



Lode Parish Council

Lode Parish Clerk, 41 Stow Road, Stow cum Quy, Cambs, CB25 9AD

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www.lode.org.uk

Chairman: Cllr Rob Small **Vice Chair:** Cllr Lucy Wells **Clerk:** S.Chambers-Turner

MINUTES OF LODE PARISH COUNCIL MEETING 11

Held at Fassage Hall, Lode on 9th September 2024.

Present: Councillor Lucy Wells; Councillor Rima Page; Councillor Tessa Shrubbs; Councillor Rob Small (Chair).

In attendance:

County Councillor Alan Sharp

District Councillor John Trapp

Clerk: Mrs S Chambers-Turner

Meeting Opened at 7.30pm

156. CHAIRMANS WELCOME

Councillor Robb Small opened the meeting.

157. APOLOGIES FOR ABSENCE

None.

158. MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

None

159. TO APPROVE MINUTES OF THE LAST MEETING

It was discussed that there was a small omission on the minutes; the bank reconciliation for June was not approved and was deferred until the next meeting.

160. OPEN FORUM FOR PUBLIC PARTICIPATION

None

161. MATTERS ARISING/CLERK & COUNCILLORS REPORTS

- Further correspondence has been received about the Cemetery track road. It was agreed that the Local Highways Officer would be contacted for suggestions.
- Correspondence has been received about motorbikes and the fen, although the Parish Council have no control over private land, it was suggested that information relating to reporting antisocial behaviour be included in the Lode Star.

162. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a. The new accounting software is now in place, all data has been back keyed and the main account has been reconciled. The savings account has not been reconciled to date as the training for the package has not been undertaken. The Parish Council will re-confirm all the bank reconciliation at the next meeting.

b. **It was proposed by Councillor Small, seconded by Councillor Wells and resolved that the September accounts be settled. Action: Clerk to set up payments for authorisation.**

| Method | Payee | Item | Net | VAT | Total |
|--------|---------------------|--------------------------|-----------|---------|--------------|
| BACS | Swaffham Bulbeck PC | Clerks Salary | | | Confidential |
| BACS | East Cambs Trading | Grass Cutting | £544.05 | £108.81 | £652.86 |
| DD | Freethought | Cyber Security | £8.00 | £1.60 | £9.60 |
| BACS | East Cambs Trading | Grass Cutting Apr-August | £2,538.89 | £507.78 | £3,046.67 |
| BACS | S G Law | Cemetery Tap | £161.38 | £32.28 | £193.66 |
| BACS | Caloo | Gym equipment repairs | £640.00 | £128.00 | £768.00 |
| BACS | W Jaggard | Cemetery Maintenance | £192.89 | £0.00 | £192.89 |

163. PLANNING MATTERS

Planning Applications

None.

164. COUNTY AND DISTRICT COUNCILLORS' REPORTS

Councillor Trapp provided a written report before the meeting that included discussion of:

- Bus franchising
- Change of a District Councillor's affiliation.

Councillor Sharp provided a written report before the meeting that included discussion of:

- Local Highway Improvement Decisions
- Buses
- Education
- Mill Road Bridge
- Work on A1303/Swaffham Heath Road

165. COUNCIL ADMINISTRATION

a. The new software for the burials, allotments and finance is now in place which has been provided by EdgelT. The software allows all aspects to interlink with the financial system and produce invoices directly from the software. The Clerk has prepared the financial information and is awaiting training on the software. Training has been arranged for the burial and allotment software and historical data entry will commence. It was also discussed that it would be helpful for others to have training on Parish Online. **Action:** Clerk to aim to have all pre-purchased graves in the software by January and allotment information as soon as practicable. Councillor Small to investigate training on Parish Online.

b. It was agreed that a response to the Active Travel Hierarchy would be completed by the Parish Council.

c. A meeting of the Greater Cambridgeshire Partnership joint assembly is due to take place on 12th September 2024. The proposals for the relocation of the park and ride site is included on the agenda

166. ENVIRONMENTAL AND OPEN SPACE MATTERS

a. It was discussed that the grass cutting contract may need some amendments before the next season. **Action:** Clerk to prepare current schedule and where appropriate maps for re-evaluation at the next meeting.

- b. The Parish Council discussed the plans for the open spaces and playground facilities and the need to address some safety concerns, such as the safety matting. It was agreed that in order to address these concerns quotations would be required to understand the costs involved both for updating some facilities, whilst also carrying out the necessary works. The project is likely to have significant cost implications and it would be necessary for the Parish Council to make grant applications to assist with the project, therefore it would be necessary to prepare an action plan. **Action:** *Councillor Small to start work on an action plan. Councillors Platten and Shrubbs to arrange site visits by playground providers to review current provision, suggest necessary works and discuss potential new equipment.*
- c. As the new software is in place, it will make the management of the allotments far easier. The current regulations do not include any provision for poly tunnels and this needs to be included. A review needs to be completed of current holders and whether plots are being worked. **Action:** *Clerk to circulate last inspection report and allotment regulations to all councillors. Councillor Small and the Clerk to meet to discuss the new software.*
- d. It was noted that Harvey's Drove way bridge has still not been repaired and that in areas it is very dangerous. On the Highways reporting tool it has been recorded as under investigation. The Parish Council asked County Councillor Sharp if they were able to chase to see what is happening. **Action:** *Councillor Sharp to report back to the Parish Council.*

167. COMMUNITY MATTERS

- a. A meeting had taken place with members of the community who were regular contributors to the old website. The Parish Council have renewed the domain for an additional year to allow for the transition to the new website. All previous editions of the Lode Star are now live on the new website. Councillors Small and Wells will continue work with the community members to ensure that the new site contains all the community links. **Action:** *Clerk to make contact with the group to arrange information sharing of the old domain.*
- b. Councillor Small suggested that it would be good to include a parish map in the noticeboard and that this would need printing professionally. It was agreed that a budget of £100 would be allocated for the printing. **Action:** *Councillor Small to find a suitable image of the parish and arrange for the printing.*

168. COMMUNICATIONS

Councillor Wells will write the Lodestar update on behalf of the Parish Council.

169. ITEMS FOR NEXT AGENDA

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

170. DATE OF NEXT MEETING

Full Council Meeting, 14th October 2024, 7.30pm, Fassage Hall, Lode.

The meeting closed at 9.40pm

Signed: _____
Chairman

Dated: _____

| Minute Point | Action | By Whom |
|---------------------|--|-------------------------|
| 162b | Submit payments for authorisation | The Clerk |
| 165a | Input burial pre purchase by January 25 | The Clerk |
| 166a | Prepare current grass cutting schedule for review | The Clerk |
| 166a | Investigate Parish Online training | Councillor Small |
| 166c | Circulate last allotment inspection and regulations to Councillors | The Clerk |
| 166d | To report back current status on Harvey's Droeway bridge | County Councillor Sharp |
| 167a | To make to contact with community members on the old website | The Clerk |
| 167b | To find suitable image of the parish for printing | Councillor Small |