junction to be created at Swaffham Heath is promised for this year - the delay has arisen from complexities over land ownership. He has raised concern over the continuing dangers with the A1303 – noting that a cyclist has recently died following injuries sustained close to the Missing Sock. He has asked for an officer briefing on how the road could be made safer. He is following up enquiries about resurfacing the old path around the Recreation Ground for which the responsible officer is awaiting a costing. An initial response from the officer responsible for the agreement regarding the Willow tree at Swan Corner, indicates that the Council believes it has fulfilled the agreement it made with the Parish Council regarding the tree. He has asked for full details of what the officer believes was agreed and will set up a meeting with the parties once the information has been received to seek a resolution to this long-standing problem.

ACTION: The Clerk will ask Eastern Tree Surgery to include this tree within the survey of trees on land for which the Parish Council is responsible so that we have expert advice about whether the work done is adequate to keep highway users safe

11/22 Council Administration matters: The Council resolved on a date for the Annual Parish Meeting to take place on Saturday 14 May from 2-4pm. The intention is to have a short formal meeting with opportunity for informal discussion to follow. Invitation will be extended to the Football, Cricket and Tennis Clubs to raise awareness of their activity in the village

ACTION: Clerk to send notification to Sports Club reps

12/22 Environmental & Open Space Matters:

- i) **Update on securing contractor for grasscutting and grounds maintenance:** Of those invited to tender (having previously expressed interest in bidding) none returned a bid. The only one to give a reason was ECDC who indicated that the major issue for them was the potential for weekly cuts to the recreation ground being required during the season. The Clerk has subsequently spoken with the Manager of the Trading Company who has indicated that they are prepared to make a submission based on what they are able to do. This should be available within the next few days
- ii) **Improving the entry to the village:** Cllr Walsh raised concern about the impression created by the poor state of the village sign, surrounding fence and garden area. Also, the seat in the location has a broken slat. It was agreed that a new seat should be ordered (matching that being obtained for the Fassage Recreation Ground) and prices be obtained from tradespersons to renovate the sign and fence. Regarding regular maintenance, Cllr Walsh proposed that a local person be sought who would maintain the garden area within the fence around the sign. She suggested that this be for approximately one hour per month and be paid for by the Parish Council. This was agreed
ACTION: Cllr Walsh will seek prices for the renovation of the sign and surrounding fence and seek interest in the maintenance of the garden through the Lode Star article for May
- iii) **Road markings for the Cemetery Road:** Given the high price quoted for the work by one local contractor, it was agreed that further quotation should be sought.

ACTION: The Clerk will enquire whether Highways undertake such work for Parish Councils and, if so, seek a price

- iv) **Storm damage to Longmeadow Bus Shelter:** The Clerk has sought quotations from two contractors for replacing the roof. The old roof appears to have made of asbestos sheets so there will an additional cost for safe disposal
- v) **Swift Tower installation:** Cllr Small indicated that the work is progressing with the aim of installing it by 7 May. Cllr Purbrook asked how the work was to be done and whether it would be prudent to seek advice from the Council's insurer. Cllr Small said that a plan for erection had been prepared by an engineer.
ACTION: Cllr Small will send the installation plan to the Clerk to be passed to the Insurer
- vi) **Response to CWWTPRP consultation:** Cllr Purbrook had circulated proposed comments. It was agreed that these would be finalised between him and Cllr Small and then submitted

13/22 Community Matters: Referring to the approach from Almeida King Associates to offer a Community Leadership Course in Lode, the Council agreed that it would welcome the organisation using the facilities in Lode for the Course but would not be in position to sponsor it

ACTION: Cllr Small will respond to the approach in those terms

14/22 Communications: Cllr Walsh offered to write the May Lode Star article which was gratefully accepted

15/22: Date of next meeting: Monday 9 May 7.30pm in the Passage Hall

Meeting closed at 8.45 pm

Cllrs Charlotte Cane and John Trapp
Report to Parish Councils April 2022

Operational Services Committee

1. The ECSS (the Council trading company that collects waste and cleans streets) Business Plan for the forthcoming year was approved. This included possible opportunities for further commercial operations, e.g. bin cleaning, even though there is still problems with waste operator staffing.
2. Adopted an Environment Policy, and is seeking 'Investors in the Environment' (iE) accreditation; it believes that the Council can achieve 'Bronze' status this year, and 'Silver' potentially achievable in 2023.
3. A Community Sports Facility Grants Scheme was approved, in order for leisure providers to make improvements to their business. Unfortunately, only those facilities that are regularly open to the community for at least 30 hours per week are eligible, and this precludes many of the leisure facilities in our ward; John Trapp raised this point, and it was agreed that a similar scheme for smaller leisure centres should be considered.
4. A report on the progress of the Youth Action Plan was received.

Finance & Assets Committee

The main item was to approve the Eligibility Criteria for the CLT Pre-Development Grant Scheme (total £100,000) that was created in the budget for the forthcoming year. This is to fund existing CLTs (there is a separate start-up grant of £5000 for communities to set up a CLT) and bridge the gap between creation and commencement of development. Some members felt that a minimum of five members in a CLT was not sufficient to represent the community, but a motion to increase the membership to at least 4% of the community was defeated, and so a CLT is eligible to bid for this fund even if it has only five members. The other point of contention was in specifying a minimum number of affordable houses in the scheme, and a motion to state a minimum of affordable housing was defeated; the current eligibility criterion is that 'The proposed project must contain an element of affordable housing'. It was also decided that a draft allocations policy should not be compulsory, even though there are many existing examples of allocations policy to use as exemplars as a draft.

In a separate item £543,400 was allocated to much-needed improvements, including refurbishment of the working environment, to the Portley Hill Depot. A further £282,550 was retained in reserve to meet the need to incorporate renewable energy on the site, including EV charging.