



Lode Parish Council

Lode Parish Clerk, 86 High Street, Bottisham, CB25 9BA

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Chairman: Cllr Rob Small **Vice Chairman:** Cllr Fran Platten **Parish Clerk:** Jonathan Giles

Notice of Meeting: Parish Council Meeting

Time: 7:30pm

Date: 11 July 2022

Venue: Fassage Hall

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Lode Parish Council for the purpose of transacting the business as set out below.

Members: 4 Vacancy: 3 Quorum: 3

In order to reduce the length of meetings it would be appreciated if you would contact the Clerk before the meeting if you have any queries or need further information.

Any Member who is unable to attend the meeting should send their apologies before the meeting.

The meeting is open to the public (including the press). Information and papers will be posted on the website on Friday 6 May. Standing Orders set meetings to not exceed 1.5 hours.

Jonathan Giles – Parish Clerk

6 July 2022

1. CHAIRMAN'S WELCOME

2. APOLOGIES FOR ABSENCE

3. COUNCILLORS' DECLARATIONS OF INTEREST

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

4. PUBLIC PARTICIPATION SESSION (15 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- All Parishioners wishing to speak and who are on the Electoral Register, must make their name known to the Clerk prior to commencement of the meeting with a maximum of three people to speak. Limited to 5 minutes per person, 15 minutes in total. Large groups must decide on a spokesperson representative.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

5. APPROVAL OF MINUTES

- a) To approve the minutes from the meeting held on 13 June 2022 (Attachment 1)
- b) Clerk's Report – *see Information Sheet circulated prior to meeting*

6. FINANCE MATTERS

- a) To consider and approve invoices for payment as included in the list at the end of the agenda
- b) To agree arrangements for authorising invoices until the September meeting

7. PLANNING MATTERS

Planning Matters for comment – None

Notification of approval – None

Notification of Refusal –

22/00531/FUL – Frolic Farm, Lode Fen CB25 9HF

Residential development containing 5 dwellings along with access, car parking, landscaping and associated infrastructure following the granting of prior approval 21/00753/ARN

8. COUNTY COUNCIL MATTERS

- a) To receive the County Councillor's Report

9. DISTRICT COUNCIL MATTERS

- a) To receive the report from the District Councillors including update on how long Covid planning concessions re parking are to continue

10. COUNCIL ADMINISTRATION MATTERS

- a) To determine a response to the invitation from Lucy Frazer, MP to visit the House of Commons
- b) To receive an update on the recruitment of the Clerk

11. ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) To receive an update on actions to improve the entry to the village:
 - I. Quotations for repairing/replacing the village sign
 - II. Removing weeds and the damaged Perspex panels in the bus shelter
- b) To receive an update on the repair of the Play Area fence
- c) To consider quotations for replacing safety matting in the Play Area and appoint contractor if sufficient quotations received
- d) To update the Council on repairing storm damage to the Longmeadow Bus Shelter
- e) To update the Council on action being taken in respect of the phone box on the High Street
- f) To update on actions and agree schedule to improve water supply to the Parish Council allotments
- g) To agree budget cap for East Cambs Trading annual August mow of the Fassage Green meadows

12. COMMUNITY MATTERS

- a) To receive update from FHMC

13. COMMITTEE MATTERS

14. HIGHWAY AND FOOTPATH MATTERS

- a) To update on contact with Highways regarding the Willow tree on Swan Corner

15. CORRESPONDENCE (for information only)

- a) Summary of emails forwarded to Cllrs and any letters (see Information Sheet)

16. COMMUNICATIONS

- a) To agree author of PC update for September Lodestar

17. ITEMS FOR NEXT AGENDA

- a) To receive suggestions from Cllrs for inclusion in the Agenda for the meeting of 12 September 2022

DATE OF NEXT MEETING: 12 September 2022

Any business to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

Appendix 1:

Accounts for Payment

J E Giles	Salary & PAYE	£412.39	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£183.78	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Cemetery – expenses	£9.17+VAT	Open Spaces Act 1906 ss 9 & 10
Acculine Markings Ltd	New markings to Cemetery Road	£495+VAT	Open Spaces Act 1906 ss 9 & 10
FHMC	Hire of Passage Hall for APM	£24.00	Local Govt Act 1972 s111
EON	Streetlight electricity	£5.14+VAT	Open Spaces Act 1906 ss 9 & 10
Wave	Cemetery Water	£32.99	Open Spaces Act 1906 ss 9 & 10
Earth Anchors	Accessible Picnic Table	£540.00+VAT	Open Spaces Act 1906 ss 9 & 10
Amazon (reimburse Cllr Small)	Draper Security Bit Set	£5.79+VAT	Open Spaces Act 1906 ss 9 & 10
Amazon (reimburse Cllr Small)	Meeting Charts	£21.44+VAT	Local Govt Act 1972 s111
Amazon (reimburse Cllr Small)	Post-it notes and markers	£15.40+VAT	Local Govt Act 1972 s111

Lode Parish Council**Minutes of the Ordinary Meeting of the Council held at 7.30pm on Monday 13 June 2022**

These minutes comprise 5 pages

Present: Cllrs R Small (Chair), C Ferdinando, M Walsh, F Platten

D/Cllr J Trapp; C/Cllr A Sharp (from 8.15 pm)

29/22 Chair's welcome: Cllr Small welcomed those present to the meeting. He expressed thanks on behalf of the Council for all the events organised by the Jubilee Committee

30/22 Apologies: D/Cllr C Cane

31/22 Declarations of interest: Cllr Platten expressed an interest in the Planning Application for Frolic Farm as she lives in a neighbouring property

32/22 Public Participation Session: Eddie and Bethany Fisher addressed the meeting to outline their proposals for developing an accessible garden on 3.5 acres of land adjacent to Riverside on Fen Road. Mr Fisher explained that, following a stroke a few months ago, they have decided to leave London where they live currently and return close to the area where he grew up and set up a project to benefit people locally. They are already working with the local Stroke Association and Queen's Court as well as securing the services of someone who worked at Darwin's Nursery for a number of years and receiving advice from Richard Todd. They propose to set up their organisation as a Community Interest Company (a not for profit structure). They plan to offer horticultural therapy and plan to set a community kitchen which would be available to local residents as well. They plan to make the project financially viable by offering 3 Shepherd's Huts and 1 bell tent for glamping. They are sorting out the water supply and will be applying for change of use to ECDC. In the meantime they have planted 220 native trees and a further 30 apple trees.

Cllr Walsh suggested that they liaise with Red 2 Green as a local organisation working with disabled people on a horticultural project. Cllr Small thanked them for explaining their plans to the Council and invited them to return as their plans evolve.

33/22 Minutes of Meeting 9 May 2022: These were approved unanimously

34/22 Clerk's Report: The Council determined that, as ECDC Street Scene have failed to respond to many calls and emails, the lower and rear panels should be painted in dark green paint (anti-graffiti if available) while the damaged front and side panels should be removed. It was also noted that the interior is very scruffy and agreed that Kieran from Smart Grass Garden Services to remove the weeds on his next visit to tend the area around the village sign

ACTION: Cllr Small to convene Working Group to remove the panels
Cllr Walsh to contact Kieran regarding tidying the bus shelter

35/22 Annual Governance Statement 2021-22: The Clerk drew attention to the Internal Audit Report carried out by Lionel Johnson as a precursor to the Council's consideration of the Governance and Accounting Statements. Cllr Small went through each of the clauses to ensure they were agreed by the Council. He proposed and Cllr Platten seconded the motion that the Statement be approved, and that he and the Clerk sign the Statement. This was agreed unanimously

36/22 Accounting Statements 2021-22: Cllr Small proposed and Cllr Platten seconded the motion that the Accounting Statements be approved and that the Public Rights period take place from 15 June to 26 July which was approved unanimously. They were then signed by Cllr Small and the Clerk. The Clerk confirmed that the Notice of Public Rights and Statements are being posted on the website

37/22 Finance: The Clerk explained that an invoice from the East Cambs Trading Company had been received today and that the amounts were correct in relation to work carried out. The Council agreed to add this invoice and a payment to Cllr Platten for Weedkiller to the payments list. The following payments were

approved by the Council which noted those paid under earlier authorisation:

J E Giles	Salary & PAYE	£412.39	Local Govt Act 1972 s111
W Jaggard	Cemetery, Paths & Play Area	£183.78	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Cemetery – expenses	£23.19+VAT	Open Spaces Act 1906 ss 9 & 10
Various	Swift Tower parts (reimburse Cllr Small)	£51.48+VAT	Open Spaces Act 1906 ss 9 & 10
Lionel Johnson	Internal Audit	£120.00	Local Govt Act 1972 s111
Smart Grass Gdn Servs	Village entry maintenance	£100	Open Spaces Act 1906 ss 9 & 10
Freethought	Cybersecurity	£8.00+VAT	Local Govt Act 1972 s111
Glasdon	Seat	£574.34+VAT	Open Spaces Act 1906 ss 9 & 10
Swaffham Internal Drainage Bd	Drainage rates	£33.12	Open Spaces Act 1906 ss 9 & 10
Earth Anchors	Accessible Picnic Table	£540.00+VAT	Open Spaces Act 1906 ss 9 & 10
East Cambs Trading Co	Grounds maintenance & grasscutting	£514.36+VAT	Open Spaces Act 1906 ss 9 & 10
Tesco (Cllr Platten)	Weedkiller	£4.17+VAT	Open Spaces Act 1906 ss 9 & 10

Accounts paid under earlier authorisation:

FR Jones & Son	Mulch mower and batteries	£749.17+VAT	Open Spaces Act 1906 ss 9 & 10
BHMA	Car park sign	£121.79+VAT	Open Spaces Act 1906 ss 9 & 10
Zurich Ins	Fassage Hall Insurance	£605.00	Open Spaces Act 1906 ss 9 & 10

38/22 Planning Matters:

a) For comment:

22/00531/FUL – Frolic Farm, Lode Fen CB25 9HF (following on from 21/00753/ARN)

The Parish Council noted that the permitted development allowed under application 21/00753/ARN was a conversion of the existing barns. It is very concerned that the subsequent application (22/00531/FUL) treats the earlier application as establishing the principle that development is permitted on this site: the Parish Council rejects this view and asserts that the current application should be treated as a wholly new application to develop housing outside the agreed development envelope. This application seeks permission to demolish the existing barns and create a wholly new development out of character with existing structures. In this context, it asks that the application be refused.

In addition, the Council points out that this is a sensitive area with relatively low light pollution given its proximity to the urban area of Cambridge. Should any development be permitted, it should be subject to a condition limiting the use of external lighting to preserve this important feature of the area.

If the Planning Officer is minded to approve the application, the Council asked that the application be referred to the Planning Committee for determination.

39/22 County Council Report: C/Cllr Sharp drew attention to the proposal for reclassification of roads within Cambridge which has implications for those travelling in from East Cambs particularly when public transport remains inadequate. There are Zoom consultations on 15 and 29 June and a live one on 4 July. He is liaising with Jonathan Cook from the AtoB1102 Group in representing E Cambs position. He noted that there is no publication date for the consultation on the Eastern Access to Cambridge by the Greater Cambridge Partnership. At the same time the Combined Authority is consulting on its Connectivity Plan. C/Cllr Sharp advised that he is the Conservative Group spokesperson for the Highways and Transport Committee, which has a substantial agenda for its meeting in July.

He noted that 3 Parish Councils in his Ward (including Lode) have received notification of the plan for

implementing their Local Highways Improvement projects. He is still awaiting confirmation from Jonathan Clark that the resurfacing of the old path around the Passage Recreation Ground is budgeted for this financial year.

40/22 District Council Report: D/Cllr Trapp said that the only recent meeting of the Council confirmed membership of committees: he and Cllr Cane will retain their current responsibilities. He had attended the Operations Services Committee earlier in the day which was mainly concerned with the problems that have arisen with waste collection. Members were briefed that the team is now fully staffed and should have caught up with its backlog by the end of the week.

In response to the question about when the temporary relaxation of parking restrictions for Covid will be withdrawn, he believes this will be September.

The full report is to be found as Attachment 1, below

41/22 Council Administration Matters:

- a) **Passage Hall Insurance:** The Clerk advised that Zurich had finally agreed to provide at a premium about 50% greater than that for last year. This seems to reflect a wider increase in premiums in the market
- b) **Invitation from Lucy Frazer, MP:** Council members unanimously agreed that they wish to take up this invitation
ACTION: Cllr Small will circulate members to establish availability and will then advise the Clerks to offer to Lucy Frazer
- c) **Role description and terms for the Clerk:** The draft role description was approved with minor amendments and it was agreed that a brief person specification should be drafted. An advertisement will be placed with CAPALC and Lode Star with a closing date of 11 July and interviews set for 18 July
ACTION: Cllr Ferdinando will circulate a draft advert and person specification

42/22 Environmental and Open Space Matters:

- a) **Improving the entry to the village:**
 - i) Cllr Walsh confirmed that Kieran from Smart Grass Garden Services has been engaged for 2 hours per month during the summer and 1 hour per month during the winter with an estimated annual cost of £380.
 - ii) Village Sign: it was agreed that the options identified to date should be shared at the Annual Parish Meeting on 25 June to gather views from local residents
- b) **Selection of contractor to repair the Play Area fence:** The Tender from Lloyds Gardens was selected
ACTION: The Clerk will advise Mr Lloyd Clarke and ask when the work can be done
- c) **Replacement of safety matting in the Play Area:** One quotation has already been received and further one has been requested from Wicksteed. They have requested one further piece of information to finalise their quotation which the Clerk will provide
- d) **Road markings to Cemetery Road:** The contractor is coming to do this work at 8am on 17 June when he will meet with Cllr Small. Cllr Small is arranging to install the new Car Park sign on the same day
ACTION: The Clerk to advise the Manager of Little Legs that the Car Park will be unavailable on 17 June
- e) **Repairing storm damage to the Longmeadow Bus Shelter:** To date no quotations have been received from the Contractors who had agreed to quote. A quotation has therefore been requested from Mead's
- f) **Mowing schedule for the Recreation Ground etc:** The Clerk explained that the work is being integrated into EC Trading Company's schedules. They accepted the contract on the basis that they had also just taken on a contract to mow the fields at Bottisham Village College. They are consequently purchasing new equipment and will be in the area frequently to enable the specification to be met. Cllr Small suggested that the operation of the contract be reviewed at the end of the summer to ensure it is bedded down and running smoothly

g) Phone box on the High Street: Cllr Small said that it is looking run down and dirty. It is still operational so would be the responsibility of BT

ACTION: Cllr Platten will contact BT and ask that the box be maintained

43/22 Community Matters:

a) Fassage Hall Management Committee: Cllr Platten reported that a problem with mice had been identified and resolved. Julie Sale is liaising with ECDC over the window which was smashed while the Play Area was being mown. The new shed is now in place and Cllr Platten thanked all those who been involved in its installation

b) Parish Meeting – Saturday 25 June 2pm: It was agreed that the meeting would commence with a brief presentation from Cllr Small on the key achievements of the PC over the past three years and conclude with an invitation to those present to engage in discussions on future plans, including the water supply to the allotments. Tea and biscuits will be offered to all who come. Invitations need to be sent to the Sports Clubs and also published on the website and noticeboards

44/22 Highways and Footpath Matters:

a) Swan Corner: C/Cllr Sharp confirmed that he had asked the Highways Officer to arrange a meeting to include a decision-maker from Highways but has so far not received a reply

b) Response Cambridgeshire County Council Travel Survey: Cllr Platten has prepared a draft response but indicated that a response has been prepared by the AtoB1102 Group which the Council may like to endorse

ACTION: Cllr Platten to circulate

45/22 Lode Star Article for July: Cllr Ferdinando agreed to draft

46/22 Date of next meeting: 11 July 2022 at 7.30 pm

The meeting closed at 9.30 pm

Attachment 1

[District Councillors' Report to Parish Councils June 2022](#)

There has been very little activity at the Council the last month. At the Annual Meeting of the Council in May, the representation on the committees was confirmed, and both of us are on the same committees as last year:

Charlotte: Audit Committee, Ethical Guidance

John Trapp: Finance & Assets, Operational Services, Planning

We are also substitutes on other committees.

The main problem faced by the Council the past couple of months is the collection of waste, with the crews experiencing problems with the new routes, and this problem has been exacerbated by HGV drivers having Covid, and not able to work. Some crews have been out collecting waste on the two Jubilee bank holidays which has helped to reduce the backlog, and for which we are all very grateful.

Information on collections can be gleaned from this site:

<https://www.eastcamb.gov.uk/east-camb-street-scene/waste-service-disruptions>