

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 Public and Press

4 December 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 December 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



(Clerk/Proper Officer)

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**

097/23-24 Apologies for Absence

098/23-24 Chairman's Announcements

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

099/23-24 Public Time

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

100/23-24 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 13 November 2023

101/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road
- b) Affordable housing proposal
- c) Household items outside property in Upwell Road
- d) Wayside Estate pedestrian safety
- e) Parishioner engagement
- f) Santa run
- g) Bowls Club donation
- h) Play equipment inspections

102/23-24 Police Report

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

103/23-24 County & District Councillors Reports

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

104/23-24 Clerk's Report

To receive a report on meetings attended and correspondence received

105/23-24 Members and Residents Issues

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

- a) Proposed closure of Manea Fire Station
- b) Use of social media

106/23-24 Recreation Ground Extension

To receive a report on progress since the last meeting

107/23-24 Highways

To consider and agree a project to be submitted under the Local Highway Improvement initiative for 2024/25

108/23-24 Planning

To consider the Planning Committee notification for the following application and determine whether a further submission is required:

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

109/23-24 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of November
- b) To receive a report on the closure of the Barclays Bank accounts
- c) To approve the following payments:

Clerk salary and home office allowance	£	467.13
Christchurch Recreation Ground Charity (re youth group).....	£	82.50

- d) To formulate a draft budget for 2024/25

110/23-24 Policies and Procedures

To consider for adoption the following policy:
Safeguarding Policy

111/23-24 Matters for Next Meeting

To discuss future agenda items from Councillors

112/23-24 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 8 January

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 13 November 2023 at 7.30pm

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

081/23-24 Apologies for Absence

Cllrs J Bliss, R Feeney, J Hayes, Cllr M Summers (FDC)

082/23-24 Chairman's Announcements

The Chairman thanked Mr Sutton for laying a wreath at the Remembrance Service at the War Memorial.

083/23-24 Public Time

Several members of the public spoke in connection with the two planning applications to be considered under item 092/23-24. Their comments are recorded in the minutes under that reference.

084/23-24 Confirmation of Minutes

The minutes of the meeting held on 9 October were correctly recorded and signed as being a true record.

085/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road - No further update
- b) Affordable housing proposal - The drafting of the residents' survey is nearing completion.
- c) Household items outside property in Upwell Road - No further update.
- d) Wayside Estate pedestrian safety - A meeting is being arranged with the Local Highways Officer to visit to discuss possible solutions.
- e) Parishioner engagement - Cllr Sparrow reported that the questionnaire is available online via a link and QR code printed in the November edition of The Heron. Printed copies will be available on request from Cllr Sparrow. A summary of feedback will be presented to the next meeting.
- f) Santa Run - This will take place on Saturday 16th December from 6.00pm. Volunteers are needed to collect donations. Half of the money collected will be retained by the Council and members will consider an appropriate use for the funds.
- g) Highway weeds - Members commented that the weed growth is becoming more noticeable.
- h) Play equipment inspections - Cllr Sparrow has prepared a draft of the new checklist.

086/23-24 Police Report

The Clerk reported that no meetings had taken place. He notified members that nitrous oxide has been reclassified as a Class C drug under the Misuse of Drugs Act 1971, placing restrictions on the sale and possession, which should lead to a reduction in the number of empty canisters being dumped around the parish.

087/23-24 County & District Councillors Reports

Cllr Roy reported that he will be attending a meeting of the Hundred of Wisbech Internal Drainage Board. As part of his role on the new District Council Rural and Farming Advisory Committee, he is now compiling a list of local farmers. He noted that Steve Barclay MP is now the Secretary of State for Environment, Food and Rural Affairs.

The Government has announced the fifth round of Safer Streets funding for policing projects, with £1 million allocated to Cambridgeshire Police. This includes a budget for local crime and community safety initiatives.

The deadline for the enforcement action relating to the caravan behind Syringa House will be mid-March, six months from the date of the notice.

088/23-24 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including the County Council's Steady On Your Feet falls prevention programme, the District Council's hate crime resources pack, an invitation to the FDC Carol Service and the forthcoming closure of the Sixteen Foot Bank throughout January and February for water main replacement.

089/23-24 Members and Residents Issues

- a) Dog walking area at the Dun Cow - A resident has complained to the District Council and Elgood's Brewery regarding the proposal to create a secure dog training area in the grounds of the pub. Members agreed that there is no action necessary on their part.
- b) Hare coursing - Cllr Owen reported that hare coursers had been seen around the village. The Clerk reminded members that they should report all such matters to the Police immediately. The Clerk will write an article for The Heron.

090/23-24 Recreation Ground Extension

Cllr Hughes reported that more hedging has been delivered and volunteers held a planting day last weekend. He is awaiting a quote for weed clearance and grass seeding. Townley School will be involved in further planting sessions.

091/23-24 Highways

Members discussed potential projects for the Local Highways Improvement application for 2024/25. Village gateway installations on Padgetts Road were suggested. A decision will be made at the next meeting. Members also noted that there is still a missing street light adjacent to the former Memorial Hall site on Church Road and asked the Clerk to arrange for this to be reinstalled.

092/23-24 Planning

Members considered the following applications:

- a) F/YR23/0879/O - Erect up to 6 x dwellings (outline application with matters committed in respect of access) and the formation of 5 x accesses and footpath Land North West of The Ferns, Padgetts Road, Christchurch

One resident spoke against this proposal, citing concerns regarding drainage and the precedent for further development in the vicinity in the future. Members noted that the site was identified in the Emerging Local Plan process as suitable for residential development. Concern has been expressed about traffic speeds on this part of Padgetts Road and this development would strengthen the Parish Council's case for a reduction in the speed limit. Members welcomed the inclusion of a pavement connecting the site to the existing pavement in Church Road and wondered whether street lighting could be included in the proposal to further aid road safety.

Members resolved to offer no objection to the application.

- b) F/YR23/0891/F - Change of use of field to paddock land including the erection of stable block, and formation of a new access and hardstanding, involving culverting a drain - Land South West of 10 Brimstone Close, accessed from Fen View, Christchurch

Several residents spoke against this proposal, citing issues in relation to the earlier construction of Brimstone Close by the same contractor, as well as expressing concerns regarding the removal of waste from the site via Fen View. They questioned the suitability of Fen View as the access road to this site, particularly for agricultural vehicles. They presented a petition signed by 54 residents of Fen View against the proposal. Members noted that the site was identified in the Emerging Local Plan process as suitable for residential development.

Members shared the residents' concerns, but resolved to offer no objection.

093/23-24 Finance

- a) The management accounts as at 31.10.23 showed income of £21,192.59 and expenditure of £12,846.12, resulting in a surplus of £8,346.47 and total funds held of £49,664.73.
- b) The Clerk reported that the Barclays Bank accounts were closed by the bank, but the funds have not been transferred to the new NatWest accounts. Barclays have not provided an explanation for this.
- c) The Clerk reported that the National Agreement on Local Government Salaries for 2023/24 had finally been implemented and that the Chairman has been provided with details of the new salary level for the Clerk, including backpay from 1 April 2023.

- d) Members noted the following sums received since the last meeting:

Barclays Bank (interest).....	£ 29.24
Christchurch Bowls Club (donation).....	£ 4,856.21

Members were invited to consider options for the use of the donation in accordance with the wishes of the Bowls Club.

- e) Members ratified the following payments issued since the last meeting:

Hedgehogs R Us (hedgehog highway surrounds).....	£ 315.00
Information Commissioner (registration fee)	£ 35.00
Royal British Legion (poppy wreath)	£ 33.98

- f) Members approved the following accounts for payment:

Clerk salary and home office allowance	£ 649.13
S Freeland (expenses).....	£ 88.99

- g) Members considered a request from the Christchurch Recreation Ground Charity for a short-term loan to cover cash-flow whilst they resolve issues with Barclays Bank. Cllr Owen declared a pecuniary interest in this item as part of any loan approved would be paid to him as a reimbursement of payments he has made on behalf of the charity. The charity has applied to open a new account with NatWest, but this will take up to a month. In the meantime, a new account has been opened with Starling Bank, but it was unclear whether the new account had been opened in the name of the charity or an individual.

Members agreed to provide a loan of £2,000 to be repaid when Barclays Bank release the charity's funds, if the new Starling Bank account is in the name of the charity.

- h) The Clerk invited members to consider potential projects for inclusion in the Council's budget for 2024/25, which must be finalised at the January meeting. Consideration of a draft budget will be included on the agenda for the December meeting.

094/23-24 Policies and Procedures

Members considered the following policies and procedures and resolve to readopt them:

- a) Complaints Procedure
- b) Grievance Policy
- c) Disciplinary Policy

095/23-24 Matters for Next Meeting

Budget for 2024/25, Local Highway Improvement application for 2024/25, Bowls Club donation.

096/23-24 Date of Next Meeting

The date of the next Meeting of the Parish Council will be Monday 11 December.

DRAFT



Alan Melton
Clerk to the Council
20, St Martin's Road
Chatteris,
Cambridgeshire
PE16 6JF
0777 152 4093
clerk@manea-pc.gov.uk

Dave Gibbs
Clerk to the Council
Christchurch Parish Council

clerk@christchurchparishcouncil.org.uk

Dear Dave

Re Proposed Closure of Manea Fire Station.

Cambridgeshire and Peterborough Combined Fire Authority have announced a plan to close 3 fire stations in Cambridgeshire, Kimbolton, Sutton, and Manea.

At our meeting of 20th November 2023, we were addressed by Fire Officer, Reece Fenn. Mr Fenn spoke of the implications of the closure of Manea Fire Station.

I am writing to you and Christchurch Parish Council, as Mr Fenn explained that the proposed closure of Manea Fire Station would have a severe implication for the operation of Chatteris Fire Station. Chatteris Fire Station would be expected to provide cover for Manea; however, Chatteris Fire Station will be expected to cover for Sutton, Ely and March in the event of a major incident, this would leave both Chatteris, Manea, Doddington, Wimblington, Christchurch and Benwick without emergency cover. In a large rural area with poor roads and communications this would be an unacceptable level of service.

Manea Parish Council would be grateful if would make representation to Cambridgeshire Fire Authority objecting to the proposals.

Local members of Manea Parish Council and Fenland District Council have an appointment to meet with Steve Barclay MP. Who has indicated that he will oppose the proposals. Could you also write to Mr Barclay.

We look forward to your support.

Yours sincerely

Dave Gibbs (Clerk To Christchurch Parish Council)
Parrock View
358 High Road
Newton-in-the-isle
Wisbech
PE13 5HS

Contact: Brian McParland
Development Services
Direct Dial Tel: 07923 441756
E-mail: planning@fenland.gov.uk

Our ref: F/YR23/0572/O

5 December 2023

Dear Sir/Madam

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 at Land East Of 52 Church Road Christchurch

Further to previous correspondence, I can confirm that this application has been referred to Planning Committee which will be held on **13 December 2023** at 13:00hrs in the **Council Chamber at Fenland Hall, County Road, March PE15 8NQ** and will also be broadcast via YouTube. The Planning Committee consists of a number of elected Councillors who will consider the application at this meeting. The meeting will be conducted with a number of Covid-secure measures in place.

Officer Recommendation:

The officer recommendation is to **Grant** the application. Please note that this is only a recommendation and that all matters brought to the attention of Committee Members will be considered.

Making comments:

If you have already submitted comments in respect of this application then these will be included as part of the summary of representations made in the Officer's report.

Should you have new or additional comments that you wish the Planning Committee to take into account when considering this application, these should be forwarded to Development Services no later than noon of the day before the meeting. Any presentation material such as photographs or plans must be in Powerpoint format so that we can arrange for these to be displayed on the presentation screens.

Viewing the virtual Planning Committee meeting:

The agenda for the meeting will be published on the Council's website at <https://www.fenland.gov.uk/localgov/ieListMeetings.aspx?Committeeld=137> on the

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5 December 2023

Our ref: F/YR23/0572/O

Wednesday before the meeting. You are welcome to view the meeting via YouTube (www.youtube.com/user/FenlandCouncil).

It is recommended that, if you are not registered to speak at the meeting, you view the meeting virtually to limit the number of people present.

If you want to speak at Planning Committee:

You also have the right to speak at Planning Committee either in support of or against this proposal. Before doing this however you must first register your intention to do so by contacting Member Services on 01354 622285 or at memberservices@fenland.gov.uk before noon on the day before the meeting is scheduled to take place.

Speaking at Planning Committee:

If you do intend to speak at Planning Committee please be advised that supporters and objectors are each only permitted to speak for a total of 5 minutes. So for example, should more than one person wish to speak against this application then they will only have a period of 5 minutes to share between them. As such you may wish to co-ordinate your presentation with others who want to participate.

Further information on the speaking arrangements for this meeting are available from Member Services or the Council's website (<https://www.fenland.gov.uk/article/14661/Planning-Committee>).

Yours faithfully

Development Services

Brian McParland
Senior Planning Officer

Data Protection Act 1998

To provide you with our services we will need to record personal information, such as your name and address. This information will be kept securely and only accessed by approved staff. We will not share your information with anyone else without first telling you. Please note all planning files are public documents and are open for inspection. Applications are also displayed on the Fenland District Council website. If you would like more details about how we protect personal information then please contact our Data Protection Officer.

From: Dave Gibbs - Christchurch Parish Council <clerk@christchurchparishcouncil.org.uk>
Sent: 06 August 2023 22:12
To: planning@fenland.gov.uk
Subject: 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

The Members of the Parish Council considered this application at their recent meeting. They 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.

Dave Gibbs

Dave Gibbs
Clerk
Christchurch Parish Council

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07932 191050
clerk@christchurchparishcouncil.org.uk
www.christchurchparishcouncil.org.uk

Christchurch Parish Council - Receipts & Payments Summary as at 30.11.23

Income	Year to Date	Budget	%
FDC Precept	£ 18,500.00	£ 18,500.00	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	£ 4,856.21	£ -	#####
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 125.59	£ 20.00	627.95
VAT Refunds	£ -	£ 1,700.00	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 26,048.80	£ 22,787.00	114.31

Expenditure

Clerk's Salary	£ 3,737.04	£ 5,350.00	69.85
Fees	£ 175.00	£ 400.00	43.75
Subscriptions	£ 423.00	£ 500.00	84.60
Admin Expenses	£ 346.28	£ 700.00	49.47
Insurance	£ 1,280.64	£ 700.00	182.95
Drainage Rates	£ 92.57	£ 85.00	108.89
Recreation Ground	£ 2,109.11	£ 11,800.00	17.87
Churchyard	£ 245.00	£ 745.00	32.89
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	£ 947.14	£ -	#####
Tree Works	£ -	£ 1,000.00	0.00
Miscellaneous	£ 265.00	£ -	#####
Total Expenditure	£ 13,586.34	£ 29,780.00	45.62

Summary

Total Income	£ 26,048.80
LESS Total Expenditure	£ 13,586.34
Net Surplus or Deficit	£ 12,462.46

Balance Sheet

Balance B/fwd	£ 41,318.26
Surplus or Deficit	£ 12,462.46
Balance C/fwd	£ 53,780.72

Represented by

Barclays Community Account	£ 23,558.12
Barclays Business Premium Account	£ 20,317.74
NatWest Current Account	£ 9,904.86
Cash / Cheques	£ -
	£ 53,780.72

CHRISTCHURCH PARISH COUNCIL

SAFEGUARDING POLICY

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years.

Vulnerable Adult:

A person over the age of 18 who: - (a) has needs for care and support, (b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it - Care Act 2014 (section 42).

To whom this policy applies

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g. any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

Use of facilities by groups for use with children, young people or vulnerable adults

The Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council policy and ensure that it is followed whilst using parish facilities.

- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Complete risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure that any photos that do have permission to be taken, have separate permission for use on social media/website.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of parish facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Parish Councillors, the Parish Clerk or parents and carers, as appropriate.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.

Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Cambridgeshire and Peterborough Safeguarding Partnership Board.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding.

Useful Safeguarding Contact Details

Contact	Email	Telephone
Fenland District Council - Officer Phil Hughes To report a concern of abuse or neglect of children	phughes@fenland.gov.uk	01354 622520 07702 128939

Contact	Email	Telephone
Fenland District Council - Officer Sarah Gove To report a concern of abuse or neglect of a vulnerable adult	sgove@fenland.gov.uk	01354 622372

Contact	Email	Telephone
Cambridgeshire & Peterborough Safeguarding Partnership Board	safeguardingboards@cambridgeshire.gov.uk	01733 863744
Website: www.safeguardingcambspeterborough.org.uk		

Adopted - December 2023
Minute reference 110/23-24
To be reviewed annually