

# CHRISTCHURCH PARISH COUNCIL

## Minutes of the Annual Meeting of the Christchurch Parish Council on Tuesday 19<sup>th</sup> May 2015 in the Sports Pavilion, Christchurch

- Present:** Cllrs: N Russell, J Bliss, W Beswick, S Freeland, J Hughes, P Owen, R Gladwin, F Yeulett (CCC), W Sutton; J Richardson (Clerk) and 4 members of the public
- 001/15-16 Election of Chairman**  
Proposed by Cllr Freeland, and AGREED, to elect Cllr Russell the Chairman of the Parish Council and the Chairman's Declaration of Acceptance of Office duly signed **Agreed**
- 002/15-16 Election of Vice Chairman**  
Proposed by Cllr Hughes, and AGREED, to elect Cllr Freeland the Vice Chairman of the Parish Council and the Vice Chairman's Declaration of Acceptance of Office duly signed **Agreed**
- 003/15-16 Apologies for Absence**  
Cllr M Tanfield; W Sutton
- 004/15-16 Declarations of Interest**  
Councillors to declare any interests in respect of any item to be discussed at this meeting:- None declared
- 005/15-16 General Power of Competence**  
The criteria for eligibility is met as there are 7 elected councillors and a CiLCA qualified Clerk. It is noted that Christchurch Parish Council have the General Power of Competence until the next relevant annual meeting of the council. Proposed by Cllr Hughes, and AGREED **Agreed**
- 006/15-16 Recreation Ground Charity Committee**  
Representatives on the Recreation Ground Charity Committee were AGREED as Cllrs Russell, Beswick and Owen **Agreed**
- 007/15-16 Election of Committees, Working Parties & Representatives** (Members are reminded that individuals are not allowed to make decisions or take actions on behalf of the Council. Any action or decision must be brought before the Council for prior sanction.)  
New Village Hall Committee representatives were AGREED as Cllrs Russell, Beswick and Gladwin **Agreed**  
Representatives for the following areas were AGREED as follows:- **Agreed**  
Recreation Ground, Cllr Freeland  
Highways, Cllr Russell and Cllr Gladwin  
Street Lighting, Cllr Beswick  
Village Sign, Cllr Owen
- 008/15-16 Internal Auditor**  
The Internal Audit Report for 2014/15 was read out and approval for 2014/15 audit to be sent to External Auditor was AGREED. The Clerk was thanked by the Internal Auditor for the presentation of the accounts. Proposed Cllr Russell, and AGREED to appoint I Cooper the Internal Auditor for 2015/16. Clerk to confirm this **Agreed**  
**Agreed Clerk**
- 009/15-16 7.49 p.m. PUBLIC TIME**  
**Cllr Sutton entered the meeting**  
Pleased that discussion on Heron donations are being discussed. Nothing has been done re trees obstructing street lighting at the school and Cllr Freeland is to discuss tomorrow. **Cllr Freeland**  
Residents association have looked at the widened pavement related to the LHI 2014/15 and the electricity board have dug up the pavement and made the situation worse. Meeting with Highways took photographs but nothing has happened. The Clerk to chase. **Clerk**  
Concern over stability of house on Church Road during the demolition of buildings behind. It is believed that when the Parish Council reviewed plans they made a recommendation that FDC took notice of villagers concerns. Resident is asking for Parish Council backing with a letter to FDC. Rick Cromby from FDC has been involved and he has stopped all further works until all conditions of planning have been complied with. Cllr Sutton advised that the resident send a letter to the owner of the land but it is believed that this may be a civil issue, the resident was also advised to seek legal advice. It

	was Proposed by Cllr Russell, and AGREED, that the Clerk draft a letter to FDC reminding them of the original concerns of residents which were listed at the time.	<b>Agreed Clerk</b>
	It was expressed that it would be helpful if the next edition of The Heron has the photographs and names of all the Councillors elected.	
	The, now ceased, Youth Club still has monies in the bank account and it was Proposed by Cllr Russell, and AGREED, that the Clerk sends the Parish Council bank account details for this money to be transferred to the Parish Council and held in earmark reserves for Youth Provision in the village.	<b>Agreed Clerk</b>
	An intruder in a yard, was hitting a dog with a stick, and the resident phoned the police and left a message for PCSO Sue Clark but she has not responded to date.	
	The rubbish bin for collection on Fridays from the Pavilion Hall Car Park is missing. FDC bags were used to bag up the rubbish but they have not been collected. The bin was been taken out as part of the play park removal and has now been replaced in a slightly different place (Cllr Sutton is to take up this issue with FDC)	<b>Cllr Sutton</b>
	Street Lighting on Church Road is terrible. Currently the light outside the church is a Cat 1 light awaiting repair by Balfour Beatty.	
	Crown Avenue street lights have not been repaired. Following discussion the light not working is the one outside number 16 Crown Avenue and this is to be reported by the Clerk.	<b>Clerk</b>
	Planning Application for the Old Rectory has been received by individual councillors, and will be placed on June Parish Council Agenda	
	Is it possible to put a notice in The Heron requesting that villagers put bottles in recycling bins at the Pavilion Hall, in order to help Parish Council funds.	
	The issue of the lack of mobile phone signal within the village was raised.	
<b>010/15-16</b>	<b>Confirmation of Minutes</b>	
	It was Proposed by Cllr Russell, and AGREED to approve the Minutes of the Meeting held on 20th April 2015	<b>Agreed</b>
<b>011/15-16</b>	<b>County &amp; District Councillors Reports</b>	
	Cllr Yeulett reported that CCC and Fenland have been having their annual meetings.	
	Notices regarding Emblings and Judds Bus 65 link to Downham Market have been received. The Clerk to send the notice to The Heron. It was Proposed by Cllr Russell, and AGREED, that the Clerk write a letter to CCC about this.	<b>Agreed Clerk</b>
	CCC is looking into officers payscales. There is also an ongoing review of Electoral Boundaries which may reduce CCC Councillors from 69 to 61.	
	Feedback will be sought and placed on agenda next month.	
	Cambridge City Library is being looked into for renting out one floor. A14 work going on currently. There is a study on A47 from Guyhirn to Wisbech taking place. The Rail link between Wisbech and Cambridge is looking better all the time and the cost benefit ratio is now up to 1.67.	
	Cllr Sutton and Cllr Yeulett congratulated the councillors on their election. Cllr Sutton reported that the last week has been rather hectic and Cabinet and Committees are currently being sorted out at FDC. Lots of services that are provided by FDC will be looked at being provided jointly with other district councils in order to provide efficiency savings.	
<b>012/15-16</b>	<b>Recreation Ground Charity</b>	
	a) AGM has been held, Charities Commission have now changed the objects of the charity. There will be a meeting on 22 <sup>nd</sup> June 2015 and it is hoped that all village groups will send representatives. The Heron is to put the advert for this in again with slight change to words to encourage people to attend. The Clerk is to chase solicitors regarding the constitution of the merger of the Recreation Ground and Memorial Hall Charities.	<b>Clerk</b>
	b) Rubbish bin put back near the gate, have asked for one down the bottom end near the Skate Park which will be installed soon. Someone will need to empty the bin, weekly, up to the front for collections. Cllr Bliss is to arrange for this to take place.	<b>Cllr Bliss</b>
	All play equipment that has been taken out is at Cllr Russell's and a quote has been received for putting each item of equipment in a new place.	
	Proposed by Cllr Bliss, and AGREED that the Clerk takes away the quote and looks into this, and gets two other quotes.	<b>Agreed Clerk</b>
	c) The Clerk is to look into the annual inspection report received and send a report on this to Councillors.	<b>Clerk</b>

<b>013/15-16</b>	<b>Police Matters</b>		
		The only crime in the last month is that of a dangerous dog.	
<b>014/15-16</b>	<b>Highways/Street Lighting</b>		
		a) Highways issues outstanding are that the planings will be delivered as soon as they have some. The 50mph sign on Upwell Road has been replaced. The signs on Euximoor Drove bridge have been rectified.	
<b>015/15-16</b>	<b>Planning</b>		
		Consultation on Local Validation Lists for planning applications was discussed and there were no comments	
<b>016/15-16</b>	<b>Income &amp; Expenditure</b>		
		a) Precept and Council Tax Support Grant 1 <sup>st</sup> payment rec'd £4667.50	
		b) Members considered and approved the following accounts for payment Proposed Cllr Gladwin, and AGREED	<b>Agreed</b>
	I Cooper	Internal Audit	£120.00
	J Richardson	Admin – 03/05/15	£336.33
	J Richardson	Reimbursement of Expenses(including SLCC membership)	£179.00
	The Heron	Donation to running costs	£80.00
		<b>TOTALS</b>	<b>£715.33</b>
		c) April Bank Balances and reconciliation statement (see Appendix 1)	
		Cllr Sutton left the meeting	
<b>017/15-16</b>	<b>Donations</b>		
		Request from The Heron to increase monthly donation to £100. Discussion took place. Budget set for 2015/16 for donation to remain at £80. Cost at present to publish the Parish Council Minutes is around £30-£40 per month. Proposed by Cllr Bliss that Parish Council increase the donation to £100 per month and then no increase until June 2017, there was no seconder to this motion. It was Proposed by Cllr Hughes, and AGREED, that Parish Council minutes are not published in The Heron, only a link to Parish Council website, and therefore this would be of financial benefit to The Heron.	<b>Agreed</b>
<b>018/15-16</b>	<b>Cambs Acre Community Fair</b>		
		Event to be held on 2 <sup>nd</sup> June 2015, Burgess Hall, St Ives, and it was Proposed by Cllr Russell, and AGREED that the Clerk attend	<b>Agreed</b>
<b>019/15-16</b>	<b>The Croft</b>		
		Request from parishioner for Parish Council to discuss and identify actions that can be taken with regard to The Croft. Letter received from resident in The Croft asking questions about The Croft. It was reported that FDC and CCC are not moving with regard to this situation and have no funds to do further works. Anglian Water attended The Croft the other day and commented on the ironworks raised. It was felt that everything has been said previously and there is nothing that the Parish Council can do now. Cllr Yeulett is to look into whether the builder can be made to pay, as they are believed to still be trading in Bedfordshire.	<b>Cllr Yeulett</b>
<b>020/15-16</b>	<b>Correspondence</b>		
		a) Rural Services Network Bulletins (emailed 22/04/15, 06/05/15, 13/05/15)	
		b) Bus Service 65 Information	
<b>021/15-16</b>	<b>Motion to exclude Press &amp; Public Proposed by Cllr Russell, and AGREED</b>		<b>Agreed</b>
		Clerks Job Description to be amended to add web site updating was by Proposed Cllr Russell, and AGREED	<b>Agreed</b>
<b>022/15-16</b>	<b>Pavilion Hall</b>		
		The interviews with the two selected builders have taken place and were asked about, and advice was that there is one builder recommended by the Interview panel. Lots of queries have been raised and the builders gone back to for answers. It was felt by the Interview Panel that Quote B is more realistic and genuine and should be gone with.	
		Comments made were:- It would appear that there is not enough money, not viable according to the business plan, needs to be more usable and more income generated. There will need to be work done on sourcing extra funds. Four quotes received initially and due to lack of content and cost two builders were ruled out at an early stage. The remaining two builders have been asked numerous questions and reductions in cost were identified and costed into the quotes. There will also be a penalty clause inserted should the builders go over the stated timescales.	
		Updates on the situation are that it is believed that once the new constitution	

is done then monies will be transferred into the Recreation Ground Charity account and this will include an extra £24K. There is also some extra funds which may be made available. Due to the work already done Matthew Hall now feels that the contingency should be no more than 5%.

Email to be sent to FDC, by the clerk, to question the availability of the £100k. Proposed by Cllr Russell, and AGREED, that we go ahead with the build and that Quote B, be accepted, 6 Cllrs in agreement and 1 against (Cllr Freeland on the basis of Financial Regulations Item 4.5). It was confirmed that JH Cook Ltd be written to with the acceptance of his quote at £341,046.00, by the Clerk.

**Clerk  
Agreed**

**Clerk**

#### 023/15-16 Agenda Items/Next Meeting

The date of the next Parish Council Meeting will be Monday 9th June 2015. Items to be included on Agenda should be with the Clerk by Monday 1st June 2015

Meeting Closed at 10.23

### Appendix 1

<b>Bank Reconciliation</b>		<b>Financial Year ending 31 March 2016</b>	
Christchurch Parish Council			
Prepared by: Jacquie Richardson (Clerk & RFO)			
Date	30/04/2015		
Approved by		Chair	
Date	19/05/2015		
<b>Balance per bank statements as at</b>	<b>30/04/2015</b>	<b>£</b>	<b>£</b>
Current Account		64519.42	
Savings Account		146515.26	211034.68
Less: Unpresented Cheques			
Cheque Number			
1368		80.00	
1369		206.25	
			286.25
Add: Any unbanked cash in transit			
<b>Net bank balances as at</b>	<b>30/04/2015</b>		<b>210748.43</b>
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance	As per previous Year End Box 8 Audit Report	206844.30	
Add: Receipts to date		4667.50	
Less: Payments to date		763.37	
<b>Closing Balance</b>		<b>210748.43</b>	
<b>Earmarked Reserves</b>			
Village Hall	182,292.09		
Mrs Spall Request	200.00		
Recreation Ground 106 monies	75.07		
Street Lighting	3,000.00		
<b>Total Remaining</b>	<b>25,181.27</b>		