



Lode Parish Council

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Chair: Cllr Rob Small **Vice Chair:** Cllr Fran Platten **Parish Clerk:** vacant

Notice of Meeting: Parish Council Annual Meeting
Time: 7:30pm
Date: 10 October 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: 4 Vacancy: 3 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.

Rob Small – Chair
4 October 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. APPROVAL OF MINUTES

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

6. FINANCE MATTERS

- a) To consider and approve invoices for payment as included in the list at the end of the agenda
- b) To consider the adoption of 'Scribe' financial software by the Council

7. PLANNING MATTERS

Planning Matters for comment

22/01101/FUL - Change of use of agricultural building to equine training facility

Location: Gallys Farm Lug Fen Drove Lode Fen Lode Cambridgeshire

8. COUNTY COUNCIL MATTERS

- a) To receive the County Councillor's Report

9. DISTRICT COUNCIL MATTERS

- a) To receive the report from the District Councillors

10. COUNCIL ADMINISTRATION MATTERS

- a) To receive an update on the recruitment of the Parish Clerk

11. ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) To receive an update on the playground safety surface and options for new equipment
- b) To receive an update on the re-establishment of the Anglesey Abbey Liaison Meetings
- c) To receive an update on the restoration of the village sign
- d) To agree next steps for improving water supply on the Council's allotments

12. COMMUNITY MATTERS

- a) To receive an update from the Fassage Hall Management Committee
- b) To receive an update from the AtoB group regarding the proposed cancellation of 11 & 12 buses by Stagecoach East
- c) To agree a response to the Cambridgeshire County Council Transport Strategies consultation

13. CORRESPONDENCE (for information only)

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

14. COMMUNICATIONS

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

15. ITEMS FOR NEXT AGENDA

- a) To receive suggestions from Cllrs for inclusion in the Agenda for the meeting of 11 October 2022

DATE OF NEXT MEETING: 14 November 2022

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

Appendix 1: Accounts for Payment (September 2022)

J E Giles	Salary & PAYE (August)	£412.39	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£183.78	Open Spaces Act 1906 ss 9 & 10
Jones DIY – reimburse Cllr Platten	Cable ties	£5.49	Open Spaces Act 1906 ss 9 & 10
Eastern Tree Surgery	Tree Survey (pd 29/8/22 om authority of Cllrs Small & Platten)	£854.31+VAT	Open Spaces Act 1906 ss 9 & 10
UK2.net	Fassage Hall email – renewed by cd 2/9/22	£7.08+VAT	Local Govt Act 1972 s111
Smartgrass Garden Servs	Clearing nettles etc opposite Anglesey Abbey	£40.00	Open Spaces Act 1906 ss 9 & 10
Smartgrass Garden Servs	Hedge cut and tidy path to Mill Road	£60.00	Open Spaces Act 1906 ss 9 & 10
Freethought	Cyber Security (Sept)	£8.00+VAT	Local Govt Act 1972 s111
Freethought	Cyber Security (Oct)	£8.00+VAT	Local Govt Act 1972 s111
Meads – reimburse Cllr Small	Plant hire – swift tower pole installation	£204.00	Open Spaces Act 1906 ss 9 & 10

Accounts for Payment (October 2022)

J E Giles	Salary & PAYE (August)	£125.00	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£183.78	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Fuel	£9.76	Open Spaces Act 1906 ss 9 & 10
PKF Littlejohn	External Audit Fee	£300+VAT	Local Govt Act 1972 s111
EC Trading Co	Fassage Green Meadow Cut as quoted	£461.87+VAT	Open Spaces Act 1906 ss 9 & 10
Wave	Cemetery Water	£36.63	Open Spaces Act 1906 ss 9 & 10

Lode Parish Council
Minutes of the Ordinary Meeting of the Council held at 7.30pm on Monday 11 July
2022

These minutes comprise 5 pages

Present: Cllrs R Small (Chair), C Ferdinando, M Walsh, F Platten

D/Cllr C Cane;

47/22 Chair's welcome: Cllr Small welcomed those present to the meeting.

48/22 Apologies: D/Cllr J Trapp; C/Cllr A Sharp

49/22 Declarations of interest: Cllr Small declared an interest in the late planning application ref 22/00808/FUL – 33 High Street, as Liz King is the architect for the application

50/22 Public Participation: There were no items from the public

51/22 Minutes of meeting held on 13 June: These were approved unanimously

52/22 Clerk's Report: The Clerk reported that he had followed up on Cllr Platten's contact with the owners of 1 Willow Way. They confirmed that they have a licence to cultivate the verge bordering their property on Station Road from Cambridgeshire County Council Highways. They confirmed that their aim was to prevent parking on the verge which causes problems for visibility as well as damaging the grass. Highways have confirmed agreement to the installation of bollards with reflectors by the owners who will resow the grass on this portion of the verge. The Clerk has written to East Cambs Trading Co to advise that this area should be included within the village grasscutting contract once the new grass is established

53/55 Finance: The following payments were agreed by the Council:

J E Giles	Salary & PAYE	£412.39	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£183.78	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Cemetery – expenses	£9.17+VAT	Open Spaces Act 1906 ss 9 & 10
Acculine Markings Ltd	New markings to Cemetery Road	£495+VAT	Open Spaces Act 1906 ss 9 & 10
FHMC	Hire of Passage Hall for APM	£24.00	Local Govt Act 1972 s111
EON	Streetlight electricity	£5.14+VAT	Open Spaces Act 1906 ss 9 & 10
Wave	Cemetery Water	£32.99	Open Spaces Act 1906 ss 9 & 10
Earth Anchors	Accessible Picnic Table	£540.00+VAT	Open Spaces Act 1906 ss 9 & 10
Amazon (reimburse Cllr Small)	Draper Security Bit Set	£5.79+VAT	Open Spaces Act 1906 ss 9 & 10
Amazon (reimburse Cllr Small)	Meeting Charts	£21.44+VAT	Local Govt Act 1972 s111
Amazon (reimburse Cllr Small)	Post-it notes and markers	£15.40+VAT	Local Govt Act 1972 s111
Freethought	Cybersecurity	£8.00+VAT	Local Govt Act 1972 s111
Smart Grass Gdn Svs	Maintenance	£40.00	Open Spaces Act 1906 ss 9 & 10

The Council agreed that budgeted payments arising during the period up until the September meeting should be signed off by the Chair and Vice Chair of the Council. It further agreed a provision of £500 against unbudgeted payments arising during this period to be authorised in the same way

54/22 Planning:

a) **Item for comment:**

22/00808/FUL – 33 High Street, CB25 9EW

Installation of external wall insulation with a silicone render finish to front and side walls of property

This item arrived too late for inclusion in the published agenda. It was agreed that the application would be reviewed by Council members. If two members decide that there are issues requiring consideration and comment they will advise the Clerk by Friday 15 July so that an extraordinary meeting can be convened in time to submit comments to ECDC

b) Application approved: The Parish Council noted that the following application has been approved
22/00541/FUL – New Dawn, 67 Longmeadow, CB25 9HA
Double storey side and rear extension

55/22 County Council report: none

56/22 District Council Report: D/Cllr Cane highlighted the newly launched Growth and Infrastructure Fund set up by ECDC for which applications are open until 7 October. There is scope for applying for support for renovation and refurbishment whereas the central CIL fund is only available for new projects. Cllr Small proposed that work should be undertaken to prepare a bid in time for approval at the September meeting when support would also be sought from our District Councillors.

D/Cllr Cane referred to the issue about drivers speeding through the Lode section of B1102 which has been raised with Lucy Frazer, MP. She queried whether there was more speeding by vehicles coming from Swaffham Bulbeck where the speed reduces directly from 60 to 30 mph in contrast with the other direction where there is short 40 mph zone slowing vehicles before the 30 mph sign.

ACTION: Cllr Platten agreed to contact Mr Lord who is collecting speed data

On the matter of parking in Lode Road, D/Cllr Cane advised that the planning permission for the Shed required provision of parking space in front of the premises but not retention so the matter would not be enforceable following the change permitted under COVID regulations.

The full text of the District Council report is appended at Attachment 1 below

57/22 Council Administration matters:

a) Invitation to visit the House of Commons: It was agreed that the Councillors would request dates during October or November

ACTION: The Clerk will respond to Ms Frazer's invitation

b) Recruitment of Clerk: The Clerk reported that no applications had been received following the two enquiries made. It was agreed that CAPALC should be advised that the closing date was extended until 12 August with interviews to be arranged for the week beginning 22 August. It was recognised that flexibility may be required if applicants have holiday booked at that time. Given the likelihood that no appointee will be in place by September, the Clerk will seek details from CAPALC about their interim clerk facilities.

ACTION: The Clerk

58/22 Environmental & Open Space matters:

a) Village Sign repair: Cllr Platten advised that Mr Platten had taken the sign to March for a further quotation from a skilled restorer and Cllr Walsh is awaiting one more. In the meantime, Cllr Small suggested that since this is a key part of the identity of the village, it would be appropriate to seek a grant from the Lode with Longmeadow Village Trust with a contribution of 10% from the Parish Council, in line with the Trust's requirements

ACTION: Cllr Small will send a copy of a previous application to Cllr Walsh

b) Bus shelter at Lode Crossroads: Some of the damaged Perspex panels have now been removed and it was agreed that Kieron from Smart Grass Garden Services would be asked to repaint the metal panels, having first removed the sprayed areas with paint remover to ensure an even finish

ACTION: Cllr Walsh will pursue with Smart Grass Garden Services

c) Play area fence: Lloyd's Garden Services have yet to advise a start date

ACTION: Cllr Platten will pursue a start date

- d) **Replacement of safety matting in Play Area:** two quotations have been received for this and a third from Wicksteed is awaited. Given the anticipated cost of these works it was agreed to ask Wicksteeds whether an alternative approach would meet the required safety standard bearing in mind that some of the equipment may need replacement in the not too distant future
ACTION: Cllr Platten will contact the person from Wicksteeds who led on the Zip wire project
- e) **Longmeadow Bus Shelter:** No quotation has been received from Mead to date. Mr Shrubbs indicated that he would not be able to work on it before November
ACTION: The Clerk will advise Mr Shrubbs that the Council would still wish to receive his quotation for the work, even though it may have to be delayed
- f) **Repainting of Phone box in the High Street:** BT have confirmed that it has been added to their list
- g) **Annual mow of the Fassage Green Meadow:** An allowance was agreed to ensure that a decision to proceed could be made over the summer by the Chair and Vice-Chair, once quotations are received. D/Cllr Cane pointed that there may be a contractor which would do the cut for free to gain access to the wild flower seed in the mowings
ACTION: D/Cllr Cane will pass on contact details

59/22 Update from Fassage Hall Management Committee: A meeting had taken place between Mrs Sale on the FHMC together with Cllr Platten as the PC rep and Cllr Small. A key agreement was that the nursery should comply with the requirement to clear their equipment on a daily basis which had always been done by the previous manager. Their contract would need to be revised to clarify this requirement. This will ensure that the hall is available to other hirers outside the nursery's operating hours.

Cllr Platten had met with Jonathan Cross of Cambridge Fibre who advised that he would be able to obtain a grant of £3,500 to install a high speed broadband link for the Fassage Hall. The Parish Council agreed that it would contribute 50% of the of the monthly cost of line rental for the first year if the Committee agrees to the installation.

Cllr Small recognised the vital role played by the Fassage Hall Management Committee in running the Hall on behalf of the village, which has been done entirely on a voluntary basis. Managing the booking system and facilitating access to the facilities has been a particularly onerous task undertaken by Mrs Sale over a number of years. As she is now looking to step down, we may need to recognise that the system will have to be redesigned as it is unlikely that another volunteer will be prepared to make such a large commitment. The "Lemon" booking system which can be obtained at relatively low cost can remove the need for direct involvement of a person in the booking process. The financial plan should take account of the potential need to employ someone on the other tasks that Mrs Sale is currently undertaking.

It was agreed that progress on these issues needs to be made prior to the start of the autumn term

ACTION: Cllr Platten will convene a meeting of the FHMC

60/22 Correspondence: The Parish Council noted the correspondence listed on the information sheet. Cllr Small said that he had received a late item of correspondent from a young graduate currently living in Quy who is seeking land for a compact self-build. D/Cllr Cane indicated that ECDC has a list of local landowners willing to work with self-builders

ACTION: Cllr Small will seek permission from the person concerned to pass the enquiry to D/Cllr Cane

61/22 Communications: Cllr Small agreed to write the September Lode Star article

The meeting concluded at 9.15 pm

Date of next meeting: 12 September, 2022 at 7.30 pm