

Minutes of a meeting of GREAT AND LITTLE CHISHILL PARISH COUNCIL

Venue:	Net Meeting
Date:	16 th April 2020
Time:	7:30pm
Chairman:	Clr Dring
Parish Councillors:	Harrison, Wiseman, Clements, Hatt, Pine
Clerk / Proper Officer:	Sarah Scott
County Councillors:	None present
District Councillor:	None present
Members of the Public:	One member of the public
Start Time:	7:30pm

AGENDA

1. Apologies for Absence (and reasons)

Clr Ridge could not join the meeting due to technical issues.

2. To receive any declaration of Pecuniary and non-Pecuniary Interest of Councillors

Clr Pine used to live in 1 May Street and there is an outstanding planning application and the current resident will be talking in the public participation.

3. Approval of the Minutes from the 19th March 2020

It was agreed that these were an accurate account of the minutes.

4. Approve Policy Statement to Undertake Remote Meetings.

It was proposed by the Chairman and seconded by Clr Harrison that we adopt the decision to hold remote meetings. The Chairman took the meeting through the protocol for remote meetings.

5. Public Participation.

Mr Alexander spoke about his planning application

He said that his wall had been condemned and it had been recommended that it was taken down. He had not had this writing (at the time of the meeting) but had verbal assurances. He had withdrawn the last plans and resubmitted new ones which we would receive soon. He wanted to replace with similar trees or blossoming trees – rowan or cherry tree. A separate tree planning application has yet to be submitted. He went on to say that the new wall would mirror the churchyard wall and he does not want to damage the look of a conservation area. He explained that it would be unlikely that he could save the lime trees. The Clerk reminded the Parish Council that they could talk too much about the application as this could be deemed prejudicial before the actual planning application comes in. Clr Clements commented that a lot of work had been put into the project. Clr Hatt asked if there had been a dangerous structure notice issued and Mr Alexander said one had not been issued yet. The Chairman thanked Mr Alexander for joining the meeting.

6. COVID 19 – Next Steps

The Clerk gave an overview of the SCDC briefing which was held the previous evening (see notes at the end of the minutes).

Sam Allen gave an overview on how Chishill Care was coping. Feedback was positive with 45 people on his database with 35-40 people using repeat services (shopping, newspapers and prescriptions). There were 24 volunteers who connect via WhatsApp. The Clerk had been to SCDC to collect PPE for the volunteers.

The meeting was adjourned at 7:55 to clap for keyworkers.

The Clerk liaises with Chishill Care and the Covid 19 Village Support group and sends useful information to both parties that she receives from SCDC and other official sources.

The clerk spoke of a database she had been sent by SCDC and had mapped it with the electoral role and knowledge of the village to make sure there were no gaps.

Sam asked if we could pay for the leaflets, this was agreed. Sam should send the details to the Clerk so she can organise this.

Clr Hatt raised the question of expenses for all volunteers. This was discussed and the conclusion was that all the volunteers are helping out because they want to and are responding brilliantly and in good faith. Clr Hatt asked about setting up a Just Giving Page for volunteers and it was felt that this was probably not appropriate.

Sam has offered to go on any course (such as safeguarding) if needed going forward.

A question was raised if anyone knew of any families using foodbanks in the village. The answer was no one had heard of anyone.

The Newsletter. It is felt that this is a valuable and useful method of communications for the village. Last month the Chairman had collected and arranged delivery of the newsletter and it was agreed to do this again this month. A suggestion for content from the PC was:

Keep to footpaths (a reminder and also the OS Maps app to use if anyone is unclear of where the footpaths are)

The Parish Council thanked Sam for attending the meeting.

7. Correspondence Received

Email from Clr Roberts re Emergency planning re: Corona Virus

Email from Clr Roberts re Colts Croft

Email from Clr MacDonald re corona virus communicating

Several emails from Robin Dibblee re Corona Virus and village communication

Emails from SCDC / CCC re Covid 19

Emails from CAPALC re Covid 19

Correspondence with Sam Allen and Covid 19 Village Support Group

Several net meetings with Cambs Acre and Local Clerks Association

Communication re grass cutting the playfields
Fly tipping
Sam – thanks for support

8. Planning

- Phone Mast 20/01525/P16- Land South of Heydon Road
The Council concluded that the photos not accurate. The site is too close to a residential building (right on their boundary) which is unacceptable and to ask why they haven't taken into consideration others more acceptable sites (such as the reservoir behind the village hall).
- 20/01026/FUL and Listed – a replacement application is to be submitted (see above)
- Heydon Road – Flint Wall. Cllr Hatt and the Clerk to look into the listings of all flint walls in the village.
- Colts Croft – enforcement – no update.
- LDF – site have now been published and none of the Heydon Grange land is listed.

9. Finance

- Finance Sheets. These were approved by the meeting.
- Audit – The Clerk explained that this had been delayed due to Covid 19 and she will get everything prepared.
- Precept. The Parish Council is to receive one quarter of its annual precept in April (as opposed to ½). The next quarter should come in June / July and then it should be back to normal in September. It was recommended and agreed to delay awarding annual village grants and July when we should have the 2nd quarter of the Precept. The Clerk to write to the village groups.

10. Highways (deferred)

There is no update.

11. The Pheasant Public House (deferred)

There is no update.

12. Windmill Committee (Deferred)

There is no update.

13. Lock-up – Chairman (Deferred)

There is no update.

14. District and County Councillors Written Reports

Cllr MacDonald's report is below.

15. To Accept Notices & Matters for the next Agenda – 5 mins

The AGM will go ahead in May but not the Annual Meeting of the Parish.

Clerks report on the SCDC Briefing.

Summary from SCDC Briefing

- All villages have been contacted and there is 100% coverage with volunteer support groups
- Businesses have been supported with grants of £10million so far and 900 businesses have been supported
- Anticipated that there will be 2 million out of work and so increased support will be needed
- We were asked to hi-light good initiatives set up in villages (think the Toby's veg box scheme)
- Initially Cambs and Peterborough Covid cases were to peak about now, this has now been estimated to the end of April. There are lower than predicted cases in this area

Finance

- Small business grants there is a pot of £20m and about half have taken up grants. There are, of course checks (anti-fraud and so on).
- Council Tax, most pay by DD so it is easier to predict short falls etc
- There cannot be a Council Tax holiday to June as in May SCDC have to pay out £11.5m
- Loss of Business rates equates to 18% shortfall
- This year a quarter of the precept will be paid in April, then the next quarter in June / July and it is predicted that the final half will be paid as normal in September
- SCDC pay:-
 - £87million to County
 - £15 million to the police
 - £5 million to the fire services
 - £6 million to Parish Councils (Precepts)
- SCDC only require £10m per year
- Their business support schemes and a business newsletter

Housing and Residents

- All tenants are receiving phone calls
- Area patch managers are working with PC's
- Vulnerable tenants are being monitored
- Screened residents are receiving calls
- There is an email for concerns duty.housing@scambs.gov.uk

Planning

- Using the new technology (introduced earlier this year) to process applications
- Providing the best service they can
- An update was sent out on 9th to all PC's (we have received this)
- Still a delay in delegated applications but hopefully with will be resolved in May
- Planning notices are not being put up at sites at the moment (they might ask PC's to do this)
- They advised that they always take notice of Parish Councils comments
- Our planning patch leader is Julie Ayre
- Enforcement is still in operation and site visits are taking place

Bins

- The reduction in the green bin service was due in part to staff shortages due to Covid 19. The workforce was down 30%
- At this time they are looking to phase in the re-introduction of green bin collections from 4th May. This will be announced through correspondence to the PC's and social media – they cannot door drop everyone. The should be announced w/c 27th April
- They are pleased to announce there was no real increase in fly tipping
- The government are re-thinking their decision to close house hold recycling centres and they could be re-opened soon
- They are thinking of offering some guidance on bonfires

Report for Parish Councils – April 2020

South Cambs District Council

Not surprisingly my month report will focus entirely on the current C19 crisis

Bins

SCDC advised residents that there will be changes to bin collection days due to the Easter and Early May Bank Holidays. It also wraps up the latest details about how all waste services (bin collections, recycling banks, HRCs) are impacted by the Coronavirus outbreak. In terms of changes to bin days, we will just catch up from Easter, then collection days will be later again due to the Early May Bank Holiday. Bin collections in Cambridge City and South Cambridgeshire will be later than usual during the Easter period and after the Early May Bank Holiday.

Collections of green bins are suspended until 4 May due to the impacts of the Coronavirus on bin crews. Around a third of bin collection staff are off work with symptoms or are self-isolating.

All collections scheduled from Good Friday 10 April to Friday 24 April and from Friday 8 May to Friday 15 May will take place on a later date than usual, and residents can [check their collection days online](#).

Coronavirus Pages in South Cambs

All the relevant C19 advice is contained here

<https://www.scams.gov.uk/your-council-and-democracy/parish-councils/coronavirus-advice-for-communities/>

Information about the county and district/city hub contacts

Contact details are attached in this link: [Covid-19 Co-ordination Hubs info and contacts.pdf](#)

Virtual meetings

TO ALL PARISH COUNCILS IN CAMBRIDGESHIRE & PETERBOROUGH

As you may know all local authorities have been waiting for emergency legislation which would allow us to have council meetings without councillors being physically present in the room. The Coronavirus Act was passed by Parliament at the end of last week and it contained s78 which dealt with the issue of Local Authority Meetings. The Act didn't contain any detail itself so we had to wait for the Secretary of State to publish regulations to set out the detail. These regulations have now been published this afternoon and come into force on Saturday. Please read the detail below and circulate it to your parish councillors as soon as possible.

The Government has issued the regulations that will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020<<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>> will come into force on 4 April.

They apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7 May 2021.

The Explanatory Memorandum can be read here<<http://www.legislation.gov.uk/ukxi/2020/392/memorandum/contents>>. On the purpose of the Regulations this states:

"These Regulations make provision to enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

"For the purposes of these Regulations, a local authority includes county councils, district councils, combined authorities, parish councils, joint committees constituted to be a local planning authority, fire and rescue authorities and national park authorities. The Regulations apply to meetings of a local authority, an executive of a local authority, a joint committee of two or more local authorities, and a committee or sub-committee of any of those bodies.

"Part 4 of these Regulations makes provision to enable all Police and Crime Panels in England and Wales to hold meetings remotely including by (but not limited to) video conferencing, live webcast, and live interactive streaming, and to enable requirements for public and press access to Police and Crime Panel meetings to be complied with through remote means and website access."

The Memorandum says: "Legislation is needed because existing primary legislation requires local authorities to hold annual meetings in the period March to May, and also that meetings must be in person, requiring attendance of all the members at a place together. The measures will help local authorities redeploy their resources to deal with the pandemic and ensure essential business continues whilst upholding democratic principles and protecting the health and safety of members, officers and the public in line with official public health guidance. The local authority sector has asked for the flexibilities to be in place as soon as possible and it is clearly vital that this is achieved." It adds: "Being able to hold all meetings flexibly, including annual meetings, executive meetings, and committee meetings, allows local authority business to continue while adhering to official public health guidance. It also allows the public the same flexibility to attend whilst adhering to the guidance."

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

Of particular interest will be Regulation 5 which sets out the conditions for remote attendance as follows:

5.—(1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

(2) For the purposes of any such enactment, a member of a local authority (a “member in remote attendance”) attends the meeting at any time if all of the conditions in subsection (3) are satisfied.

(3) Those conditions are that the member in remote attendance is able at that time—

(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and

(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(4) In this regulation any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.

(5) The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.

(6) A local authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for—

(a) voting;

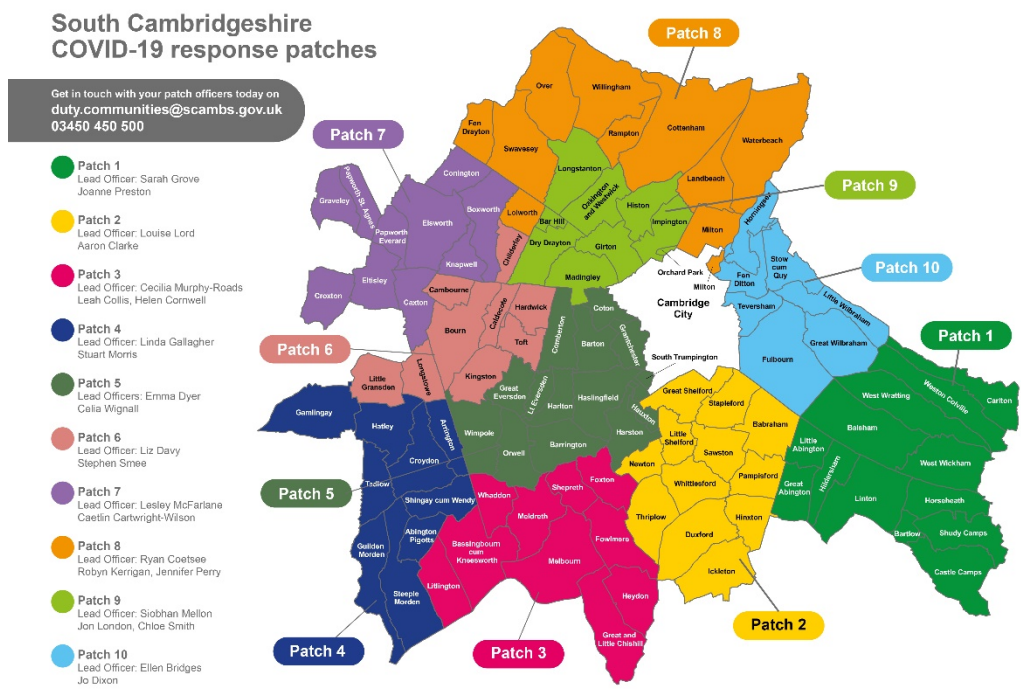
(b) member and public access to documents; and

(c) remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

With local authorities not required to hold annual meetings under these regulations, current appointments will continue until the next annual meeting of the authority or when the local authority determines, the Explanatory Memorandum states. "This provides, in the absence of an annual meeting, continuity of membership."

South Cambs Patch Lists

You should be aware of which patch you are in and who is your dedicated Patch Officers:



Parish & Community Q & A

There is a community Q & A available here: <file:///C:/Temp/ab098/Downloads/SCDC%20Community%20Response%20to%20Covid-19%20FAQs%20FINAL.pdf>

Business Support

Supporting local businesses – guidance for parish councils and community groups

As part of the Council’s Covid-19 response, we are trying to urgently support businesses in the district who are struggling during this difficult period. We don’t have a single database for all businesses in the district, as not all businesses are registered for business rates. To help us get a list together as quickly as possible, could you help by sharing with us any mailing lists or databases you have on this including:

- Sole traders
- Home based businesses
- Community enterprises and charities including CICs

We want to ensure that we can put in place, as quickly as possible, appropriate support to help businesses through the next few months, and fill the gaps around the central government support offer where we can. We will be proactively contacting businesses to find out what they need, so any help you can give in providing details for our emerging database would be very helpful.

Please could you send any lists to our colleagues at the Greater Cambridge Partnership who are helping us with this work via greatercambridge.business@cambridgeshire.gov.uk

Please also use whatever communications channels you have (social media, websites etc.) to spread the word about this appeal, and encourage any businesses of these types to flag themselves to us by emailing greatercambridge.business@cambridgeshire.gov.uk

Additionally, information for businesses is being updated frequently on the Coronavirus section of our website at www.scams.gov.uk/business/coronavirus-information-for-businesses

Cambridgeshire County Report

Library service changes in Cambridgeshire

Following Government guidance, all Cambridgeshire County Council library buildings closed on Monday 23rd March and will remain closed until further notice. During this time:

- Overdue charges have been suspended and return dates have been extended throughout the closure period
- Reservations for stock will not be accepted at this time. Any existing reservations will be satisfied when libraries re-open.
- A number of digital services will be provided. To browse our eBooks, eMagazines, eNewspapers and three suppliers of eAudiobooks, visit our Online Library [webpage](#)
- To stay up to date with the latest Cambridgeshire County Council library news, sign up the our [e-newsletter](#)
- Further information about the library closures is on our [website](#)

You can keep up-to-date with any changes to our services on our websites:

- Cambridgeshire - <https://www.cambridgeshire.gov.uk/residents/coronavirus/disruption-to-council-services>

Our advice and latest information on Coronavirus can be found on both websites - www.peterborough.gov.uk/coronavirus and www.cambridgeshire.gov.uk/coronavirus

Changes to bus services across Cambridgeshire and Peterborough

As Government social distancing during the Covid-19 outbreak continues, a number of bus companies across Cambridgeshire and Peterborough have announced changes to their timetables.

- Stagecoach timetable changes in Peterborough and Cambs – Updates to bus services – Further temporary changes to Stagecoach bus timetables will be introduced in Cambridge and Peterborough from Sunday, 5th April. Critical routes will be maintained wherever possible. Visit the Stagecoach [website](#)
 - Cambridge – Changes to 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 13A, 13B and 13X, 16A, 18, 19, 25, H, X8 and 39.

Sharing Parish Updates

You are welcome to share this Parish Update by forwarding the email to people in your community, who can also [subscribe to receive updates from Cambridgeshire County Council](#) by registering and selecting 'Parish and District Updates' from the list under Covid-19.

Park & Ride

Naturally given the changed work practises the P & R service is adjusted. <http://www.cambridgeparkandride.info/whatson.shtml>

Rail Season Ticket Refunds Greater Anglia are trying to process these as fast as possible.

<https://www.greateranglia.co.uk/contact-us/faqs/refunds/coronavirus-ticket-refund-update>

Royston & District Community Transport. They are keen to get some younger drivers during the Covi19 crisis.

<https://communitytransportherts.org/schemes/car-schemes/royston-district-community-transport/>

Govia Thameslink

They are now running a Sunday style service

Safeguarding

Children's Safeguarding

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children's Services using one of the following: • Cambridgeshire children: 0345 045 5203

ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT):

01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding

Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

Adult Safeguarding

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council •

Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474

• Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724