

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council held on Monday 13 May 2019 at Christchurch Community Centre, Upwell Road, Christchurch at 7.30pm

Present: Cllrs P Owen (Chairman), J Bliss, R Gladwin, G Harper, J Hughes, K Miller
W Sutton (FDC), D Gibbs (Clerk), K Hill, M Simmonds, N Russell (Parishioners)

001/19-20 Apologies for Absence

Cllr M Tanfield (FDC)

002/19-20 Declarations of Interest

None

003/19-20 Confirmation of Minutes

Cllr Hughes clarified that the Facebook post mentioned during Public Time under minute 143/18-19 was not posted on the Manea Parish Council Facebook page as originally indicated, but was displayed on another page relating to the parish of Manea. The minutes of the meeting held on 8 April 2019 were correctly recorded and signed as being a true record.

004/19-20 Public Time

The Chairman welcomed everybody to the meeting and thanked former Cllrs Russell and Lloyd for their contributions to the work of the council. He also congratulated Cllr Sutton on his re-election to Fenland District Council and welcomed Cllr Miller to the council. Mr Russell enquired about progress on the repairs to the Euximoor Drove bridge, following impact from a vehicle. The Clerk informed him that the matter had been reported to the highway authority and further enquiries would be made.

Clerk

The Chairman agreed to allow Mr Simmonds to speak during item 006/19-20 e) relating to the footpath outside his property.

005/19-20 Annual Meeting of the Parish Council

- a) Delivery of declaration of acceptance forms by Councillors - the six elected members signed their declarations of acceptance forms in the presence of the Clerk.
- b) Election of Chair and signing of declaration of acceptance - Cllr Gladwin proposed Cllr Owen. Cllr Owen agreed to stand and Cllr Bliss seconded the motion, which was agreed by all present. Cllr Owen signed the declaration of acceptance in the presence of the Clerk.
- c) Election of Vice Chair and signing of declaration of acceptance - Cllr Harper indicated that he did not wish to continue as Vice Chair to enable him to devote more time to the Community Centre. Cllr Owen proposed Cllr Hughes. Cllr Hughes agreed to stand and Cllr Bliss seconded the motion, which was agreed by all present. Cllr Hughes signed the declaration of acceptance in the presence of the Clerk.
- d) Vacancy in the office of Councillor to be filled by co-option - it was agreed that the vacancy would be advertised in The Heron to invite parishioners to express an interest and a decision would be made at the June meeting.
- e) Review and confirmation of standing orders and financial regulations - the Clerk confirmed that the council has standing

orders and financial regulations based on the National Association of Local Councils model documents.

- f) Confirmation of insurance arrangements - the Clerk confirmed that the council has adequate insurance cover against all normal liabilities with Zurich Municipal which is due for renewal at the end of September.
- g) Review of the Council's subscriptions to other bodies - the council maintains membership of the Cambridgeshire & Peterborough Association of Local Councils and Cambridgeshire ACRE. It was resolved to continue with both.
- h) Confirmation of the Council's register of assets as at 31st March 2019 - the Clerk provided an updated register of assets that forms part of the annual return. Members agreed to accept the register.
- i) Confirmation of meeting dates for the municipal year - members agreed to continue to meet on the second Monday of every month except August. The following dates were agreed:
10 June, 8 July, 9 September, 14 October, 11 November, 9 December, 13 January 2020, 10 February, 9 March (Parish Assembly), 13 April, 11 May.

006/19-20 Matters Outstanding

- a) Parking outside Townley School - the parking issue is still being monitored. The pavement outside the school has been marked for resurfacing.
- b) Bus service to Downham Market - two further survey forms have been received, including one from a volunteer driver. In view of the lack of response to the survey, members agreed to go no further with this proposal.
- c) LHI scheme 2018/19 - the village gateway feature outside the Community Centre has finally been installed, but the wrong gate has been used on the community centre side. This will be removed and replaced. The speed monitoring sign purchased from council funds has been delivered. The Clerk will complete the necessary paperwork to agree the locations for this. **Clerk**
- d) Recreation Ground - the mole traps placed in the Recreation Ground were stolen. Members offered to reimburse the owner on receipt of an appropriate invoice. Cllr Gladwin to pursue. **Cllr Gladwin**
- e) Footpath outside plot 1, Field Lodge, Upwell Road - the Clerk reported that he was awaiting an accurate confirmation of the cost of the works before arranging a meeting between the parties to discuss a way forward. Mr Simmonds expressed concern regarding the time delay and the need to find a solution. Members agreed that the meeting should take place regardless of whether or not a quote had been obtained. The Clerk was asked to contact Cllr Count to make him aware of the difficulties being experienced. **Clerk**
- f) War memorial - the contractor will indicate a start date for the works shortly.
- g) Community Speedwatch - a volunteer has expressed an interest in the Coordinator role. It was suggested that he contact PCSO Clarke for further information.
- h) Rubbish and overgrown trees, Crown Road - a working party will be required to address this issue and the outstanding work in the Recreation Ground. Cllr Hughes to contact Mr Lloyd regarding the availability of an access platform. **Cllr Hughes**

- i) Street lighting, Upwell Road / Wayside Estate - quote awaited.
- j) Village name sign, Padgetts Road - sign ordered.
- k) Grant Funding agreement - draft agreement to be circulated for approval at the next meeting.
- l) Grass cutting contract amendments - various ideas were tabled for the replacement of the small area of grass around the bus shelter, including ornamental planting or painted stones set into the surface. To be agreed at next meeting.

Clerk

007/19-20 Police Report

A Community Contact event took place in the bus shelter on the morning of 18 April.
Anti-social behaviour has been reported at the Community Centre, including using the wheelie bin to climb over the fence into the Bowls Club and filling the bin with water. The bin will be kept locked away to prevent further occurrences.

008/19-20 County & District Councillors Reports

Cllr Sutton thanked everybody for their support during his election campaign. He outlined motions he will be proposing at the forthcoming meeting of the District Council, including a motion to address the inequality that has resulted in parish councils being compelled to assume financial responsibility for street lighting, whilst town councils face no such burden. A motion to refund charges levied for the garden waste service in the current financial year and to suspend future charging will be proposed, as this was a manifesto commitment made by the majority party in the recent local election. A third motion will propose the removal of single-use plastics from all council-owned buildings and a programme to encourage the council's partners and suppliers to do likewise.

The joint LHI scheme for The Forgotten Corner is progressing well, with a contribution of £25,000 pledged by the Police & Crime Commissioner. Further meetings with statutory partners and local companies are taking place.

The meeting to promote the availability of grants from the Whitemill Environment Fund will take place at Friday Bridge on the evening of 16 May.

009/19-20 Clerk's Report

The Clerk reported that the period of purdah had been extended to 26 May in connection with the forthcoming European elections.

The Clerk has attended a social media training workshop provided by Cambridgeshire ACRE.

010/19-20 Christchurch Recreation Ground Charity

The Chairman reported that the accounts for 2018/19 show a healthy surplus and thanked the members of the Management Committee for their hard work during the year.

011/19-20 Highways

A number of issues were raised for discussion with the local highways officer, including:

- Pothole outside Rose Cottage
- Road surface at junction of Padgetts Road and Sixteen Foot Bank
- Damaged Sign on Sixteen Foot Bank near Old Wheatsheaf
- Missing speed limit signs, Fifty Road and Upwell Road
- Overhanging willow trees on Padgetts Road and Green Lane

It was also reported that the checkerboard sign at the junction of Padgetts Road and Sixteen Foot Bank is missing.

Members questioned whether road markings in the vicinity of the two junctions on the Sixteen Foot Bank are adequate to reduce speeds and prevent accidents or whether more could be done.

012/19-20 Communication Strategy

Members discussed the relationship between the council and the community and how key messages are communicated. It was agreed that Cllr Hughes would write a short summary of key decisions from each meeting for publication on the council's website. The contents of an annual report will be considered at the next meeting. The new community Facebook page could also be used.

Cllr Hughes

013/19-20 Planning

- a) It was noted that application F/YR19/0149/F for a new dwelling in Crown Road had been refused permission.
- b) Application F/YR19/0297/F for an extension to The Cattle Walk, Hall Farm was considered. Members resolved to support the application.

014/19-20 Income and Expenditure

- a) To approve the internal accounts for 2018/19 - the accounts were approved.
- b) To review and approve the Governance and Management Risk Assessment - The risk assessment was approved. Cllr Hughes suggested that some of the risk levels had been overstated and could be reduced. To be reviewed before year-end.
- c) To review and sign the Certificate of Exemption - members considered the requirements for exemption from external audit and resolved to sign the exemption certificate.
- d) To approve the Annual Governance Statement 2018/19 - the governance statement was approved and signed.
- e) To approve the Accounting Statements 2018/19 - the accounting statements were approved and signed.
- f) To approve the Internal Audit Report and agree an action plan to address issues raised (if any) - the report was agreed and there were no issues requiring action from the council.
- g) To confirm the dates of the period for the exercise of public rights - commencing on Monday 17 June and ending on Friday 26 July.
- h) To re-appoint the internal auditor - members resolved to re-appoint Ivan Cooper as internal auditor for 2019/20.
- i) The following accounts were approved for payment:

Clerk salary and home office allowance	£	345.97
Westcotec Ltd (speed monitoring sign)	£	3,960.00
I Cooper (internal audit)	£	130.00
CAPALC (membership subscription)	£	333.31

015/19-20 Matters for Next Meeting

Vacancy for a Parish Councillor to be filled by co-option.
Annual Report to parishioners.

016/19-20 Next Meeting Date

The date of the next Parish Council Meeting will be Monday 10 June.