



Lode Parish Council

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

Jonathan.giles@lode-pc.gov.uk www.lode.org.uk

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

Notice of Meeting: Parish Council Meeting

Time: 7:30pm

Date: 13 June 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.

Jonathan Giles – Parish Clerk
8 June 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 9 May 2022 (Attachment 1)
- b) Clerk's Report – *see Information Sheet circulated prior to meeting*

6. ANNUAL GOVERNANCE STATEMENT 2021-22

- a) To complete, approve and sign the Annual Governance Statement

7. ACCOUNTING STATEMENTS 2021-22

- a) To approve and sign the Accounting Statements

8. FINANCE MATTERS

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

9. PLANNING MATTERS

Planning Matters for comment –

22/00531/FUL – Frolic Farm, Lode Fen CB25 9HF

Residential development containing 5 dwellings along with access, car parking, landscaping and associated infrastructure following the granting of prior approval 21/00753/ARN

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 including update on how long Covid planning concessions re parking are to continue

12. COUNCIL ADMINISTRATION MATTERS

- a) To receive update re insurance renewal for the Fassage Hall
- b) To determine a response to the invitation from Lucy Frazer, MP to visit the House of Commons
- c) To approve the Role Description & Terms for the Clerk

13. ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) To receive an update on actions to improve the entry to the village:
 - I. Appointment of maintenance contractor
 - II. Quotations for repairing/replacing the village sign
 - III. Response from EDCD regarding the replacement of bus shelter perspex
- b) To consider quotations for repairing the Play Area fence and appoint contractor
- c) To consider quotations for replacing safety matting in the Play Area and appoint contractor if sufficient quotations received
- d) To update the Council on completing 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 the mowing schedule being undertaken by East Cambs Trading Co
- g) To determine action required in respect of the phone box on the High Street

14. COMMUNITY MATTERS

- a) To receive update from FHMC
- b) To agree format for Annual Parish Meeting Saturday 25 June

15. COMMITTEE MATTERS

16. HIGHWAY AND FOOTPATH MATTERS

- a) To update on contact with Highways regarding the Willow tree on Swan Corner
- b) To agree Council response to the Cambridgeshire County Council Travel Survey

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 July Lodestar

19. ITEMS FOR NEXT AGENDA

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

DATE OF NEXT MEETING: 11 July 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	£183.78	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Cemetery – expenses	£23.19+VAT	Open Spaces Act 1906 ss 9 & 10
Various	Swift Tower parts (reimburse Cllr Small)	£51.48+VAT	Open Spaces Act 1906 ss 9 & 10
Lionel Johnson	Internal Audit	£120.00	Local Govt Act 1972 s111
Smart Grass Gdn Servs	Village entry maintenance	£100	Open Spaces Act 1906 ss 9 & 10
Freethought	Cybersecurity	£8.00+VAT	Local Govt Act 1972 s111
Glasdon	Seat	£574.34+VAT	Open Spaces Act 1906 ss 9 & 10
Swaffham Internal Drainage Bd	Drainage rates	£33.12	Open Spaces Act 1906 ss 9 & 10
Earth Anchors	Accessible Picnic Table	£540.00+VAT	Open Spaces Act 1906 ss 9 & 10

Accounts paid under earlier authorisation

FR Jones & Son	Mulch mower and batteries	£749.17+VAT	Open Spaces Act 1906 ss 9 & 10
BHMA	Car park sign	£121.79+VAT	Open Spaces Act 1906 ss 9 & 10
Zurich Ins	Fassage Hall Insurance	£605.00	Open Spaces Act 1906 ss 9 & 10

Lode Parish Council
Minutes of the Annual Meeting of the Council held at 7.30pm on Monday 9 May 2022

These minutes comprise 6 pages

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

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

13/22 Chair's welcome: Cllr Small welcomed those present to the meeting

14/22 Apologies: D/Cllr C Cane

15/22 Declarations of interest: None

16/22 Election of Chair and Vice-Chair : Cllr Small was proposed as Chair by Cllr Walsh, seconded by Cllr Platten and elected unanimously. He signed the Declaration of Acceptance of Office. Cllr Platten was proposed as Vice-Chair by Cllr Walsh, seconded by Cllr Ferdinando and elected unanimously

17/22 Readoption of Standing Orders and Financial Regulations: Council members had reviewed these documents and unanimously voted to readopt them without amendment

18/22 Minutes of Meeting 11 April 2022: These were approved unanimously

19/22 Clerk's Report: The Clerk reported as follows:

- The first instalment of the Precept and the VAT refund from the last financial year have been received giving a current balance of £53,540.43
- Two contractors who had undertaken to quote for repairing the Longmeadow bus shelter have not done so it was agreed to approach a further contractor
- The application made by Cllrs Platten and Stevens to the Local Highways Improvement Fund has been successful and was awarded the second highest score in the District
- The formal quotation for the tree survey has been received. It is identical with the previous informal estimate with the exception of the OS Mapping which is costed on the precise area being surveyed. Cllr Small asked if it would be possible to receive a download of the mapping data file as well as a copy of the map itself. The survey can now proceed

ACTION: The Clerk to advise Eastern Tree Surgery

20/22 Finance matters:

- a) The following payments were agreed:

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
Camdays Ltd	Concrete Base for Shed	£423+VAT	Open Spaces Act 1906 ss 9 & 10
Camdays Ltd	Concrete base for seat	£144+VAT	Open Spaces Act 1906 ss 9 & 10
CAS (Suffolk) Ltd	Insurance	£848.20	Local Govt Act 1972 s111
Tesco (Cllr Platten)	Weedol gun	£4.17+VAT	Open Spaces Act 1906 ss 9 & 10

It was further agreed that a second battery should be purchased for the Mulch Mower for which the estimated cost is £100+ VAT. Cllr Small explained that this type of mower would cut a margin of 48 cm to prevent overgrowth of the Passage Green paths

The Passage Hall insurance has to be renewed before the end of the month but, because a new insurer is taking on the risk a new proposal is required so the premium is not yet known. It was agreed that delegated authority would be given to the Chair and Vice Chair to agree this payment once it is known.

ACTION: The Clerk to complete new insurance proposal for the Passage Hall

- b) The Asset Register was reviewed and it was noted that this forms the basis for the Council's insurance policy.
- c) Passage Hall and Recreation Ground Charity: The accounts for the year ended 31 March 2022 were reviewed and approved

21/22 Planning: There were no new applications or approvals.

Planning appeal:

21/00045/ARN – Anglesey Farm, Lode CB25 9HD

Change of use of 2 agricultural barns to 5 residential dwelling houses

The Council noted that the appeal had been allowed by the Inspector

22/22 District Council Report: D/Cllr Trapp noted that there had been some problems with refuse collection but was reassured to hear that there have now been collections on the Fen Road. He encouraged reports to be made to the Council in the event of future issues. There is concern about the lack of accessible toilets within the District and he encouraged Councillors to consider signing the petition seeking support for proposals to improve facilities in the ECDC area.

A number of representations have been received about parking problems in the vicinity of the Shed. D/Cllr Trapp undertook to seek information about when the pandemic concessions (which allow the suspension of on-site parking at hospitality venues to release more outside space to allow for social distancing) would be withdrawn.

23/22 Council Administration Matters:

- a) Risk Register: The Council's Risk Register was reviewed. It was agreed that, while the elements introduced during the pandemic should be retained, they would be qualified by a note indicating that they would be applied as and when appropriate during pandemic conditions

ACTION: The Clerk

- b) Renewal of Insurance: The Clerk explained that the Council's current insurer is withdrawing from the insurance of Parish Councils with effect from the expiry of our current policy. Accordingly, a new proposal has been sent to Community Action Suffolk, our broker, who are placing the business with Ansvar, who are taking on this type of insurance. The resultant premium of £848.20 is considerably more than we paid in 2021-22 (£590.64). The higher premium reflects the change in the market but

may also be affected by the level of income received during 2021-22 which was inflated considerably by the FCC Grant.

24/22 Environmental and Open Space Matters:

- a) Contractor for grasscutting and grounds maintenance: The Council confirmed the appointment of East Cambs Trading Company
ACTION: The Clerk to confirm to East Cambs Trading Company
- b) Actions to improve the entry to the village: Cllr Walsh is seeking prices for restoration of the village sign. It was agreed that John Lince would be asked to restore the post for the sign and the fencing surrounding it – the latter will require priming before the application of Hammerite finish. Mr Peck, whose wife's family originally donated the bench, has kindly offered to arrange for its repair. Cllr Walsh has received two expressions of interest in maintaining the area around the sign. The lack of a water supply means that it not wise to use planters or planting in this area but to keep the area well maintained. Regarding the bus shelter at the crossroads, the Clerk reported that the person dealing with it has now left ECDC but he has had contact from the person responsible for managing the Street Scene Team. It was suggested that the removal of the damaged Perspex would be a first step to improving the unsightly appearance of the bus shelter
ACTION: Cllr Walsh re sign
Clerk re Bus Shelter
- c) Road Markings on the Cemetery Road: A second quotation has been received for £495+VAT. This was approved
ACTION: Clerk to authorise Acculine to do the work
- d) Longmeadow Bus Shelter: It was agreed that the Clerk should contact Camdays to see if they would be prepared to quote for the repair
ACTION: Clerk
- e) Action required following the annual inspection of play and exercise equipment: The two key actions identified are repair or replacement of the perimeter fence to the Play Area and replacement of the safety matting under the equipment. After discussion, a poured rubber surface was identified as the preferred option
ACTION: Obtain quotation for repair of the fence – Cllr Platten
Obtain quotations for replacing safety matting – Clerk
- f) Swift Tower: Cllr Small reported that the erection of the swift tower marked the final completion of the project funded by FCC. He thanked all the members of the community who have been involved in this part of the project.
- g) Accessible Picnic Table for the Fassage Green: A ceiling price of £750 ex VAT but including delivery was agreed.
ACTION: Options on the model to be purchased to be circulated and agreed by email
- h) Improved water supply to the allotments: Cllr Small advised that money for this project had been identified in the budget for this year. There have been enquiries from allotment holders about when the project will be commenced. Cllr Small emphasised that the project would need to be implemented by allotments holders.
ACTION: Email allotment holders to invite them to come together for a discussion on this at the Parish Open Meeting (see below) – Cllr Small

25/22 County Council Report: C/Cllr Sharp said that the only meeting over the last month had been of the Highways & Transport Committee who had endorsed the recommendations of the Local Highways Improvement group's recommendations regarding the award of funding. He noted that implementation of previous awards was still an issue arising from the fact that only 8 of the posts within the team are currently

filled. The next round of applications will open on 3 October.

He is still awaiting costs for the resurfacing of the old Fassage Recreation Ground path and is chasing the responsible officer.

Regarding the tree at Swan Corner, it was agreed that he would arrange a meeting to include Steve Alexander and Bob Rossiter to seek a definitive solution to this long running problem

ACTION: C/Cllr Sharp

He advised that a local resident had been in contact with Lucy Frazer about speeding on the B1102. The Clerk confirmed that a member of her team had raised an enquiry with him about the Parish Council's view. His response will explain the purchase of the speed indicators but also stress the need for enforcement which is not something that falls within the powers of the Parish Council

26/22 Community Matters

- a) Guildhall Open Day: The Council indicated its support for such an event but does not have capacity to become involved in this before the summer
- b) AtoB1102 Group: Cllr Platten reported that the group understands that neither the Mayor nor the Greater Cambridge Partnership is going to provide finance or support to secure better bus links from East Cambs so it falls on the parishes to seek a solution themselves. Two members of the group are seeking a meeting with Stagecoach to explore possibilities. Cllr Small advised that it was important to understand what parish support would mean – while Lode would want an improved service, it is not in a position to subsidise the cost. C/Cllr Sharp pointed out that the proposal would involve a fast service running from Soham to the new Park & Ride where there would be a range of destinations including the centre of Cambridge and Addenbrookes
- c) Fassage Hall Management Committee: Cllr Platten reported that she and Julie Sale had had a demonstration of Lemon online booking and payment system which would cost £30 per month. The cost of someone to run it for 2 hours per week plus the cost of the system was estimated at £2000 per year. Given the cost, they are going to consider using Google Calendar – it was pointed out, however, that this would require input from the Fassage Hall Team whereas the Lemon system could remove that requirement at the booking stage
- d) Annual Parish Meeting: It was agreed that this needed to be postponed
ACTION: Cllr will consult Cllrs on a new date in June
- e) Jubilee Working Group: Cllr Platten reported that the programme for the weekend has been published in Lode Star and a flyer is to be delivered to all households

27/22 Correspondence: The Clerk drew attention to the online meeting offered by the Police and Crime Commissioner. This represents an important opportunity to raise concern about the increased levels of vandalism recently experienced in the village

28/22 Date of next meeting: Monday 13 June, 2022

The meeting closed at 9.30 pm

MONTHLY REPORT MAY 2022

Bin complaints continue

Complaints about uncollected bins continue to arrive. We pass them on to the service manager at East Cambs Street Scene, and continue to apply pressure, including asking a question at the last Full Council meeting which was brushed aside. We fully understand residents' frustration—having the bins emptied is after all one of the most basic council services that we all know we pay for. Not having your bin emptied for over six weeks is not the sort of service residents expect. We will be pressing for further explanations when the quarterly service review is held at the Council's next Operational Services Committee meeting.

Mepal crematorium application delayed again

Planning officers have requested a further delay in considering the Mepal crematorium planning application, this time to Monday 13 June, though no reason for this delay has been given at the time of writing.

East Cambridgeshire Local Plan single issue review

The District Council agreed the 'single issue review' of the Local Plan for the next round of consultation. This review concentrates only on policy GROWTH1.

Yet another loan for council trading company

The Council also agreed the £7.5M loan to its Trading Company, the sale of Paradise Pool to the Trading Company, and the replacement of one of the company Directors.

Accessible public toilet petition

A proposal to the Full Council for improvements to public toilet provision in East Cambridgeshire, which we supported, was proposed, seconded—and then the Council administration referred it without debate to one of its Committees, which is not due to meet next until late June. We had thought these proposals to improve public toilets for people with disabilities would be non-contentious. A petition has been set up www.tinyurl.com/eastcambs-toilets for local residents to demonstrate their support for the basic principles of these proposals. Please sign and share.

Meet your councillors

We will be holding our first face to face surgery since lockdown from 6:00 to 7:00PM on Wednesday 25 May 2022 at Reach Village Hall.

Charlotte Cane & John Trapp, District Councillors for Bottisham Ward