

CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Council

5 October 2022

You are hereby summoned to attend a meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

On Monday 10 October 2022 at 7.30pm

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Yours truly

Dave Gibbs

(Clerk/Proper Officer)

AGENDA

069/22-23 Apologies for Absence

070/22-23 Declarations of Interest

Councillors to declare any interests in respect of any item to be discussed at this meeting:-

- a) Disclosable Pecuniary Interest
- b) Non-Pecuniary Interest
- c) Sensitive Pecuniary Interest

071/22-23 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council

072/22-23 Public Time

To receive representations from members of the public regarding issues pertinent to the Council

073/22-23 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 20 September 2022

074/22-23 Matters Outstanding

- a) Bus shelter improvement project - update
- b) Pavement outside Field Lodge, Upwell Road - update
- c) Markers on Sixteen Foot Bank - update
- d) Affordable housing proposal - update
- e) CFC Disposals site - update

075/22-23 Police Report

To report on policing matters in the area over the last month

076/22-23 County & District Councillors Reports

To receive reports from Cllrs Count, French, Sutton and Tanfield

077/22-23 Clerk's Report

To receive a report on meetings attended and correspondence received

078/22-23 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents

a) Local Highway Improvement application for 2023/24

079/22-23 Recreation Ground Extension

To receive an update on developments since the last meeting

080/22-23 Planning

a) To consider the following application:-

F/YR22/1040/F - Erect single-storey side/rear extensions and porch to front of existing dwelling involving demolition of existing side extensions - Corner House, March Road, Tipps End

b) To consider the draft Fenland Local Plan and supporting documents and agree the Council's response to Fenland District Council

081/22-23 Finance

a) To receive a financial report from the Clerk as at 30.9.22

b) To receive the report of the external auditor

c) To note the following sum received:-

Fenland District Council (precept) £ 8,000.00

d) To approve the following payments:-

Clerk salary and home office allowance £ 360.79

PKF Littlejohn LLP (audit fee) £ 240.00

Business Services at CAS Ltd (insurance) £ 1,247.40

Christchurch PCC £ 122.50

e) To consider a grant application from Allsorts Community CIC

f) To consider potential projects for inclusion in the budget for 2023/24

082/22-23 Communications

To consider a report on the Council's communications compiled by Mr Brookes

083/22-23 Confidential Item

To resolve to exclude the press and public from the following item by reason of the confidential nature of the business to be transacted, in accordance with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

Employment matter

084/22-23 Matters for Next Meeting

To discuss future agenda items from Councillors

085/22-23 Date of Next Meeting

To confirm the date of the next meeting as Monday 14 November

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Tuesday 20 September 2022 at 7.30pm

Present: K Miller (in the Chair), S Aldridge, J Bliss, A Sparrow, Cllr W Sutton (FDC), D Gibbs (Clerk), B Moss, N Williams (Parishioners)

053/22-23 Apologies for Absence

Cllrs J Hughes, R Gladwin

054/22-23 Declarations of Interest

None

055/22-23 Chair's Announcements

The Chair, on behalf of the Council, thanked Mr Russell for his prompt and selfless actions to protect properties on Euximoor Drove from the crop fire on 24 July.

056/22-23 Public Time

Ms Moss and Ms Williams explained that they have experience of running activities for children and young people and would like to set up similar provision in Christchurch. They asked about the possibility of start-up funding from the Parish Council and were advised to submit a grant application once they have plans in place.

057/22-23 Confirmation of Minutes

Minutes of the meeting held on 11 July 2022 were correctly recorded and signed as being a true record.

058/22-23 Matters Outstanding

- a) Bus shelter improvement project - No progress.
- b) Pavement outside Field Lodge, Upwell Road - The architect is negotiating the discharge consent with the Middle Level Commissioners. The Clerk will contact Mr Simmonds to update him.
- c) Roadside drains - The outstanding works in Upwell Road were completed and members reported that the resident was pleased with the outcome. The Clerk asked members to report any further blockages.
- d) Benches, play equipment, outdoor gym - The Clerk confirmed that the benches have been delivered to Cllr Gladwin ready for installation.
- e) Markers on Sixteen Foot Bank - The installation has not commenced. The Clerk and Cllr Sutton will seek clarification regarding the installation date.

059/22-23 Police Report

The Clerk reported that he had attended two meetings recently. Issues discussed included an increase in shoplifting and the recreational use of nitrous oxide gas. Neighbourhood Watch is inviting individuals and community groups to sign up to its Community Safety Charter and has recently launched a campaign against street harassment.

060/22-23 County & District Councillors Reports

Cllr Sutton reported that the Boundary Commission had not supported the proposal put

forward by the District Council to split the Elm & Christchurch ward, so there will be no change. The source of the evidence put forward by the District Council to justify amalgamating Christchurch with March is yet to be confirmed. He thanked those who had submitted expressions of opposition to the proposals.

061/22-23 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a webinar on the proposed Anglian Water reservoirs, information on financial help available for residents during the cost of living crisis, grants to reduce energy bills for homeowners and tenants, the public consultation on the draft Fenland Local Plan, a letter of thanks from the Lord Lieutenant of Cambridgeshire, the launch of this year's Pride in Fenland awards and notification of the right to appoint an external auditor outside the national contract. Members resolved to continue to participate in national arrangements for external audit.

062/22-23 Members and Residents Issues

- a) Affordable housing proposal - no update received.
- b) CFC Disposals site - no update received.
- c) Communications - members asked the Clerk to invite Michael Brookes to the next meeting to discuss his observations.
- d) Local Highways Initiative bid for 2023/24 - members were asked to consider potential projects for discussion at the next meeting.
- e) Defibrillator spares - the Clerk outlined current difficulties in obtaining spare parts for the defibrillator at the Community Centre. Members agreed that urgent action may be required and that lives are at risk if the defibrillator is unavailable whilst awaiting spare parts. They resolved to authorise the Clerk to purchase a new defibrillator of a different make and model should it become necessary in order to continue to provide this life-saving equipment.

063/22-23 Recreation Ground Extension

Cllr Aldridge announced that she will be purchasing a memorial bench for a former resident. A temporary location will be required for it until it can be placed in the new field.

064/22-23 Planning

Members considered the following applications:

F/YR22/0900/F - The formation of hard-standing to site of 2 x caravans (1 x residential use and 1 x storage) at the rear of property - Dun Cow, Green Lane, Christchurch

They questioned whether this application requires planning permission, as it relates to accommodation ancillary to the adjoining property. Members resolved to offer no objection.

F/YR22/1037/F - Erect a dwelling (single-storey, 2-bed) - Land South West of The Old Post Office, Upwell Road, Christchurch

Members expressed concern regarding the proximity of the proposed development and, in particular, the boundary fence, to the adjoining property. They felt that the proposed dwelling falls within the curtilage of the listed building as shown on the Historic England listing and would be detrimental to the setting of the listed building. Members resolved not to support the application.

065/22-23 Finance

- a) The management accounts as at 31.8.22 showed income of £10,568.52 and expenditure of £2,452.44, resulting in a surplus of £8,116.08 and total funds held of £48,672.35.

- b) Members noted the following sum received:
Fenland District Council (concurrent functions grant)..... £2,567.00
- c) Members approved the following accounts for payment:
- | | |
|---|------------|
| Clerk salary and home office allowance | £ 721.58 |
| Russell Fowler (dyke clearance) | £ 1,622.40 |
| Fenland District Council (street lighting)..... | £ 4,194.10 |
| Broxap Ltd (benches)..... | £ 1,556.40 |
| A A Deptford (defibrillator spares) | £ 92.40 |
| Fenland Road Safety Campaign (LHI contribution) | £ 1,666.67 |

066/22-23 Confidential Item

Deferred to October's meeting.

067/22-23 Matters for Next Meeting

Budget planning.

068/22-23 Date of Next Meeting

The date of the next Meeting of the Parish Council will be Monday 10 October.

Agenda Item No.	077/22-23	Christchurch Parish Council
Meeting Date	10 October 2022	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Report

Correspondence received:

Cambridgeshire & Peterborough Combined Authority - Six Keys roadshow, councillor update

Cambridgeshire County Council - Transport Strategies public consultation, Flood Resilience Day in March, roadworks and events, Cambridgeshire Matters newsletter, traffic management training course

Fenland District Council - Skills and Recruitment event, review of Polling Districts and Polling Places, Road Safety Day of Action

National Association of Local Councils - newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils - monthly bulletin, AGM, training schedule

Norfolk County Council - Minerals and Waste Local Plan pre-submission consultation

Cambridgeshire ACRE - Staying in Touch newsletter

Queen Elizabeth Hospital - modernisation newsletter

Environment Agency - Ouse Washes newsletter

PKF Littlejohn LLP - External Auditor report

Care Network - March Men's Shed

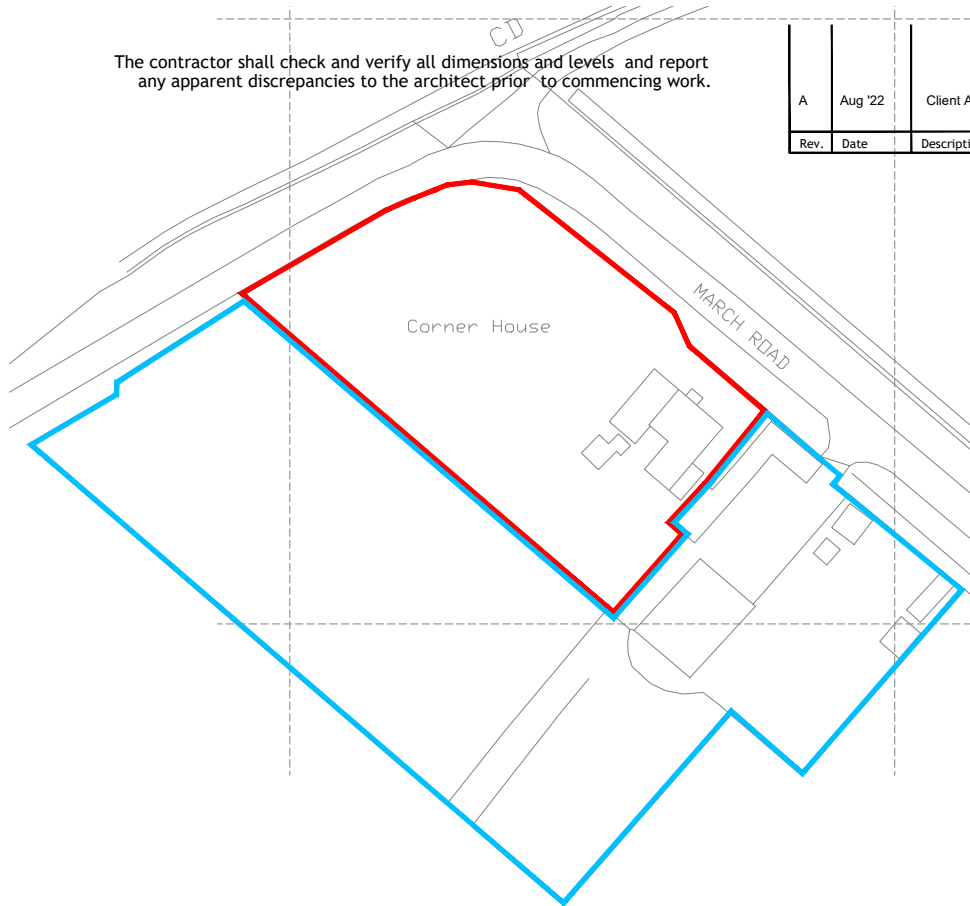
3. Recommendations

Members note the report.

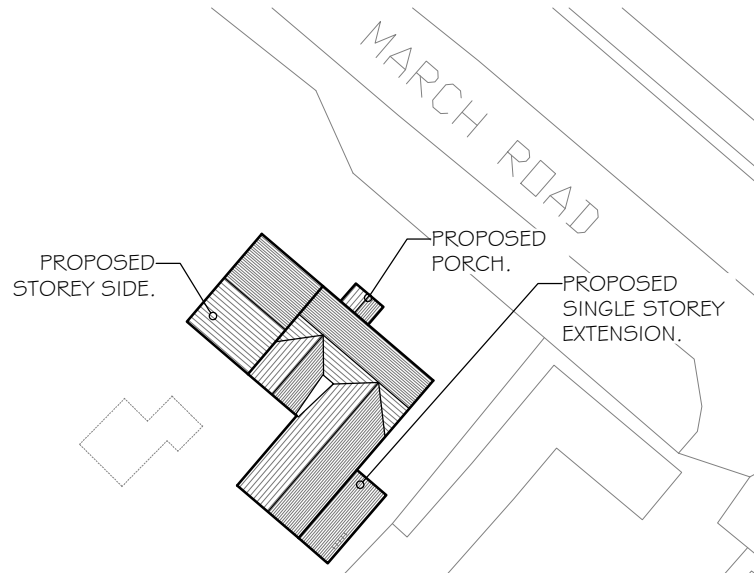
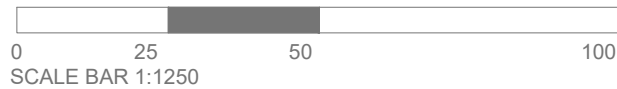
Report Author	Dave Gibbs
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The contractor shall check and verify all dimensions and levels and report any apparent discrepancies to the architect prior to commencing work.

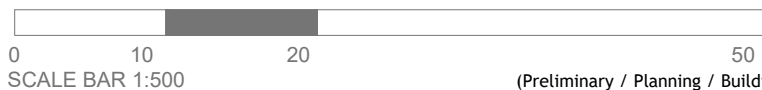
A	Aug '22	Client Amendments.
Rev.	Date	Description



LOCATION PLAN (1:1250)



BLOCK PLAN (1:500)

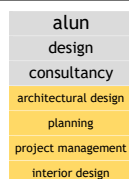


(Preliminary / Planning / Building Regulations / Construction)

alun design consultancy ltd

Neville House, Station Road
Wendens Ambo,
Saffron Walden, Essex CB11 4LB

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www.alundesign.com



Project Status

Planning

Project

**The Cornerhouse Farm
March Road
Tipps End, Welney**

Drawing Title

Bock and Location Plan

Date

June '21

Scale at A4

As Shown

Drawn

adc

Checked

Site Post Code

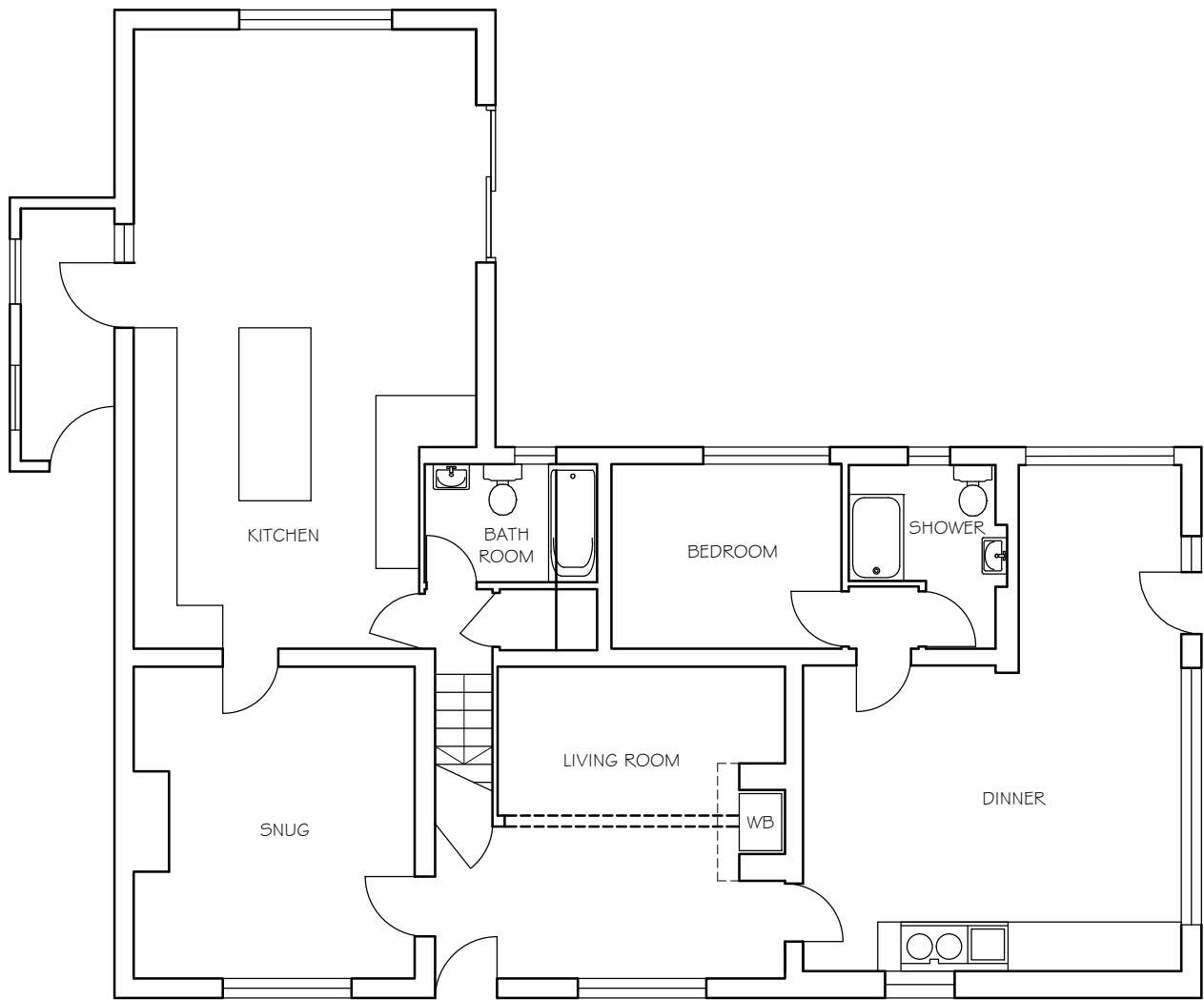
PE14 9SN

Drawing No.

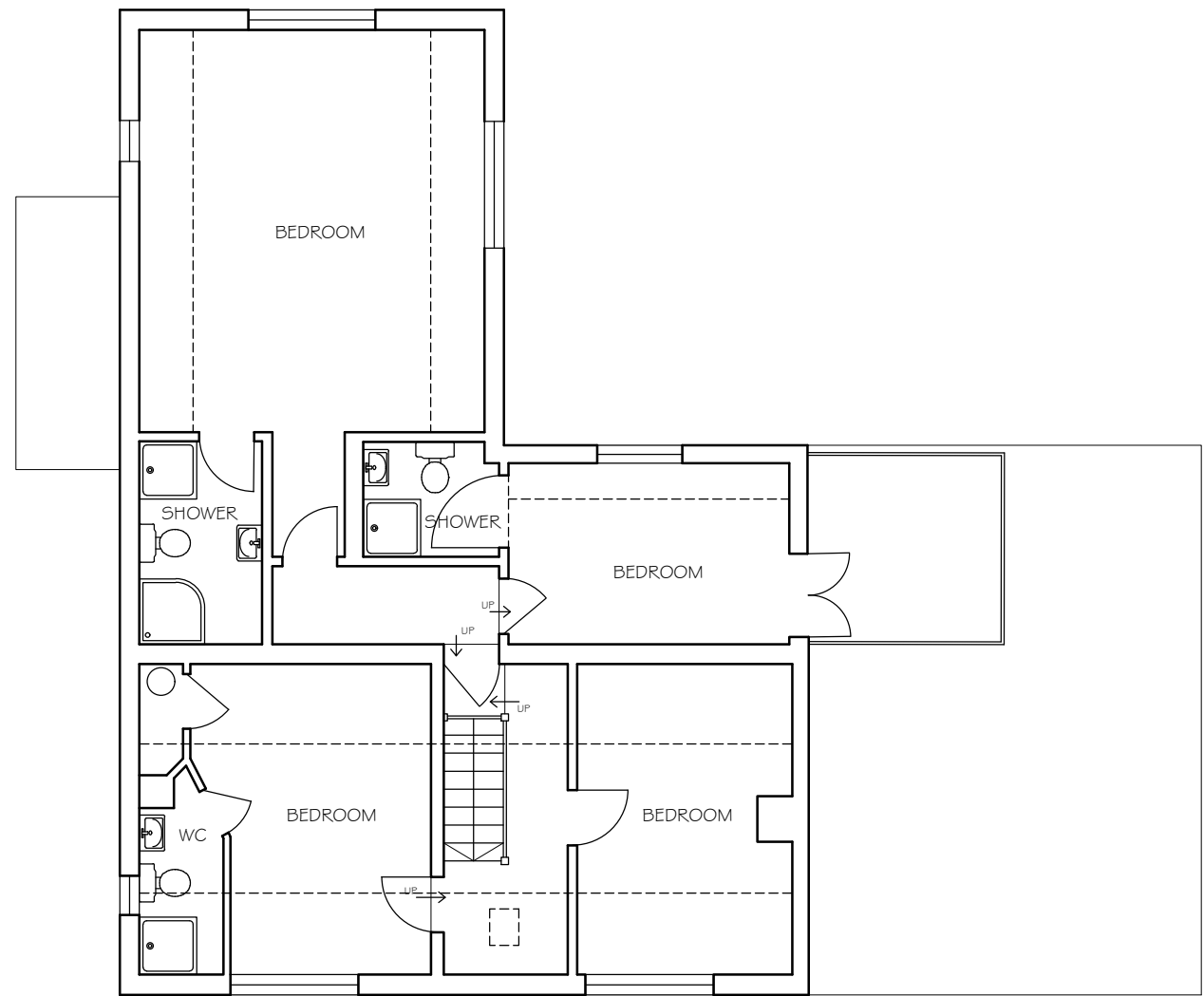
S/4663/21/PL-02

Revision

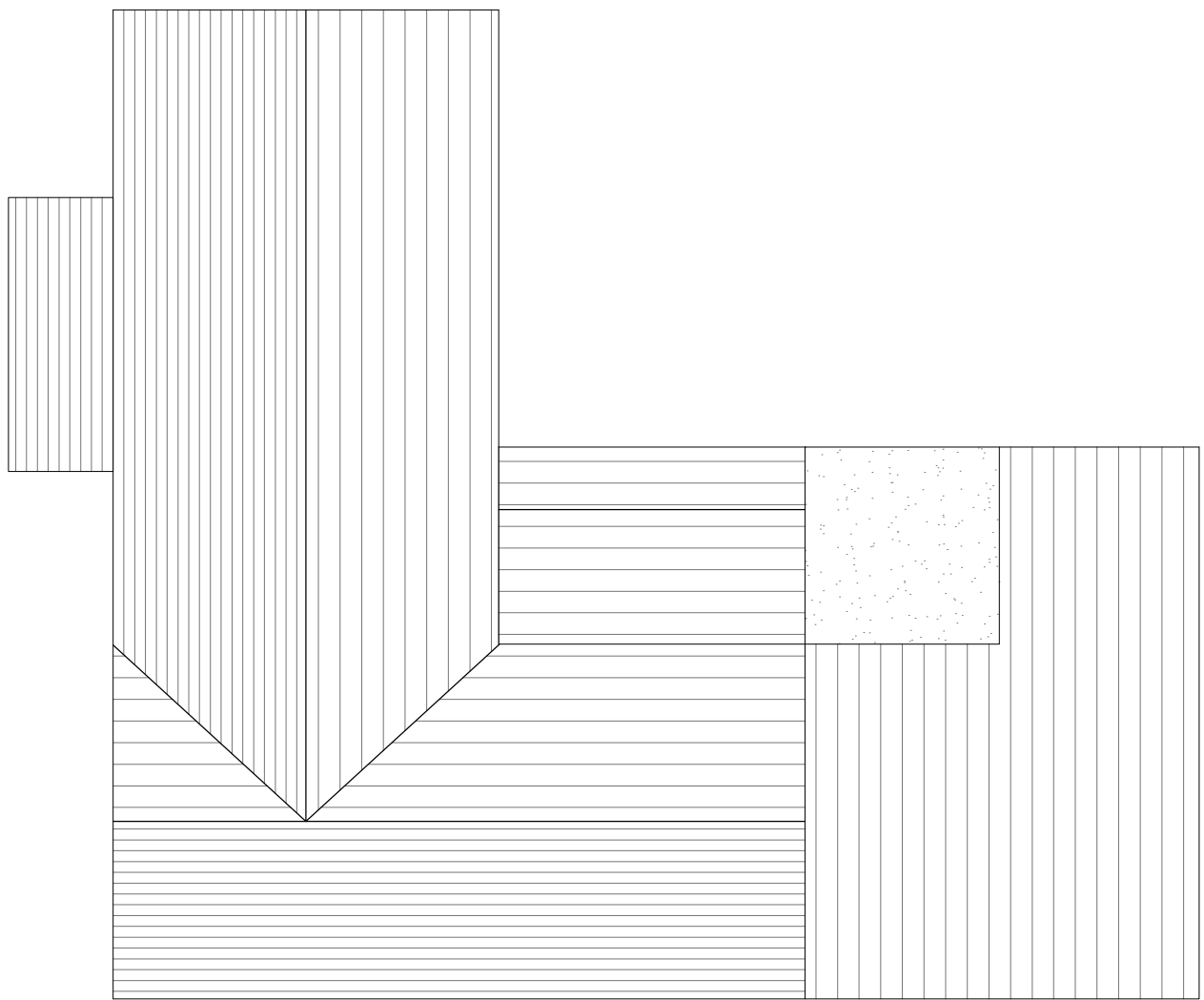
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GROUND FLOOR PLAN



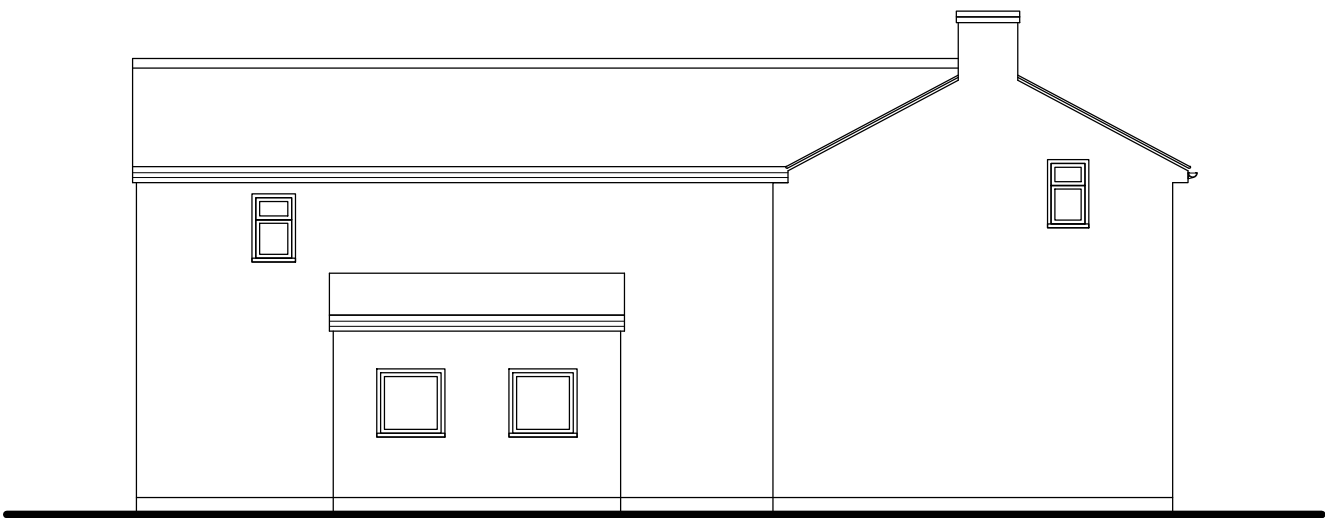
FIRST FLOOR PLAN



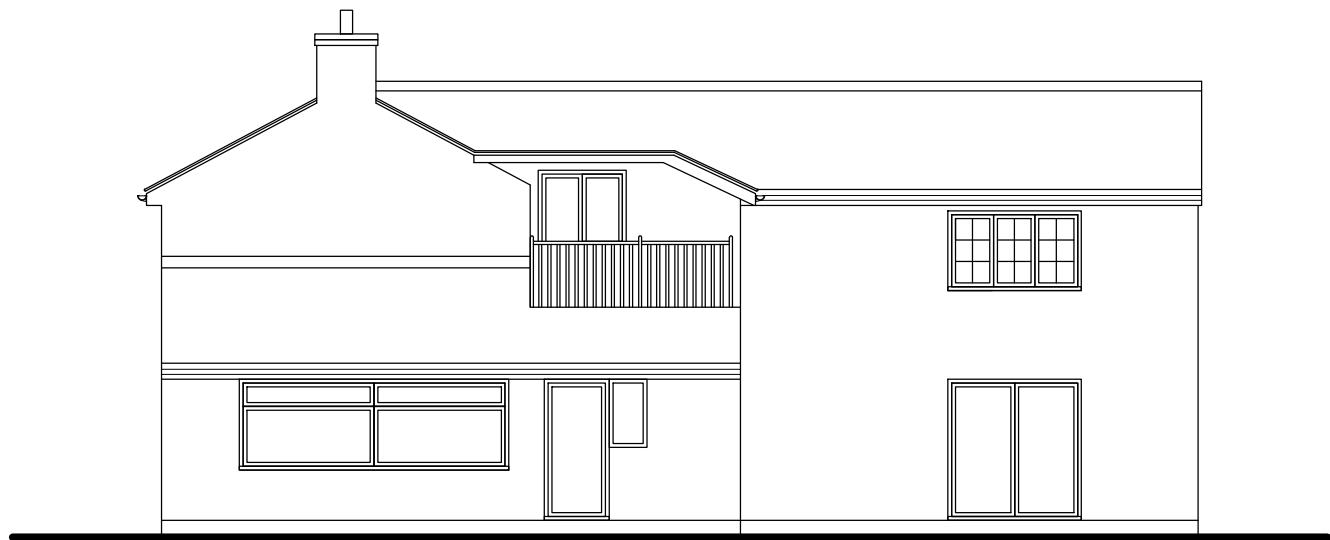
ROOF PLAN



FRONT ELEVATION



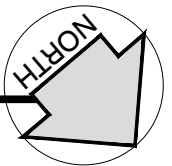
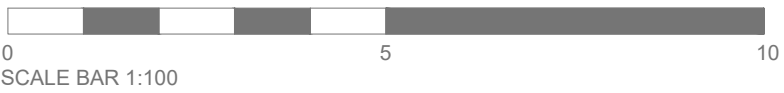
SIDE ELEVATION



SIDE ELEVATION

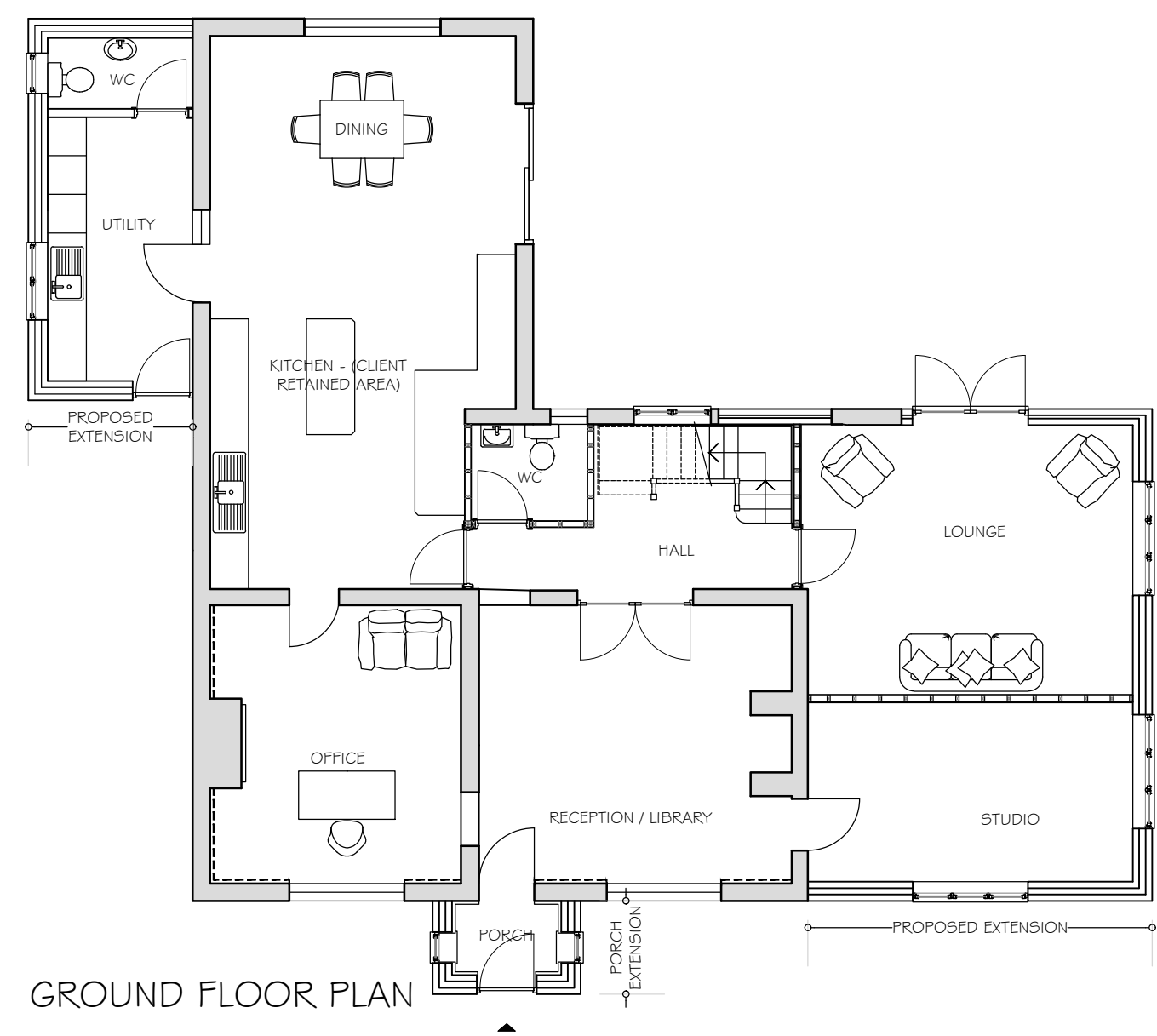


REAR ELEVATION

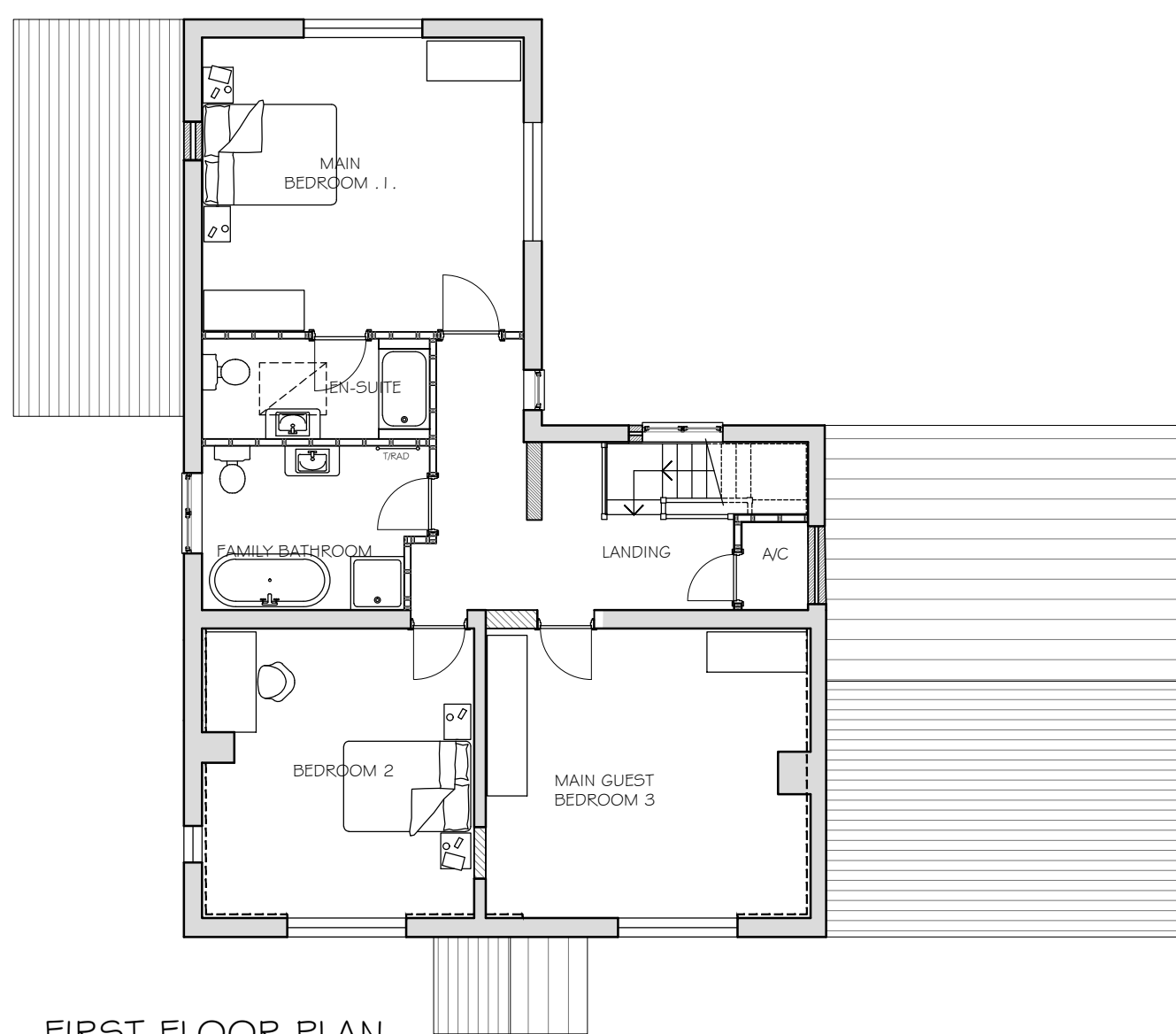


Rev.	Date	Description
The contractor shall check and verify all dimensions and levels and report any apparent discrepancies to the architect prior to commencing work.		
Project Status		Planning
(Preliminary / Planning / Building Regulations / Construction)		

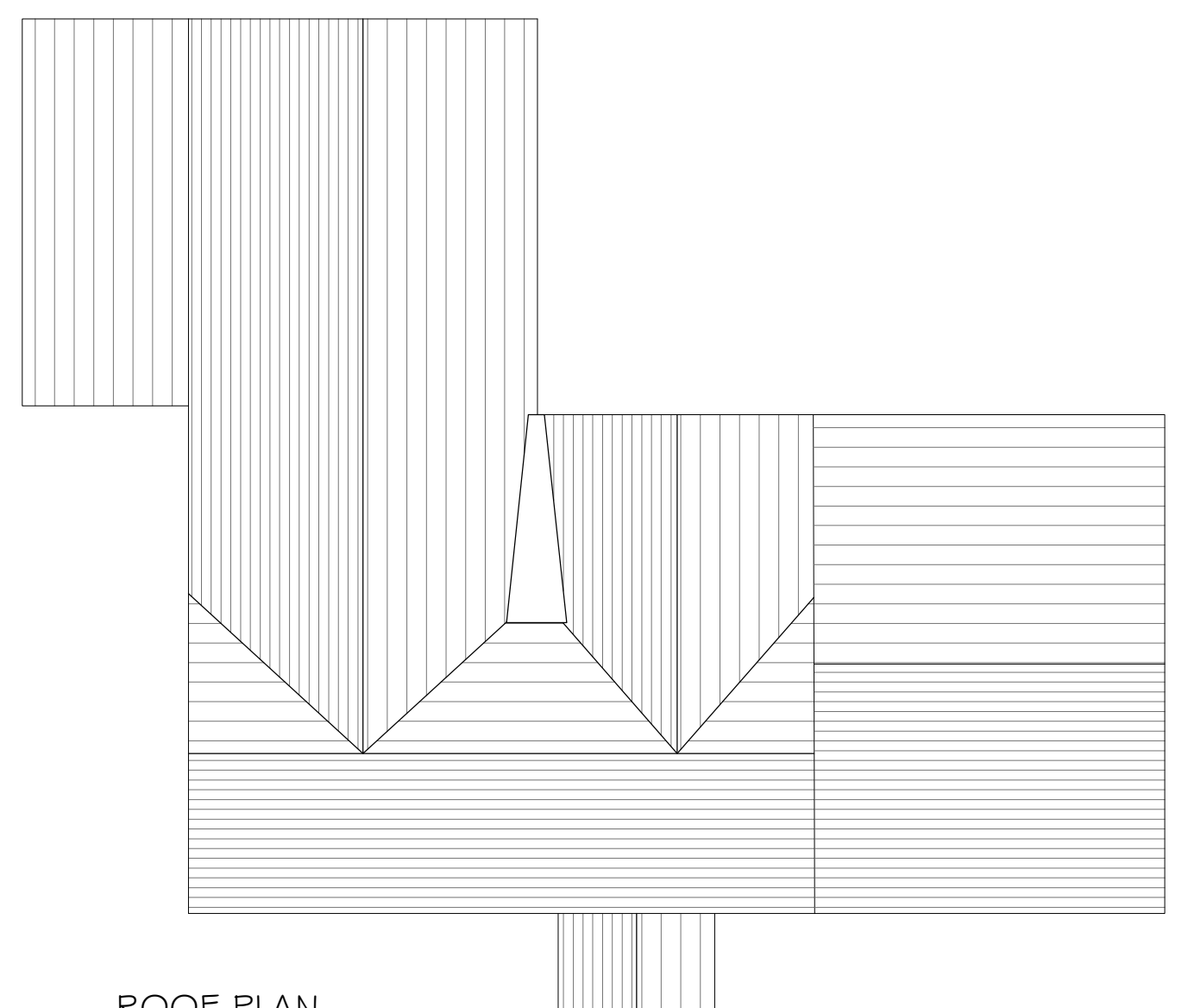
alun design consultancy ltd Neville House, Station Road Wendens Ambo, Saffron Walden, Essex CB11 4LB T: 01799-540600 F: 01799-540608 E: info@alundesign.com www.alundesign.com		alun design consultancy architectural design planning project management interior design	
Project The Cornerhouse Farm March Road Tipps End Welney			
Drawing Title Existing Floor Plans and Elevations			
Date June '21	Scale at A2 1:100	Drawn adc	Checked
Site Post Code PE14 9SN	Drawing No. S/4663/21/EX-01	Revision	



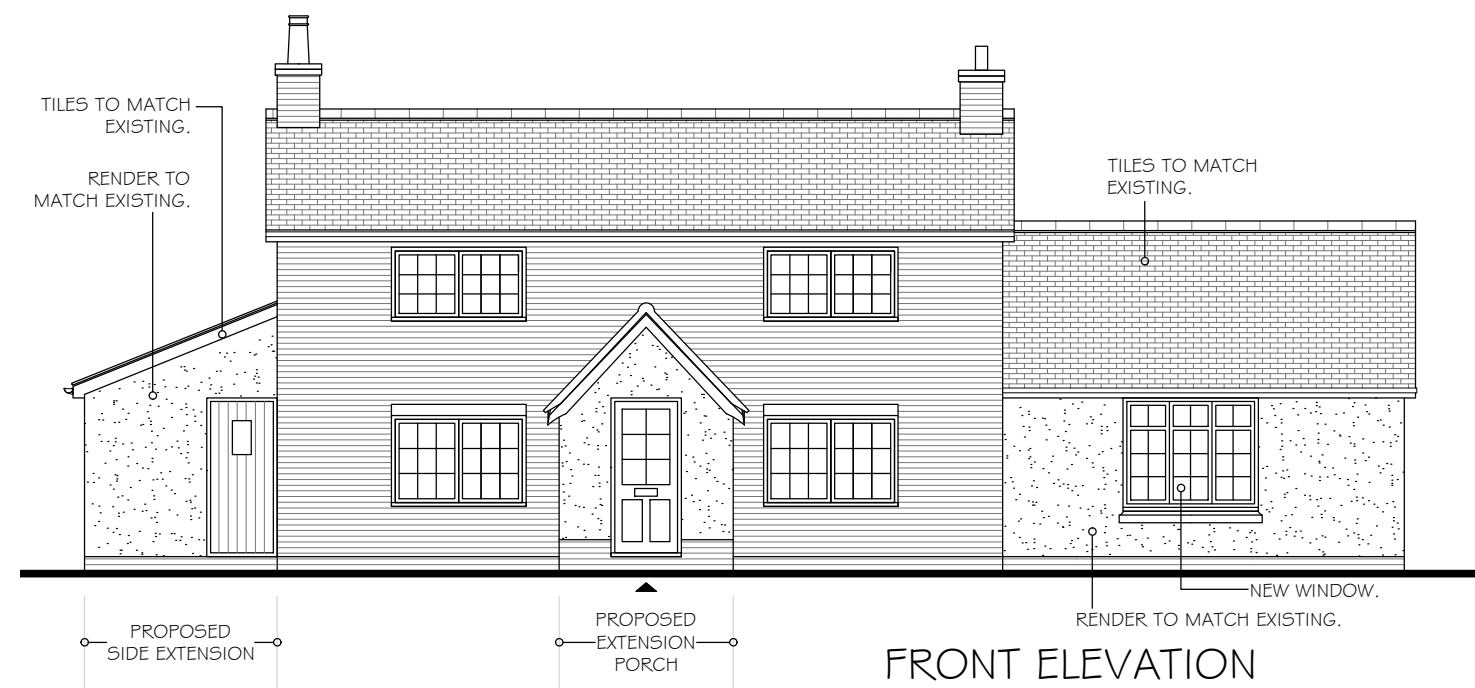
GROUND FLOOR PLAN



FIRST FLOOR PLAN



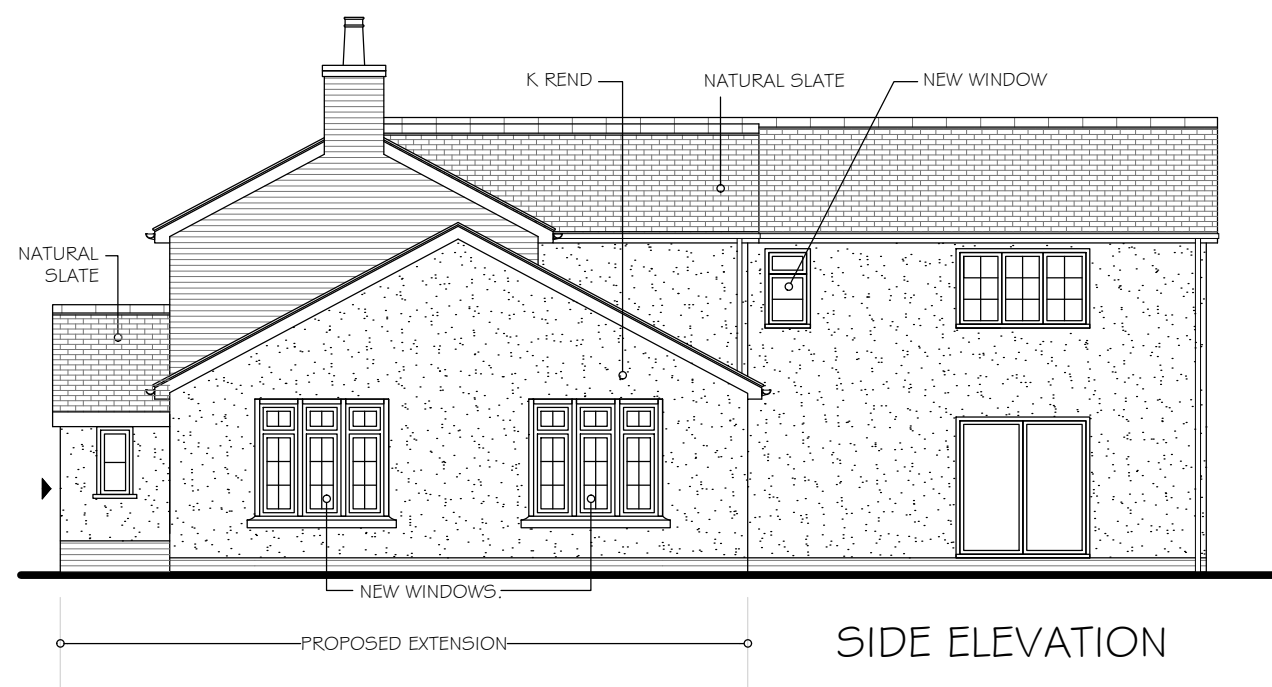
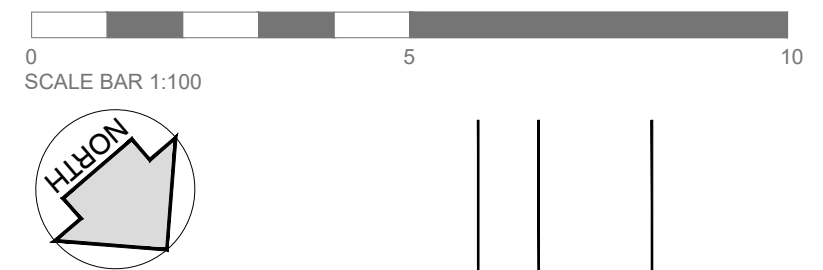
ROOF PLAN



FRONT ELEVATION



SIDE ELEVATION



SIDE ELEVATION



REAR ELEVATION

A	Aug '22	Client Amendments.
Rev.	Date	Description
The contractor shall check and verify all dimensions and levels and report any apparent discrepancies to the architect prior to commencing work.		
Project Status		Planning
(Preliminary / Planning / Building Regulations / Construction)		

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alun design consultancy architectural design planning project management interior design			
Project The Cornerhouse Farm March Road Tipps End Welney			
Drawing Title Proposed Floor Plans & Elevations			
Date June '21	Scale at A2 1:100	Drawn adc	Checked
Site Post Code PE14 9SN	Drawing No. S/4663/21/PL-01	Revision A	

Christchurch Parish Council - Receipts & Payments Summary as at 30.9.22

Income	Year to Date		Budget	%
FDC Precept	£	16,000.00	£ 16,000.00	100.00
FDC Concurrent Functions Grant	£	2,567.00	£ 2,567.00	100.00
Allotment Rents	£	-	£ -	0.00
Allotment Rates	£	-	£ -	0.00
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	-	£ -	0.00
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	7.73	£ 2.00	386.50
VAT Refunds	£	-	£ 6,521.00	0.00
Miscellaneous	£	-	£ -	0.00
Total Income	£	18,574.73	£ 25,090.00	74.03

Expenditure

Clerk's Salary	£	2,164.74	£ 4,550.00	47.58
Fees	£	140.00	£ 370.00	37.84
Subscriptions	£	406.03	£ 425.00	95.53
Admin Expenses	£	371.14	£ 1,000.00	37.11
Insurance	£	-	£ 700.00	0.00
Drainage Rates	£	82.11	£ 80.00	102.62
Recreation Ground	£	2,418.00	£ 10,300.00	23.48
Churchyard	£	-	£ 245.00	0.00
Community Centre	£	-	£ 2,000.00	0.00
Street Lights	£	3,495.09	£ 18,944.00	18.45
Section 137 Payments	£	50.00	£ 2,000.00	2.50
Highways	£	1,666.67	£ 3,642.00	45.76
Recoverable VAT	£	1,281.21	£ -	0.00
Total Expenditure	£	12,074.99	£ 44,256.00	27.28

Summary

Total Income	£	18,574.73
LESS Total Expenditure	£	12,074.99
Net Surplus or Deficit	£	6,499.74

Balance Sheet

Balance B/fwd	£	40,556.27
Surplus or Deficit	£	6,499.74
Balance C/fwd	£	47,056.01

Represented by

Barclays Community Account	£	26,900.13
Barclays Business Premium Account	£	20,155.88
Cash / Cheques	£	-
	£	47,056.01

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Christchurch Parish Council – CA0054

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

21/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Christchurch Parish Council
Budget Calculation 2022/23

2019/20			2020/21		2021/22			2022/23		
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.21	Anticipated Year End	Budget	Adjustments	
FDC Precept	£ 12,750.00	£ 12,750.00	£ 12,750.00	£ 12,750.00	£ 12,750.00	£ 12,750.00	£ 12,750.00	£ 16,000.00	£ -	£ 16,000.00
FDC Concurrent Functions Grant	£ 1,833.00	£ 1,833.00	£ 1,833.00	£ 2,566.00	£ 2,566.00	£ 2,567.00	£ 2,567.00	£ 2,567.00	£ -	£ 2,567.00
Allotment Rents	£ 382.50	£ -	£ 382.50	£ 765.00	£ 382.50	£ 765.00	£ 765.00	£ -	£ -	£ -
Allotment Rates	£ -	£ -	£ -	£ 74.18	£ 77.00	£ 154.56	£ 154.56	£ -	£ -	£ -
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ 10,795.00	£ 10,795.00	£ 10,795.00	£ 24,250.00	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Recycling Credits	£ 70.00	£ -	£ 70.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 60.00	£ 52.58	£ 60.00	£ 9.20	£ 2.00	£ 1.50	£ 2.00	£ 2.00	£ -	£ 2.00
VAT Refunds	£ -	£ -	£ -	£ -	£ 9,015.00	£ 9,014.76	£ 9,014.76	£ 6,521.00	£ -	£ 6,521.00
Miscellaneous	£ -	£ 156.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Total Income	£ 25,890.50	£ 26,086.58	£ 25,890.50	£ 40,414.38	£ 24,792.50	£ 25,252.82	£ 25,253.32	£ 25,090.00	£ -	£ 25,090.00
Expenditure										
Clerk's Salary	£ 4,151.64	£ 4,151.64	£ 4,151.64	£ 4,263.96	£ 4,690.00	£ 3,197.97	£ 4,400.00	£ 4,550.00	£ -	£ 4,550.00
Fees	£ 150.00	£ 185.00	£ 150.00	£ 370.00	£ 370.00	£ 370.00	£ 370.00	£ 370.00	£ -	£ 370.00
Subscriptions	£ 380.81	£ 428.31	£ 380.81	£ 437.43	£ 400.00	£ 404.43	£ 404.43	£ 425.00	£ -	£ 425.00
Admin Expenses	£ 300.00	£ 772.69	£ 300.00	£ 169.56	£ 500.00	£ 113.16	£ 500.00	£ 500.00	£ 500.00	£ 1,000.00
Insurance	£ 1,400.00	£ 1,221.59	£ 1,400.00	£ 1,243.16	£ 1,260.00	£ 1,415.31	£ 1,415.31	£ 700.00	£ -	£ 700.00
Drainage Rates	£ 75.00	£ 74.06	£ 75.00	£ 75.67	£ 77.00	£ 78.89	£ 78.89	£ 80.00	£ -	£ 80.00
Recreation Ground	£ 3,000.00	£ 2,530.00	£ 3,000.00	£ 3,080.00	£ 3,000.00	£ 200.00	£ 1,864.00	£ 2,000.00	£ 8,300.00	£ 10,300.00
Churchyard	£ 245.00	£ 2,389.00	£ 245.00	£ 245.00	£ 245.00	£ 122.50	£ 245.00	£ 245.00	£ -	£ 245.00
Community Centre	£ 12,700.00	£ 12,700.00	£ 12,700.00	£ 16,595.64	£ 7,475.00	£ 7,779.74	£ 7,779.74	£ -	£ 2,000.00	£ 2,000.00
Street Lights	£ 574.76	£ 1,619.70	£ 574.76	£ 2,572.33	£ 19,500.00	£ 1,947.88	£ 18,392.00	£ 2,500.00	£ 16,444.00	£ 18,944.00
Section 137 Payments	£ -	£ 3,005.69	£ -	£ 432.00	£ 2,000.00	£ 1,850.00	£ 2,000.00	£ 2,000.00	£ -	£ 2,000.00
LHI Projects	£ 3,300.00	£ 4,988.36	£ 3,300.00	£ 447.59	£ 1,670.00	£ -	£ 1,670.00	£ 2,642.00	£ 1,000.00	£ 3,642.00
Recoverable VAT	£ -	£ 4,548.07	£ -	£ 4,466.69	£ -	£ 2,040.33	£ 6,521.00	£ -	£ -	£ -
Tree Works	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 4,300.00	£ 1,250.00	£ -	£ 1,250.00
Total Expenditure	£ 26,277.21	£ 38,614.11	£ 26,277.21	£ 34,399.03	£ 43,187.00	£ 19,520.21	£ 49,940.37	£ 17,262.00	£ 28,244.00	£ 45,506.00
Summary										
Total Income		£ 26,086.58	£ -	£ 40,414.38	£ -	£ 25,252.82	£ 25,253.32	£ 25,090.00	£ -	£ 25,090.00
LESS Total Expenditure		£ 38,614.11	£ -	£ 34,399.03	£ -	£ 19,520.21	£ 49,940.37	£ 17,262.00	£ -	£ 45,506.00
Net Surplus or Deficit		-£ 12,527.53	£ -	£ 6,015.35	£ -	£ 5,732.61	-£ 24,687.05	£ 7,828.00	£ -	-£ 20,416.00

NOTES

Balance as at 31.3.22
Anticipated deficit for 2022/23
Anticipated carry forward

£ 40,556.27
-£ 20,416.00
£ 20,140.27

Anticipated liabilities and suggested expenditure

Legal fees for Community Centre	£ 2,000.00	-2000	£ -
Bi-annual cleaning of war memorial	£ 500.00	-500	£ -
Tree works	£ 800.00	-800	£ -
Outdoor exercise equipment	£ 5,000.00	-5000	£ -
Pavement barrier, Upwell Road	£ 1,000.00	-1000	£ -
Recreation Ground extension	£ 2,500.00	-2500	£ -
	£ 11,800.00	-11800	£ -