

# CHRISTCHURCH PARISH COUNCIL

Minutes of the Meeting of the Christchurch Parish Council on Monday 14<sup>th</sup> September 2015 in the Sports Pavilion, Christchurch

- Present:** Cllrs: N Russell; J Bliss; J Hughes; W Beswick; P Owen; G Harper; W Sutton (FDC); F Yeulett (CCC), 2 members of the public, and J Richardson (Clerk)
- 084/15-16 Apologies for Absence:** Cllr R Gladwin and Cllr M Tanfield (FDC)
- 085/15-16 Declarations of Interest:**  
None declared
- 087/15-16 Confirmation of Minutes**  
Proposed by Cllr Russell, and AGREED, to approve the Minutes of the Meeting held on 10<sup>th</sup> August 2015 **Agreed**  
Proposed by Cllr Russell, and AGREED, to approve the Minutes of the Meeting held on 19<sup>th</sup> August 2015 **Agreed**
- 088/15-16 Matters Arising:** Clerk reported fishing in river at bottom of Euximoor Drove to PCSO (emailed 11/08/15)  
Letter sent to W Poole (copy emailed 17/08/15)
- 089/15-16 Appointment of Vice Chairman:** It was Proposed by Cllr W Beswick, and AGREED, that Cllr J Bliss be elected Vice Chairman of Christchurch Parish Council and the Vice Chairman's declaration of office was duly signed. **Agreed**
- 090/15-16 Police Report:** PCSO Dave Russ is covering the area whilst Sue Clarke is on secondment. There were 2 crimes reported during August 2015:-  
24-26/08/15 Canoe stolen from garden in Upwell Road  
26-28/08/15 A computer screen stolen from combine harvester on Sixteen Foot Bank.  
South Rural Forum to be held at Coldham on 14<sup>th</sup> October.  
North Rural Forum to be held at Newton on 18<sup>th</sup> September.  
**Public Time**  
The Heron would like to publish the Police report in full, and the Parish Council agreed to this.  
A plane crash happened in the village in 1951, a photograph with a story of the event is to be presented to the school on September 22<sup>nd</sup> 2015.  
Tile Cottage hedge still needs to be cut back, Clerk to report. **Clerk**  
It has been asked if Crown Road/Crown Avenue are to be resurfaced and it was stated that Crown Avenue is due for Fine Surface Dressing in 2016.  
Portrait of Rev Townley is in the possession of Cllr J Bliss from the Memorial Hall, the school has been offered it, and now awaiting an answer from them. If the school do not want the picture then it is planned to put it up in the new hall.  
Can a bin be placed at the Skate Park and Cllr J Bliss will then empty it weekly. Cllr Russell has mentioned this to Andrew Sparrow, and Cllr Sutton will ask his contacts if it is possible to obtain a bin. **Cllr Sutton**  
Cllr Russell is to remove an overhanging branch from a Playing Field tree into a house garden on Wayside **Cllr Russell**
- 091/15-16 County & District Councillors Reports**  
Report from Cllr Yeulett:- attended Adult Social Care and Children's Committees, at which, the main discussions have been around budgets. There is a winter warm campaign ongoing and details will be emailed to The Heron for publication.  
New legislation is coming out around smoking, mainly, in cars with children under 18 years olds present.  
Flu jabs are about to commence, and this will now include young people.  
Broadband is rolling out in Fenland.  
Looking into putting community hubs into libraries.  
Progress is being made on the Wisbech to Cambridge railway line.  
Cllr Sutton reported that a public consultation on the services people would choose to have in Fenland is to be sent out soon.  
Fenland are looking into devolution and working more closely with other councils in order to make savings.

- On behalf of Cllr Tanfield:- There has been 3 running tracks opened up in Fenland towns to encourage fitness.  
Fenland Tourism has now launched a new website.
- 092/15-16 Recreation Ground**
- a) The Charities merger and transfer of monies has all now been complete.  
b) Management Committee Meeting held and a number of points required clarification:-  
The name of the committee is to remain as Christchurch Recreation Ground Committee.  
There is no separate Playing Field committee and this element needs to be covered by the Recreation Ground Committee. This will be raised at the next meeting by Cllr Russell.  
The monies donated from the old Heron is held in the Parish Council earmarked reserves for the building of the new village hall.  
Discussion took place around the flooring for the new hall, and a meeting is to take place with Matthew Hall (to include Ruth Ingram, Richard Guilford, Geoffrey Harper, Nigel Russell, and Roger Gladwin) regarding the specification required. This is to take place ahead of the meeting on 23<sup>rd</sup> September 2015. Cllr G Harper is to take this matter on and obtain further information ahead of the meeting. **Cllr Harper**  
Monies from the Yard Sale are to be brought to the next meeting.  
Treasurers report for the next meeting includes cheque for payment of builders 2<sup>nd</sup> invoice of £16507.50  
Cllr Yeulett left the meeting at 8.09p.m.  
c) Re-siting of Play Equipment, is still ongoing and Cllr J Hughes is to discuss this with FLP. **Cllr Hughes**  
d) Cllr Bliss has paperwork, minute books, finance records etc. from the Memorial Hall. Cambs Acre have suggested that they are sent to CCC archives. Cllr Bliss is to pursue the matter further. **Cllr Bliss**
- 093/15-16 Cambs Acre**  
It was Proposed by Cllr Beswick, and AGREED, that the Parish Council join Cambs Acre at a cost of £54 per year. The Clerk is to action this. **Agreed Clerk**
- 094/15-16 Village Hall**
- a) Bi-fold doors are not now required. In order to save costs the painting of the internal rooms will be done by volunteers.  
First payment has been received from FDC Rural Capital Grants. The Clerk is to contact Morton & Hall and J Cook to provide a schedule of works which are required for the next application to the Rural Capital Grant Funding. **Clerk**  
Cllr Russell to discuss the power supply with the builder. **Cllr Russell**  
The Clerk to ask Matthew Hall for clarification on piling costs on Invoice 2 from builders. Proposed by Cllr Russell, and AGREED, that £50k be paid, the rest of the Invoice will need to be clarified prior to authorisation. **Clerk**  
b) Only one quote for the new Footpath on Upwell Road has been received. Cllr Russell has been contacted by Plot1 regarding the footpath and the owner of Plot 1 has verbally agreed to pay for his meterage of the new footpath. It was Proposed by Cllr Owen, and AGREED, that the quote from Skanska at £29,660.71 be accepted. The Clerk to confirm this to Skanska. Cllr Russell is to discuss with the owner of Plot 1 about them contacting Alex Woolnough (Development Engineer) re the footpath plans etc. **Agreed Clerk Cllr Russell**
- 095/15-16 Highways/Street Lighting**
- Highways**
- a) 2015-16 LHI proposals received from Highways (emailed 20/08/15) was read out to the meeting. Discussion took place on the proposals. It was Proposed by Cllr Russell, and AGREED, that the Clerk replies to Highways accepting the proposal but asking for an additional warning sign, preferably interactive, on the Sixteen Foot approaching from Upwell direction. This should also include, how would this affect the cost, and the amount available for the ground investigation works. **Clerk**  
b) 2016-17 LHI bid to Highways was discussed and a suggestion has been made by a parishioner regarding Crown Road and Crown Avenue. This item to be placed on next agenda for a decision to be made to ensure application is submitted by 2<sup>nd</sup> Nov 2015. **Clerk**  
c) No further highways issues were raised

**Street Lighting**

a) A letter received from FDC was read out to the meeting which related to the offer of the payment for replacement of street lights in Christchurch. It was Proposed by Cllr Russell, and AGREED, that "We welcome the FDC offer to replace the CAT1 lights and their contribution for the replacement of CAT2's to a schedule to be agreed with Christchurch Parish Council."

Agreed

Clerk

There has also been a meeting of six Parish Council's and the main points were read out. It was Proposed by Cllr Russell, and AGREED, that the extra 10% check of street lights is not required, but the Parish Council would like to be kept informed of future meetings.

Agreed

Clerk

096/15-16

**Planning/Development****Planning Granted**

a) F/YR15/0621/F Erection of a 2-storey side extension and a single-storey rear extension to existing dwelling, Flints Cottage Laddus Drove Friday Bridge Wisbech Cambridgeshire PE14 0LW

b) F/YR15/0571/F Erection of a 2-storey 4-bed dwelling with attached double garage. Plot 2 Land South East of The Paddocks, Green Lane, Christchurch

097/15-16

**Income & Expenditure**

a) It was Proposed by Cllr P Owen, and AGREED, to approve the following accounts for payment.

J Richardson	Clerks Salary (August 2015)	£218.95
J Richardson	Postage Stamp Expenses	£7.56
Christchurch Village Resource Centre	The Heron	£80.00
E Mason & Sons	Grass Cutting	£120.00
Middle Level Commissioners	Drainage Rates	£229.06
Upwell Internal Drainage Board	Drainage Rates	£176.20
Cambridgeshire County Council	2014-15 LHI Bid contribution	£765.70
Matthew Lawrence	Removal of Play Park equipment	£750.00
	<b>TOTALS</b>	<b>£2347.47</b>

b) Clerks report on the August Bank Balances & reconciliation is at Appendix 1

c) The bank account signatories were discussed and it was Proposed by Cllr Russell, and AGREED, to add Cllr W Beswick as a signatory on the account.

Agreed  
Clerk

d) The method of authorisation and payment of Invoices are to continue as currently, which is payment of Invoices by cheque and all included as Agenda items.

e) The Clerk is monitoring the bank accounts closely, and currently there is no requirement to transfer funds from the Deposit Account to Current Account to cover liabilities.

098/15-16

**Rights of Way Improvement Plan:** The draft update to the ROWIP and subsequent consultation period was highlighted to the meeting

099/15-16

**Tour of Cambridgeshire Cycle Race:** It was discussed and decided to register an interest in the race for 2016. This was Proposed by Cllr W Beswick, and AGREED, and a reply will be sent to this effect

Agree

100/15-16

**Parish Council Meeting Dates:** The Parish Council Meeting dates will remain on the second working Monday in the month and the Clerk will produce a schedule of dates for publication

Clerk

101/15-16

**Current Policies:** To discuss and agree changes required to Standing Orders, Financial Regulations, Publication Policy, Complaint Handling Process. It was Proposed by Cllr Hughes, and AGREED, that all documents are to be placed on web site. The Clerk will then provide a link to all Cllrs and the item will be put on next agenda for discussion

Agreed  
Clerk

102/15-16

**Risk Assessment:** The last risk assessment was completed in March 2014 and now needs to be relooked at.

Cllr Russell to discuss, with Matthew Lawrence, the removal of the benches from the Picnic Area to the Playing Field, near the toddler area. **(Post meeting note: benches are not worth moving, due to bad condition)**  
Cllr Beswick left the meeting at 9.58p.m.

Cllr Russell

The Clerk is to email the Risk Assessment to all Cllrs, and place on the next agenda for discussion

Clerk

103/15-16

**War Memorial:**

- a) The war memorial is in need of works but currently there are no funds available. Cllr Sutton will continue to clean the memorial each year.  
 b) It was Proposed by Cllr Hughes, and AGREED, that a Poppy Wreath be purchased for £25

**Cllr Sutton  
 Agreed  
 Clerk**

**104/15-16**

**Correspondence**

- a) Rural Services Network Bulletin (emailed 11/08/15, 20/08/15, 25/08/15, 02/09/15, 07/09/15)  
 b) Cambs Acre Newsletter (emailed 11/08/15, 02/09/15)  
 c) Community Safety Newsletter (emailed 11/08/15)  
 d) Cambs Acre AGM invitation (emailed 20/08/15)  
 e) Invitation to Cambridgeshire Fens LEADER Launch Event September 28 2015 (emailed 20/08/15)  
 f) Invitation to Merchant Navy Day (emailed 25/08/15)  
 g) CCC News update and Energy Switch Scheme (emailed 02/09/15)  
 h) Invite to FDC Chairman's Macmillan Coffee morning (emailed 07/09/15)  
 i) Draft Cambridgeshire Flood and Water Supplementary Planning Document (emailed 07/09/15)

**105/15-16**

**Agenda Items/Next Meeting**

The date of the next Parish Council Meeting will be Monday 12<sup>th</sup> October 2015. Items to be included on Agenda should be with the Clerk by Monday 5<sup>th</sup> October 2015

Meeting Closed at:- 10.05 p.m.

**Appendix 1**

Bank Reconciliation		Financial Year ending 31 March 2016	
Christchurch Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	02/09/2015		
Approved by Chair			
Date	14/09/2015		
<b>Balance per bank statements as at</b>		<b>02/09/2015</b>	<b>£</b>
Current Account		31397.29	
Savings Account		146534.93	
			177932.22
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
<b>Net bank balances as at</b>		<b>02/09/2015</b>	<b>177932.22</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		26471.25	
Less: Payments to date		55383.33	
<b>Closing Balance</b>		<b>177932.22</b>	
<b>Earmarked Reserves</b>			
Village Hall	148,160.25		
Mrs Spall Request	200.00		
Recreation Ground 106 monies	75.07		
Street Lighting	3,000.00		
Youth Club	2,500.34		
<b>Total Remaining</b>	<b>26,496.90</b>		