

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council on Monday 14 May 2018 at Christchurch Community Centre, Upwell Road, Christchurch at 7.30pm

Present: Cllrs P. Owen (Chairman), J. Bliss, R. Gladwin, G. Harper, J. Hughes, R. Lloyd, N. Russell, W. Sutton, D Gibbs (Clerk) Mr Yates (Parishioner)

001/18-19 **Apologies for Absence:**

Declarations of Interest: The Chairman declared a non-pecuniary interest in planning application F/YR18/0428/RM, as the owner of an adjoining property.

002/18-19 **Annual Meeting of Parish Council**

- a) Election of Chair and signing of declaration of acceptance.
Cllr Owen was nominated by Cllr Lloyd, seconded by Cllr Hughes and elected unanimously.
- b) Election of Vice-Chair.
Cllr Harper was nominated by Cllr Lloyd, seconded by Cllr Bliss and elected unanimously.
Cllrs Owen and Harper signed their declarations of acceptance.
- c) Review and confirmation of standing orders and financial regulations.
The Clerk confirmed that the Council has adopted standing orders and financial regulations based on the recommended national model documents and that these would be reviewed during the coming year.
- d) Confirmation of insurance arrangements.
The Clerk confirmed that the Council has an adequate level of insurance cover for all identified risks with Zurich Municipal.
- e) Confirmation of the Council's register of assets at 31st March 2018.
The Clerk confirmed that the Council's register of assets was updated within the annual accounts and further work will be undertaken during the coming year to verify its accuracy.
- f) Confirmation of meeting dates for the municipal year.
It was agreed that meetings of the Council will take place on the second Monday of each calendar month except August, the dates being 11th June, 9th July, 10th September, 8th October, 12th November, 10th December, 14th January, 11th February, 11th March, 8th April, 13th May.

003/18-19 **Confirmation of Minutes**

Minutes of the meeting held on Monday 9th April were correctly recorded and signed as being a true record.

004/18-19 **Public Time**

Mr Yates raised the issue of speeding within the village, especially on Church Road. It was noted that traffic calming measures are not an option, due to the limited flow of vehicles.

The possibility of purchasing speed monitoring equipment was discussed, either as part of a future LHI scheme or an immediate purchase. The Clerk agreed to circulate more information on this equipment and to raise the matter with the Highways Officer.

Clerk

005/18-19 Outstanding Matters

- a) Defibrillator – Cllr Lloyd agreed to be the nominated contact for the defibrillator. The Clerk has the form to register it with the Ambulance Service and will submit it.
- b) Plaque for Community Centre – new plaque ready, but not collected yet.
- c) Playing Field Trees – now removed. Thanks to Cllrs Lloyd and Russell and Bernard Drage for their assistance.
- d) Public Space Protection Order – The Clerk has contacted the District Council and will circulate their response when received.
- e) Recreation Ground Weedkiller – Spraying is due to take place on Tuesday 22nd May. Clarification awaited on exclusion of people and animals from the site.
- f) Tipps End LHI – no further news.
- g) Website – the addresses christchurchparishcouncil.org.uk and christchurchpc.org.uk are both available. It was agreed that both should be purchased. Hosting arrangements to be confirmed at next meeting. Clerk to provide competitive quotes.
- h) Street Pride – Posters circulated to invite residents to join the new group. Some fly tipping has been observed, including items in inaccessible locations in dykes. Cllr Sutton and members offered to relocate items to the roadside for removal by the District Council.
- i) Allotment Tenancy – it was agreed that the new tenancy should be advertised on the website and in the Heron twice.

Clerk

Clerk

Clerk

Clerk

006/18-19 Police Report:

PCSO Clarke reported that there were no crimes in the area since the last meeting apart from incidents of hare coursing. Across the district there have been a number of shed burglaries and thefts of tools from vans. She provided some general crime prevention advice, which Cllr Hughes will submit to the Heron for publication.

Cllr Hughes

007/18-19 County & District Councillors Reports

Cllr Sutton reported that the work of the Planning Department is under review and he expected this to show a significant improvement over the previous review five years ago. He also reported that Cotton's Corner Bridge is due to reopen shortly.

008/18-19 Recreation Ground Charity

The Clerk will meet with the Management Committee to discuss the proposals for future governance arrangements.

Clerk

009/18-19

Christchurch Community Centre

The building has been added to the Parish Council's insurance policy at an additional premium of £372.27.

010/18-19

Planning/Development

Previous applications:-

- F/YR18/0283/F – Change of use of land to rear of existing dwelling for domestic purposes and erection of a barn (retrospective) at Fincham Lodge, 58 Church Road, Christchurch
It was noted that this application has been withdrawn by the applicant.
- F/YR18/0341/F - Erection of a timber cart lodge to existing dwelling - Willowcroft Hall Farm, Upwell Road, Christchurch
Parish Council response – no objection.
This application is yet to be determined by the District Council.

Current applications:-

- F/YR18/0383/F - Siting of a 1200 litre LPG tank to front of existing dwelling - Crown Lodge, Crown Road, Christchurch
Deadline 18th May.
Members saw no reason to object to this application.
 - F/YR18/0392/F - Erection of a single-storey rear extension to existing dwelling involving the demolition of existing rear extensions, change of use of existing garage to additional living accommodation, and the change of use of land to form additional residential curtilage including the erection of a detached garage/barn - High Green Farm, Euximoor Drove, Christchurch
Deadline 21st May.
Members saw no reason to object to this application.
- Cllr Harper assumed the chair for the following item.
- F/YR18/0428/RM - Reserved Matters application relating to the detailed matters of access, appearance, landscaping, layout and scale pursuant to outline permission F/YR16/0501/O for the erection of a single-storey 3-bed dwelling involving the formation of a new access - Land North of Horseshoe Lodge, Upwell Road, Christchurch
Deadline 30th May.
Members saw no reason to object to this application.
Cllr Owen assumed the chair for the remainder of the meeting.

011/18-19

General Data Protection Regulations

With the date for the implementation of the new legislation a week away, the Information Commissioner's Office has issued a statement explaining that immediate compliance will not be necessary and the 25th May marks the beginning of an implementation period.

012/18-19 Annual Return and Audit of Accounts for 2017/18

- a) Approval of Annual Governance Statement 2017/18
The Annual Governance Statement was approved and signed by the Chairman and Clerk.
- b) Approval of Accounting Statements 2017/18
The Accounting Statements were approved and signed by the Chairman and Clerk.
- c) Approval of Internal Audit Report and action plan to address issues raised (if any)
The Internal Audit Report was approved. The internal auditor noted that, following the construction of the new Community Centre, the relationship between the Parish Council and the charity responsible for the Community Centre required further clarification. The auditor acknowledged that this process was already under way.
- d) Confirmation of the dates of the period for the exercise of public rights
The dates for the period of exercise of public rights were confirmed as Monday 4th June to Friday 13th July. This information will be posted on the website and noticeboard.

013/18-19 Income and Expenditure

- a) Received:
 - Fenland DC (precept instalment)..... £7,242.50
 - Fenland DC (recycling credits) £ 69.24
- b) The following accounts were approved for payment:
 - Clerk salary and home office allowance £ 330.73
 - The Heron £ 80.00
 - Business Services at CAS Ltd (insurance) £ 372.27
 - I Cooper (internal audit)..... £ 130.00
 - J Hughes (notice board key)..... £ 3.99

014/18-19 Matters for Next Meeting

The following items will be included on the next agenda:-
Street lighting, dog fouling, overhanging hedges, shipping container maintenance.

015/18-19 Date of Next Meeting

The date of the next Parish Council Meeting will be Monday 11th June. Items to be included on Agenda should be with the Clerk by Monday 4th June.