

# CHRISTCHURCH PARISH COUNCIL

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

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Clerk: Dave Gibbs

**To Members of the Public and Press**

**4 September 2023**

You are invited 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 11 September 2023 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)

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## AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest  
and reason before an item discussed at this meeting, under the  
Model Code of Conduct Order 2001 No 3576**

**052/23-24 Apologies for Absence**

**053/23-24 Chairman's Announcements**

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

**054/23-24 Public Time**

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

**055/23-24 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 10 July 2023

**056/23-24 Matters Outstanding**

- a) Bus shelter improvement project
- b) Pavement outside Field Lodge, Upwell Road
- c) Affordable housing proposal
- d) Skate park repairs
- e) Household items outside property in Upwell Road
- f) Wayside Estate pedestrian safety
- g) Annual report to residents
- h) Parishioner engagement
- i) Crown Drove grass cutting

**057/23-24 Police Report**

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

**058/23-24 County & District Councillors Reports**

To receive reports from Cllrs Count, French, Roy and Summers

**059/23-24 Clerk's Report**

To receive a report on meetings attended and correspondence received

**060/23-24 Members and Residents Issues**

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

- a) Protecting hedgehogs
- b) Highway weeds

**061/23-24 Recreation Ground Extension**

To receive updates on the following matters:

- a) Progress since the last meeting
- b) Application to the Whitemill Environment Fund

**062/23-24 Planning**

To consider the following application and agree a response to the County Council:

CCC/23/060/FUL - Provision of a classroom extension, infill extension and internal alternations to improve existing facilities, new fencing and hard play area, removal of mobile classroom and base

**063/23-24 Finance**

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of August
- b) To ratify the following payments issued since the last meeting:

Middle Level Commissioners (drainage rates) .....	£	49.10
Upwell IDB (drainage rates) .....	£	43.47
March Stationery and Print (annual reports).....	£	166.80
- c) To approve the following payments:

Clerk salary and home office allowance .....	£	882.26
FJS Services Ltd (skatepark repair) .....	£	2,210.55
Business Services at CAS Ltd (insurance).....	£	1,280.64
Christchurch PCC .....	£	245.00
- d) To note the confirmation of the conclusion of the audit for 2022/23
- e) To approve the transfer of £5,000 from the Council's Barclays Bank account to the new NatWest account
- f) To authorise the signing of direct debit mandates for the following liabilities:

Information Commissioner (annual fee)
Middle Level Commissioners (drainage rates)
Upwell Internal Drainage Board (drainage rates)

**064/23-24 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 the Public Bodies (Admission to Meetings) Act 1960, paragraph 1(2)

Tenders for gym equipment and installation of picnic benches

**065/23-24 Matters for Next Meeting**

To discuss future agenda items from Councillors

**066/23-24 Date of Next Meeting**

To confirm the date of the next meeting of the Council as Monday 9 October

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 10 July 2023 at 7.30pm

**Present:** Cllrs J Hughes (Chairman), J Bliss, P Owen, S Potter, A Sparrow, Cllr D Roy (FDC), D Gibbs (Clerk), Four parishioners

### **036/23-24 Apologies for Absence**

Cllr M Summers (FDC)

### **037/23-24 Chairman's Announcements**

The Chairman apologised that he was unable to attend the recent Golden Age Fair.

### **038/23-24 Public Time**

Mrs Kay reported that Crown Drove is becoming overgrown and there is evidence of fly-tipping. Members asked the Clerk to clarify who is responsible for cutting the grass. Ms Nason advised members that she has stepped down as Chair of The Heron, with Lorna Kirk taking over. Clive Benjamin will be assuming the role of Editor shortly.

### **039/23-24 Membership of the Council**

Mr Feeney and Ms Hayes indicated that they would like to join the Council and were duly co-opted. They signed their declarations of acceptance, witnessed by the Clerk.

### **040/23-24 Confirmation of Minutes**

The minutes of the meeting held on 12 June were correctly recorded and signed as being a true record.

### **041/23-24 Matters Outstanding**

- a) Bus shelter improvement project - Cllr Sparrow has spoken to Townley School who asked for clarification of the number of stones and the approximate area. This information will be provided shortly.
- b) Pavement outside Field Lodge, Upwell Road - No further update.
- c) Affordable housing proposal - No further update.
- d) Skate park repairs - The repairs have still not been carried out. Cllr Sparrow will speak to the contractor again and will provide an estimate for the cost of fencing the site until the repairs are completed.
- e) Household items outside property in Upwell Road - Some waste may have been cleared from the site. The site is now overgrown, so it is unclear what remains. One of the properties appears to be unoccupied.
- f) Wayside Estate pedestrian safety - The Clerk reported that following the involvement of Cllr French, a Road Safety Officer will attend to consider the issues. Members asked to be advised of the date of the meeting.
- g) Annual report to residents - Members discussed the draft of the Annual Report and with minor amendments, it was agreed to proceed with printing and circulating it.
- h) Parishioner engagement - Cllr Sparrow has prepared a draft questionnaire which will be circulated by email for comment. Members agreed that October would be a good time to circulate it. The previous parish surveys have been uploaded to the website. Members discussed the possibility of establishing a Parish Council Facebook page. Cllr Feeney offered to assist with social media activities.

- i) History of Christchurch website - Lewis Bennett has made a copy of the website to retain all of the information. Some paper records have been located, but nothing relating to the purchase of the domain. A suitable home for the paper records will be required and members offered to assist the family of Mr Brookes in identifying a future depository for them.
- j) Outdoor gym equipment - Cllr Sparrow suggested that the initial purchase should comprise a cross trainer and a skier. Members agreed. He will send information regarding specification and costs to the Clerk.
- k) Picnic tables - It was agreed that the benches should be installed near the concrete path just beyond the end of the canopy and between the play equipment and the line of willows. To facilitate easy maintenance, a base of a recycled rubber and aggregate mix will be laid under and around each table. Cllr Sparrow will provide a quote for the base and installation of the benches.

#### **042/23-24 Police Report**

The Clerk reported that no meetings had taken place. A meeting is scheduled for later this week.

#### **043/23-24 County & District Councillors Reports**

Cllr Roy welcomed the new councillors and commented that it is good to see younger people becoming involved. He reported that the recycling credits are paid annually to the Community Centre charity, with the next payment due before the end of July.

He noted that some of the flooding problems in the village and elsewhere are caused by a lack of maintenance of watercourses by riparian landowners. He is proposing faster use of enforcement powers by the District Council to minimise the risk of future flooding issues.

The enforcement action regarding the caravan behind Syringa House is imminent.

#### **044/23-24 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including a forthcoming Back to Nature event and a planning training day organised by the District Council.

#### **045/23-24 Members and Residents Issues**

- a) Campaign to Protect Rural England membership invitation - Members considered this and agreed to join at a cost of £36 for the year.
- b) Local Highways Improvement funding - The Chairman reported that the application for a traffic island in Church Road at the junction with Padgetts Road was successful. He was congratulated for preparing and presenting the application.

#### **046/23-24 Recreation Ground Extension**

- a) Cllrs Hughes and Potter reported that the steering group has met on several occasions to refine plans for the site and prepare an application to the Whitemill Environment Fund. The hedgerow planted earlier in the year is becoming established.
- b) The first phase of works will include the dog walking area, orchard and bridge from Crown Drove. The cost of these works is approximately £12,600. The bridge from the Recreation Ground, the pond and amphitheatre will form a second phase. Members agreed to submit an application to the Whitemill Environment Fund for £10,000 towards phase one, with a further £3,000 being contributed by the Council from the designated budget. The remaining funds will be retained to support applications to other funders and to cover cost overruns on this winter's works programme.

#### **047/23-24 Planning**

Members considered the following application:

F/YR23/0572/O - Erect up to 3 x dwellings involving the formation of a new access (outline application with matters committed in respect of access) including detached garage to serve no. 52 and demolition of existing outbuildings - Land East of 52 Church Road, Christchurch

Members expressed concern regarding the arrangements for maintenance access to the watercourse adjacent to the site. This strategic watercourse provides drainage to the whole of the village of Christchurch and is already overgrown due to the proximity of the wooden sheds on the site that inhibit access. Whilst the Middle Level Commissioners may have indicated their acceptance of the 9m access including the frontage of the properties, this will result in the annual destruction of the front gardens of dwellings 2 and 3. There are also two designated parking spaces within the 9m strip.

The Council does not support this type of backfill development and members expressed concerns that the granting of this proposal would set a precedent for other similar developments in the village. Members raised no objections to the proposed dwelling 1 as infill development on the established frontage.

Occupiers of these dwellings will be dependent on the use of private motor vehicles, contrary to the picture painted by the design and access statement. There is no village shop in Christchurch and no public transport to enable residents to access amenities elsewhere.

Members resolved not to support this application.

#### **048/23-24 Finance**

- a) The management accounts as at 30.6.23 showed income of £11,859.10 and expenditure of £3,599.99, resulting in a surplus of £8,259.11 and total funds held of £49,577.37.
- b) Members noted the sum of £10,000 transferred from the Council's Barclays Bank account to the new NatWest Bank account.
- c) Members approved the following accounts for payment:

Clerk salary and home office allowance .....	£ 441.13
Christchurch Recreation Ground Charity (Golden Age Fair) .....	£ 45.00
Fenland District Council (street lighting) .....	£ 2,958.67

#### **049/23-24 Golden Age Fair - 30 June**

Members discussed the recent Golden Age Fair. A good selection of exhibitors had attended and most seemed happy with their involvement, although footfall was modest. The Chairman thanked Cllrs Bliss and Owen and the Clerk for representing the Council.

#### **050/23-24 Matters for Next Meeting**

None.

#### **051/23-24 Date of Next Meeting**

Members resolved not to meet in August. The date of the next Meeting of the Parish Council will be Monday 11 September.

<b>Agenda Item No.</b>	059/23-24	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	11 September 2023	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on correspondence received and meetings attended.

## 2. Report

### Meetings attended:

Wisbech Neighbourhood Police - 14 July and 6 September

### Correspondence received:

Cambridgeshire County Council - Cambridgeshire Matters newsletter, community gritting scheme applications, flood groups conference, TTRO Sixteen Foot Bank, Stonea, TTRO Wayside Estate and Crown Road, roadworks and events bulletin

Fenland District Council - Walking, Cycling and Mobility Aid survey, Chairman's Charity Coffee Morning, transport planning guide, involvement in planning decisions consultation, Community Safety Partnership survey, new Parkrun in Wisbech, Incinerator Planning Inspectorate recommendation timetable

NHS - It All Counts hydration campaign

National Association of Local Councils - newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils - Annual Conference, training courses, bulletin, model financial regulations consultation

Cambridgeshire ACRE - PECT Climate Action Fund consultation, Home Energy Support Service Plus, Staying in Touch newsletter, Greening Your Community Spaces event, invitation to AGM, September update, Community Living Room project

CCVS - State of the Sector report

Queen Elizabeth Hospital - modernising our hospital newsletter

Online Playgrounds - Playground visual inspection course

Action on Energy - Autumn event

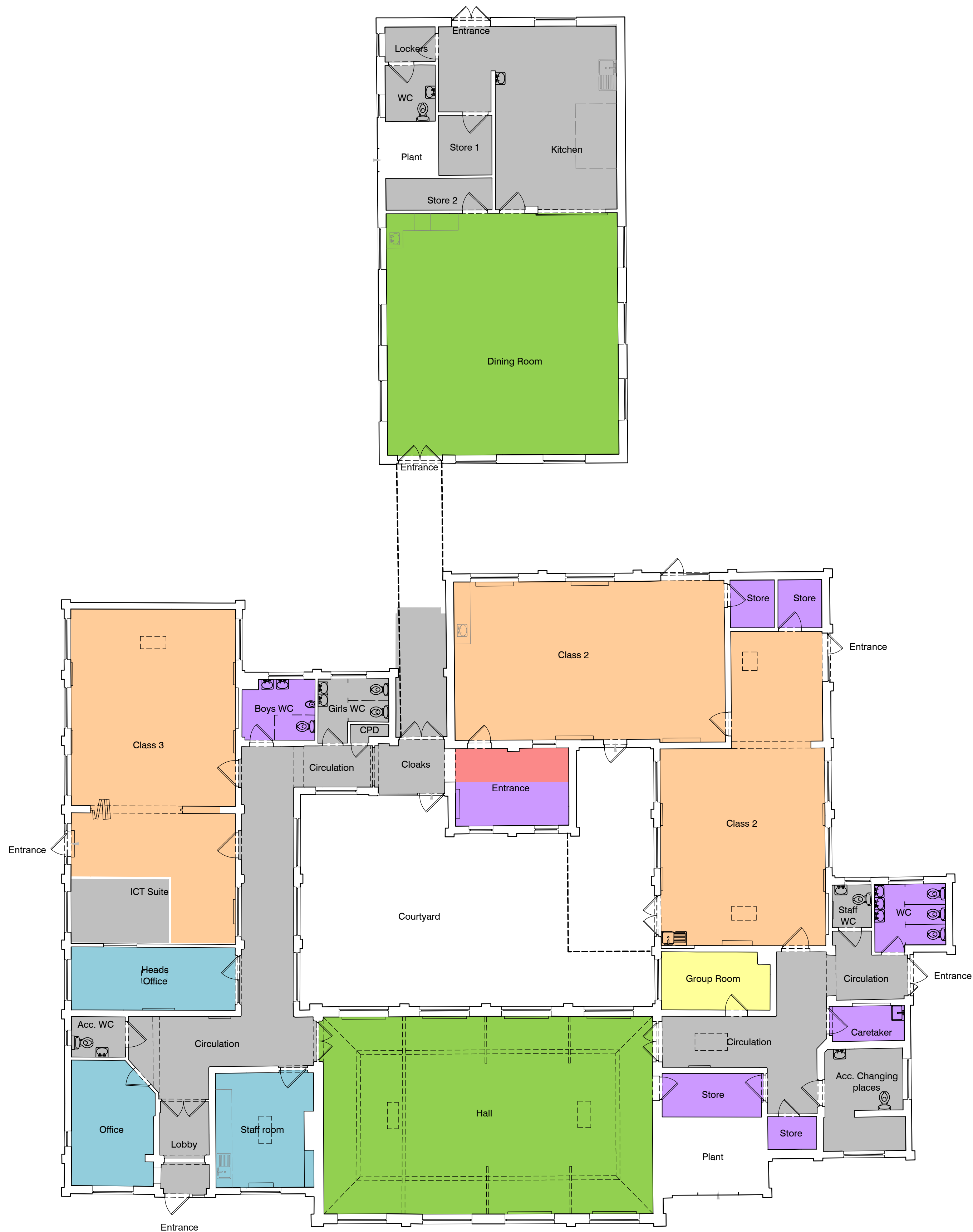
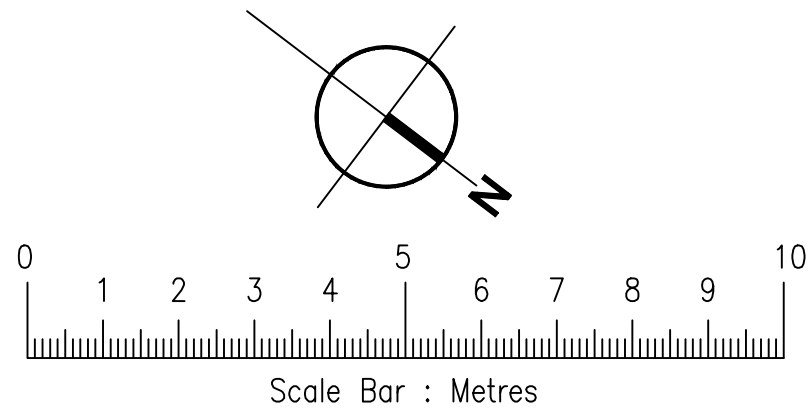
## 3. Recommendations








Members note the report.

<b>Report Author</b>	Dave Gibbs
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**CDM - RESIDUAL HAZARDS** The following are considered to be significant risks relevant to this drawing, which could not be fully mitigated or removed through design:

CDM - RESIDUAL HAZARDS	
1	None Identified
2	
3	
0	Further possible control measures have been identified within the Design Risk Assessments which may help to mitigate these and other identified risks further during the construction / maintenance process.



- |   |                              |
|---|------------------------------|
|  | Basic Teaching               |
|  | Large Spaces                 |
|  | Learning Resource Areas      |
|  | Staff & Administrative Areas |
|  | Storage                      |
|  | Supplementary Areas          |
|  | Non-Net Areas                |

P02	Second Issue - Issued for Planning	06.06.23	GWY	DPT
P01	First Issue - Issued for MS3	13.04.23	GWY	DPT
<b>Revision</b>		<b>Date</b>	<b>Dwn</b>	<b>Chk</b>

Client  
**Jeakins Weir for  
Cambridgeshire County Council**

Project  
**Proposed Extension of  
Townley Primary School, Christchurch**

Drawing Title  
**PLAN - EXISTING - 00 (GROUND)**

Suitability Status  
**S4 - Suitable for Stage Approval**

Job No.	Scale	Size	Rev
<b>221278</b>	<b>1:100</b>	<b>@ A1</b>	<b>P02</b>

Drawing Number  
**110630-PEV-XX-00-DR-A-9300**

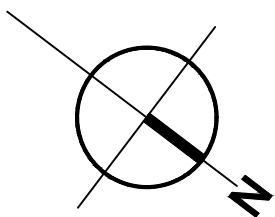
Project Code - Originator - Zone - Level - Type - Role - Number



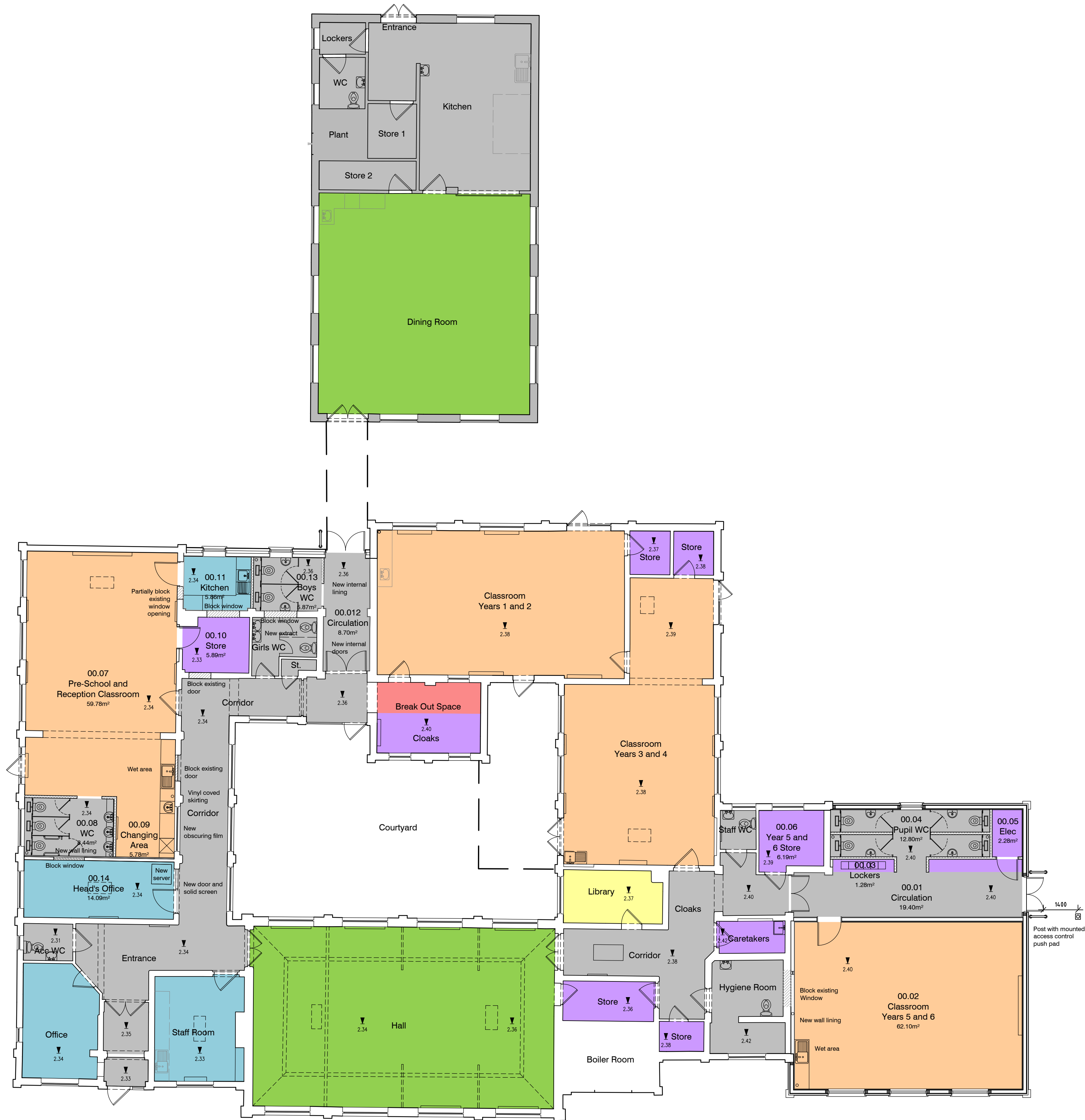
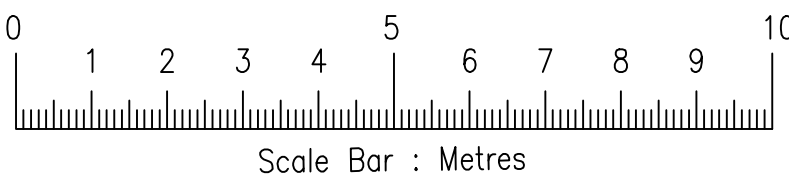
NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

CDM - RESIDUAL HAZARDS The following are considered to be significant risks relevant to this drawing, which could not be fully mitigated or removed through design:

CDM - RESIDUAL HAZARDS	
1	None Identified
2	
3	
0	Further possible control measures have been identified within the Design Risk Assessments which may help to mitigate these and other identified risks further during the construction / maintenance process.



- Basic Teaching
- Large Spaces
- Learning Resource Areas
- Staff & Administrative Areas
- Storage
- Supplementary Areas
- Non-Net Areas



Revision	Date	Dn	Chk
P04	06.06.23	GWY	DPT
P03	13.04.23	GWY	DPT
P02	06.04.23	GWY	GWY
P01	27.03.23	GWY	DPT

Client:  
**Jenkins Weir for**  
**Cambridgeshire County Council**

Project:  
**Proposed Extension of**  
**Townley Primary School, Christchurch**

Drawing Title:  
**PLAN - PROPOSED - 00 (GROUND)**

Suitability Status:  
**S4 - Suitable for Stage Approval**

Job No. Scale Size Rev  
**221278 1:100 @ A1 P04**

Drawing Number:  
**110630-PEV-XX-00-DR-A-9400**  
Project Code - Originator - Zone - Level - Type - Role - Number

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## Christchurch Parish Council - Receipts & Payments Summary as at 31.8.23

Income	Year to Date		Budget	%
FDC Precept	£	9,250.00	£ 18,500.00	50.00
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	£	58.73	£ 20.00	293.65
VAT Refunds	£	-	£ 1,700.00	0.00
Miscellaneous	£	-	£ -	0.00
<b>Total Income</b>	<b>£</b>	<b>11,875.73</b>	<b>£ 22,787.00</b>	<b>52.12</b>

### Expenditure

Clerk's Salary	£	1,764.52	£ 5,350.00	32.98
Fees	£	140.00	£ 400.00	35.00
Subscriptions	£	423.00	£ 500.00	84.60
Admin Expenses	£	214.60	£ 700.00	30.66
Insurance	£	-	£ 700.00	0.00
Drainage Rates	£	92.57	£ 85.00	108.89
Recreation Ground	£	178.00	£ 11,800.00	1.51
Churchyard	£	-	£ 745.00	0.00
Community Centre	£	-	£ 2,000.00	0.00
Street Lights	£	2,465.56	£ 3,500.00	70.44
Section 137 Payments	£	1,500.00	£ 1,000.00	150.00
Highways	£	-	£ 2,000.00	0.00
Recoverable VAT	£	528.71	£ -	#####
Tree Works	£	-	£ 1,000.00	0.00
Miscellaneous	£	-	£ -	0.00
<b>Total Expenditure</b>	<b>£</b>	<b>7,306.96</b>	<b>£ 29,780.00</b>	<b>24.54</b>

### Summary

Total Income	£	11,875.73
LESS Total Expenditure	£	7,306.96
<b>Net Surplus or Deficit</b>	<b>£</b>	<b>4,568.77</b>

### Balance Sheet

Balance B/fwd	£	41,318.26
Surplus or Deficit	£	4,568.77
<b>Balance C/fwd</b>	<b>£</b>	<b>45,887.03</b>

### Represented by

Barclays Community Account	£	19,343.12
Barclays Business Premium Account	£	20,250.88
NatWest Current Account	£	6,293.03
Cash / Cheques	£	-
	<b>£</b>	<b>45,887.03</b>