

# CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

Tel: 01945 870083 Mobile: 07932 191050 E-mail: [clerk@christchurchparishcouncil.org.uk](mailto:clerk@christchurchparishcouncil.org.uk)

Clerk: Dave Gibbs

To Members of the Public and Press

8 March 2022

You are invited to attend a meeting of Christchurch Parish Council  
to be held in Christchurch Community Centre  
for the purpose of transacting the following business.

**On Monday 14 March 2022 at 7.30pm**

**Members of the public and press are invited to address the Council  
at its Public Time from 7.35pm to 7.50pm**

Yours truly

*Dave Gibbs*

(Clerk/Proper Officer)

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## AGENDA

**137/21-22 Apologies for Absence**

**138/21-22 Declarations of Interest**

Councillors to declare any interests in respect of any item to be discussed at this meeting:-

- a) Disclosable Pecuniary Interest
- b) Non-Pecuniary Interest
- c) Sensitive Pecuniary Interest

**139/21-22 Chairman's Announcements**

To receive such announcements as the Chairman may wish to make to the Council

**140/21-22 Public Time**

To receive representations from members of the public regarding issues pertinent to the Council

**141/21-22 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 14 February 2022

**142/21-22 Matters Outstanding**

- a) Bus shelter improvement project - update
- b) Pavement outside Field Lodge, Upwell Road - update from Clerk
- c) Roadside drains - update from Clerk
- d) Annual report to residents - update from Cllr Hughes
- e) Benches, play equipment, outdoor gym - update from Clerk
- f) Support for vulnerable residents - update from members
- g) Annual Parish Meeting - update from Clerk

**143/21-22 Police Report**

To report on policing matters in the area over the last month

**144/21-22 County & District Councillors Reports**

To receive reports from Cllrs Count, French, Sutton and Tanfield

**145/21-22 Clerk's Report**

To receive a report on meetings attended and correspondence received

**146/21-22 Members and Residents Issues**

To consider any matters raised by Members of the Council and local residents

a) Welney Causeway flooding

**147/21-22 Recreation Ground Extension**

a) To receive an update from the Clerk and members regarding the site plan, features, costs and funding opportunities

b) To confirm arrangements for a fact-finding visit to Colne Parish Council

**148/21-22 Local Highway Improvement Application 2022/23**

To receive a report on the meeting with the Leader of the County Council regarding the assessment process

**149/21-22 Planning**

To consider the following application:

a) F/YR22/0204/F - Erect an open front storage building - High Green Farm, Euximoor Drove, Christchurch

To note the following application:

b) F/ YR22/0221/AG1 - Erect a grain storage building - Land South West of The Limes, Scotts Road, Christchurch

**150/21-22 Finance**

a) To receive a financial report from the Clerk as at 28.2.22

b) To approve the following payments:

Clerk salary and home office allowance (inc back pay) ....	£	420.89
Clerk expenses .....	£	274.20
T A Blackamore Ltd (grass cutting) .....	£	1,996.80
Cambridgeshire ACRE (subscription) .....	£	57.00

c) To review and approve the Governance and Management Risk Assessment

**151/21-22 Matters for Next Meeting**

To discuss future agenda items from Councillors

**152/21-22 Date of Next Meeting**

To confirm the date of the next meeting as Monday 11 April

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 14 February 2022 at 7.30pm

**Present:** Cllrs P Owen (Chairman), J Bliss, G Harper, J Hughes, K Miller, Cllr W Sutton (FDC)  
D Gibbs (Clerk), A Day, A Nason, (Parishioners)

**122/21-22 Apologies for Absence**  
Cllrs S Aldridge, R Gladwin

**123/21-22 Declarations of Interest**  
None

**124/21-22 Chairman's Announcements**  
None

**125/21-22 Public Time**  
A discussion took place about the Platinum Jubilee events planned in the village by the various organisations.

**126/21-22 Confirmation of Minutes**  
Minutes of the meeting held on 10 January 2021 were correctly recorded and signed as being a true record.

**127/21-22 Matters Outstanding**

- a) Bus shelter improvement project - No update.
- b) Pavement outside Field Lodge, Upwell Road - Anticipated start on site in late April.
- c) Roadside drains - The order for the excavation of the drain has been placed. Nearby drains also need investigation.
- d) Annual report to residents - Members agreed to publish the report in the April edition of The Heron.
- e) Benches, play equipment, outdoor gym - Members discussed their visit to other local play areas on 22 January. It was suggested that one or more new benches could be installed for the Jubilee weekend. The Clerk was asked to circulate details. The Clerk was also asked to ascertain the cost of installing a zip wire.
- f) Support for vulnerable residents - Cllr Hughes reported that he had found useful information on emergency planning. Members discussed the challenge of identifying vulnerable residents. Cllr Miller offered to assist Cllr Hughes. Cllr Sutton suggested that David Vincent, the District Council's Emergency Planning Officer could be invited either to a Council meeting or to the Annual Parish Meeting. Members asked Cllr Sutton to contact him to confirm his availability.
- g) The Armed Forces Covenant - Cllr Sutton explained that the District Council had signed the covenant and he had been approached by District Cllr Marks to ask whether his parishes would be willing to sign it. Members agreed to sign the covenant.
- h) Annual Parish Meeting - The meeting will take place on Tuesday 22 March at 7.30pm. The Clerk reported that he had invited Jenna Brame from Cambridgeshire ACRE to talk about affordable housing schemes, Robin Sutton from Cambridgeshire Neighbourhood Watch and Andy Morris from Cambridgeshire Police, with the possibility of David Vincent too. Members of the Council will report on achievements over the last year and village organisations will be invited to say a

few words about their work. An article in The Heron will advertise the event.

- i) Marker posts on Sixteen Foot Bank - The Clerk reported that an order has been placed to replace the missing posts.

#### **128/21-22 Police Report**

The Clerk reported that the refurbishment of Wisbech Police Station is complete. The Community Safety Partnership has been relaunched with funding from the Police & Crime Commissioner including a small grant scheme for local community safety initiatives. Neighbourhood Watch has a programme of events and activities to celebrate its 40<sup>th</sup> anniversary. The Neighbourhood Policing team would like to visit community events.

#### **129/21-22 County & District Councillors Reports**

Cllr Sutton reported that the Forgotten Corner project has now been completed, but the final cost is not known.

#### **130/21-22 Clerk's Report**

The Clerk reported on meetings attended and correspondence received. Members noted that the Sixteen Foot Bank will be closed between 21 and 25 March for resurfacing.

#### **131/21-22 Members and Residents Issues**

Members discussed the issues raised by residents and resolved as follows:

- a) Platinum Jubilee celebrations - A full programme of events is planned at the Community Centre and the Dun Cow. Members of the Council will be supporting these events.

#### **132/21-22 Recreation Ground Extension**

- a) The Clerk reported that the copse between Upwell Road and the bowls green belongs to the Recreation Ground charity, not the Council.
- b) Members asked the Clerk to arrange a visit to Colne Parish Council on Saturday 12 March to view their community woodland, orchard and open space.

#### **133/21-22 Local Highway Improvement Application 2022/23**

- a) Cllr Hughes reported that he presented the application to the assessment panel on 2 February. The outcome will be known in mid-April.
- b) The meeting with the Leader of the County Council regarding the LHI process will take place on 3 March.

#### **134/21-22 Finance**

- a) The financial report as at 31.1.22 showed income of £25,252.82 and expenditure of £19,998.04, resulting in a surplus of £5,254.78 and total funds held of £49,074.16.
- b) Members approved the following accounts for payment:

Clerk salary and home office allowance .....	£	355.33
Cable Test Ltd (street lighting) .....	£	348.40
Doctor Tree Ltd (tree works) .....	£	5,160.00
Fenland District Council (planning fee) .....	£	231.00
G Harper (expenses) .....	£	23.17

#### **135/21-22 Matters for Next Meeting**

No further matters were requested.

#### **136/21-22 Date of Next Meeting**

The date of the next Parish Council Meeting will be Monday 14 March.

<b>Agenda Item No.</b>	145/21-22	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	14 March 2022	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on meetings attended and correspondence received.

## 2. Report

### Meetings attended:

Planning training - Highways - 17 February

Cllr Nethsingha, Leader of the County Council - 3 March

### Correspondence received:

Cambridgeshire County Council - Platinum Jubilee update, Cambridgeshire Matters newsletter

Cambridgeshire Highways - Roadworks and events diary, temporary traffic regulation order Sixteen Foot Bank 21-25 March

Fenland District Council - Age UK Community Warden service, start of grass cutting season, domestic abuse awareness campaign, support for Ukrainian refugees, Social Housing Decarbonisation Fund grant for Clarion Housing properties

Cambridgeshire ACRE - Living with Covid update for community buildings, Hallmark accreditation scheme

Cambridgeshire & Peterborough Combined Authority - Adult education budget consultation to 16 March

Cambridgeshire & Peterborough Association of Local Councils - Pay award 2021/22, Civility and Respect newsletter, monthly bulletin

Cambridgeshire & Peterborough Domestic Abuse and Sexual Violence Partnership - survey and Enough campaign launch

Galliford Try - A47 upgrade works

UK Power Networks - preparations for storms Dudley and Eunice

Queen Elizabeth Hospital - modernisation newsletter and CQC inspection

Environment Agency - Ouse Washes stakeholder briefing

Keep Britain Tidy - Great British Spring Clean 25 March to 10 April

## 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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**Welney Parish Clerk**

Melanie Hilton  
Holly & Ivy Barn  
The Cottons  
Outwell  
Wisbech Cambs  
PE14 8TL

Email: [welneypcclerk@gmail.com](mailto:welneypcclerk@gmail.com)

Mobile : 07368 420237

12 March 2022

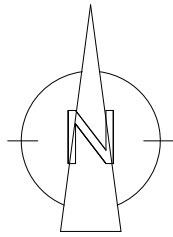
Hi,

As I am sure you are aware the flooding of the A1101 wash road at Welney can affect many businesses and individuals who have to divert at time of road flooding. Welney Parish Council has for many years had regular meetings with local MP'S, local authorities, and others to find a solution to this issue. Our MP, Liz Truss and Norfolk County Councillor Chris Dawson, have over the last 12 months been looking at possible solutions to this problem and are now getting close to a point where 2 or 3 possible options are likely to be proposed for further exploration. Each of the proposed options will not only ensure the road remains unaffected by flooding for 52 weeks of the year, it will also take into account climate change in order to future proof what-ever is decided.

We are seeking support in promoting the need and benefits for a solution to this long-standing problem, and would welcome your engagement or at least confirmation that you are supportive of the efforts of our local communities in helping to bring this about and in turn bring about a benefit to the wider populous and all those affected by this recurring problem.

Please respond to Welney PC Clerk by the 7<sup>th</sup> March 2022

Melanie Hilton  
Clerk  
Welney Parish Council



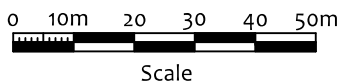
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No	Date	Revision
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Issue:	For Planning Approval	
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Site:	High Green Farm, Euximoor Drove Christchurch, Cambridgeshire, PE14 9LT
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Project:	Storage Building
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Drawing Title:	Location Plan
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Client:	Mr Ambrose
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Date	January 2022
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Scale	1:1250 at A4
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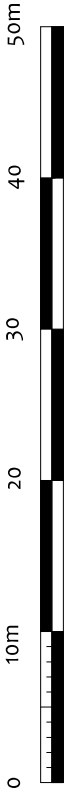
Drawing Number	P-22-2213-1
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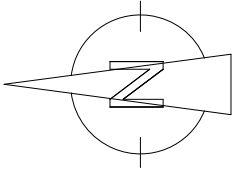
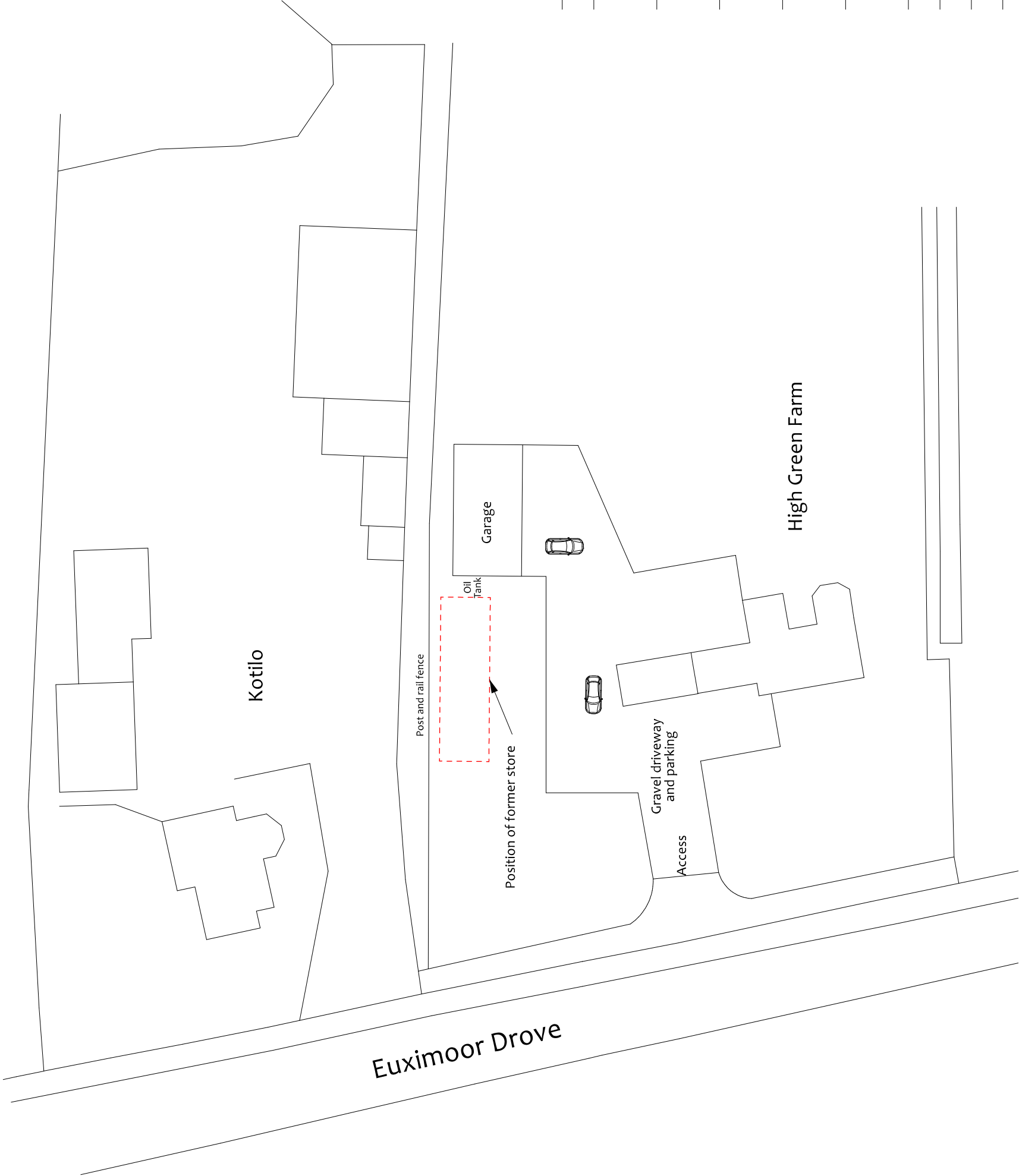
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No	Date	Revision
Issue: For Planning Approval		
Site: High Green Farm, Euximoor Drove Christchurch, Cambridgeshire, PE14 9LT		
Project: Storage Building		
Drawing Title: Existing Site Plan		
Client: Mr Ambrose		
Date	January 2022	
Scale	1:500 at A3	
Drawing Number	P-22-2213-2	

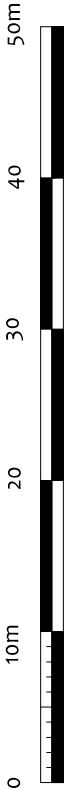


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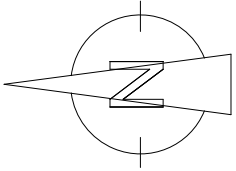
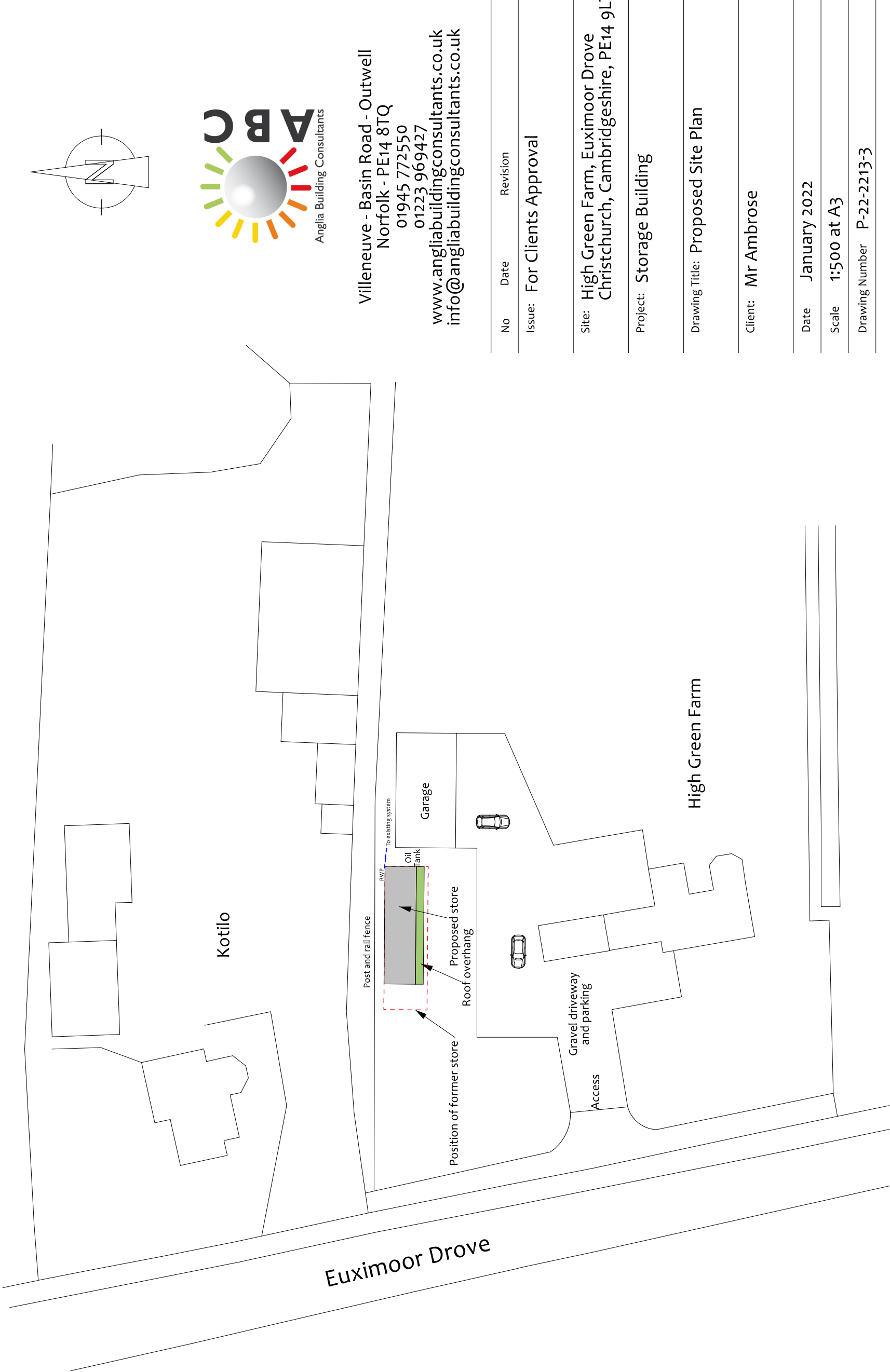
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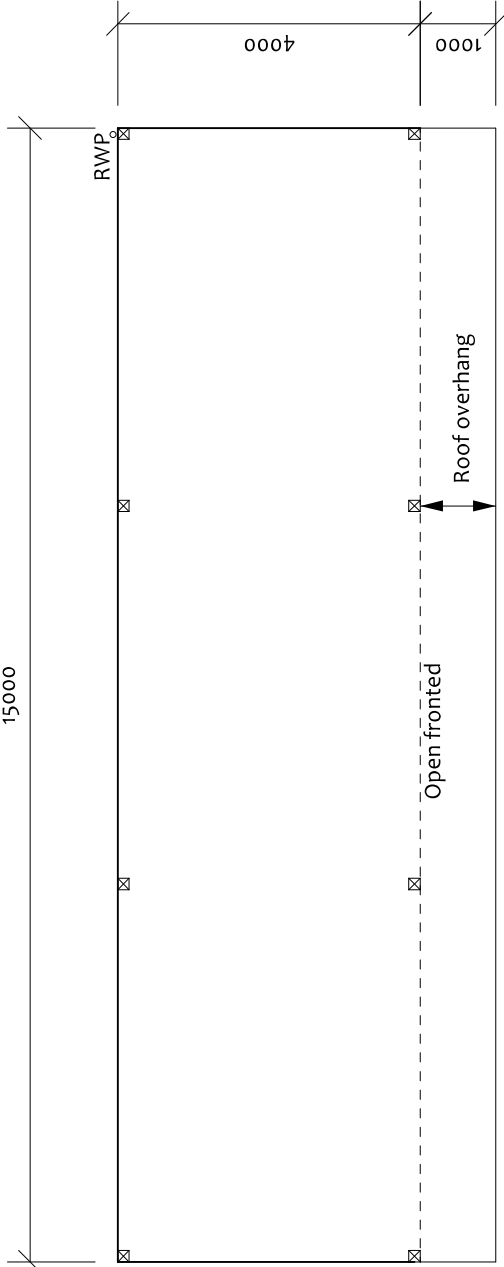
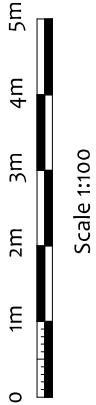
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No	Date	Revision
Issue: For Clients Approval		
Site: High Green Farm, Euximoor Drove Christchurch, Cambridgeshire, PE14 9LT		
Project: Storage Building		
Drawing Title: Proposed Site Plan		
Client: Mr Ambrose		
Date	January 2022	
Scale	1:500 at A3	
Drawing Number	P-22-2213-3	

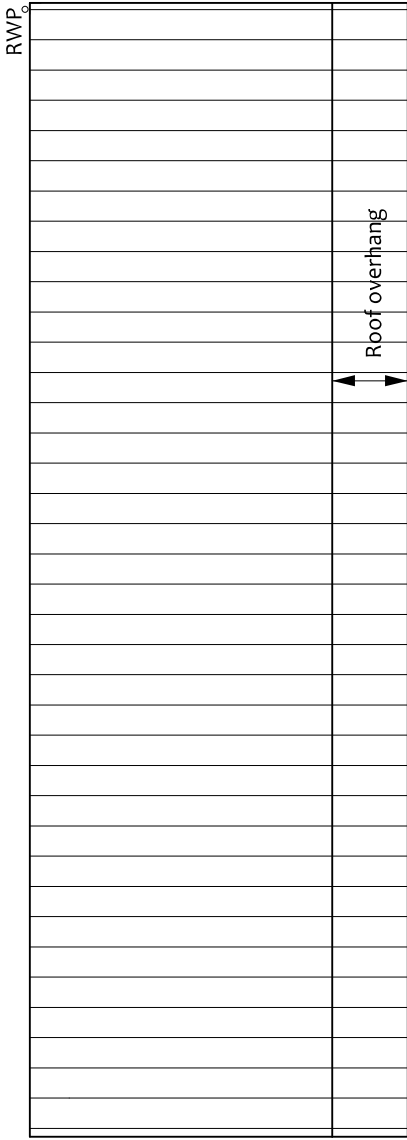
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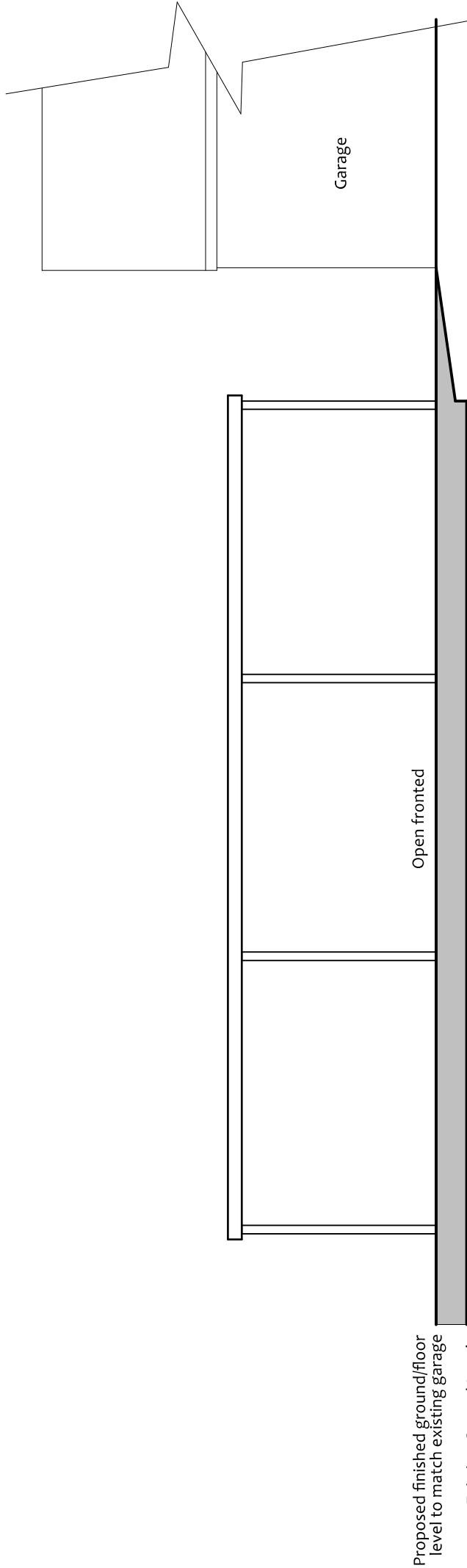
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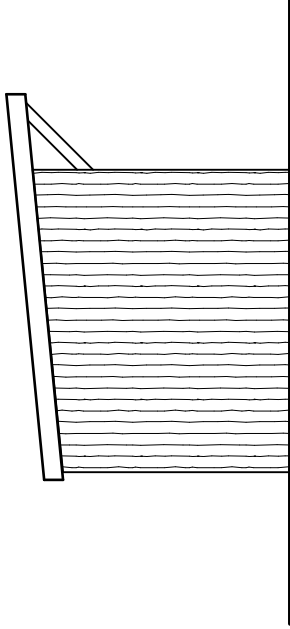
Floor Plan



Roof Plan



Front Elevation

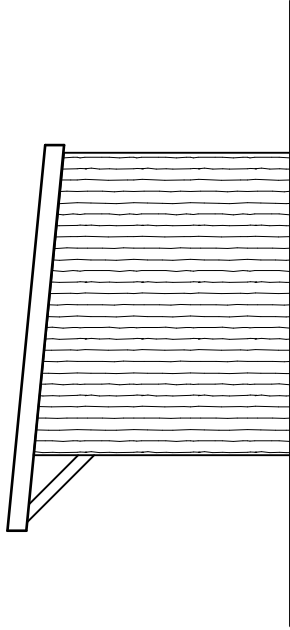


End Elevation

Materials  
Walls - Timber boarding  
Roof - Composite sheeting



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Rear Elevation

End Elevation

No	Date	Revision
Issue: For Planning Approval		
Site: High Green Farm, Euximoor Drove Christchurch, Cambridgeshire, PE14 9LT		
Project: Storage Building		
Drawing Title: Proposed Plans		
Client: Mr Ambrose		
Date:	January 2022	
Scale:	1:100 at A2	
Drawing Number:	P-22-2213-4	

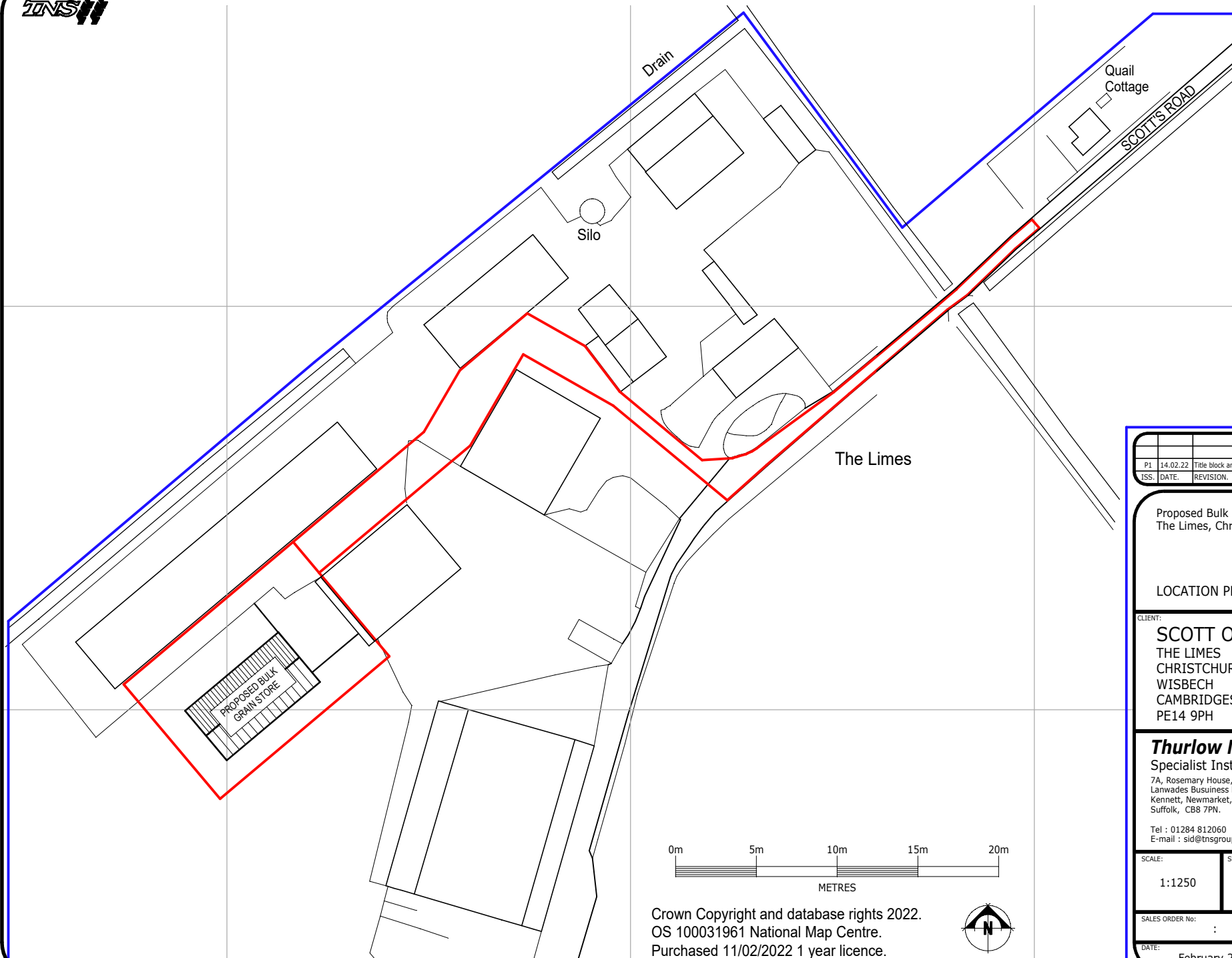


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P1	14.02.22	Title block and building note updated to Grain Store.	SCP
ISS.	DATE.	REVISION.	DRN.

Proposed Bulk Grain Store at:-  
The Limes, Christchurch

#### LOCATION PLAN

CLIENT:

**SCOTT OLDROYD**  
THE LIMES  
CHRISTCHURCH  
WISBECH  
CAMBRIDGESHIRE  
PE14 9PH

**Thurlow Nunn Standen Ltd.**  
Specialist Installations Division

7A, Rosemary House,  
Lanwades Busuiness Park  
Kennett, Newmarket,  
Suffolk, CB8 7PN.

Tel : 01284 812060  
E-mail : sid@tnsgroup.co.uk



SCALE:	SHEET:	DRAWN BY:
1:1250	A4	Stephen C. Powell
SALES ORDER No:	DRAWING No:	ISSUE :
:	2207 :	P1
DATE:	February 2022	01 : 01

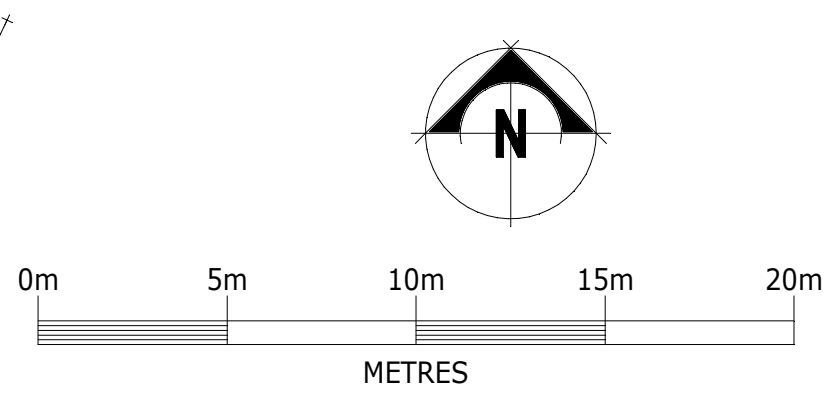
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Co-ordinate Table				
Station	Type	Easting (mE)	Northing (mN)	Level (mZ)
S1	HLTI	548599.953	295919.970	1.944
S2	HLTI	548542.912	295958.356	1.892

LEVELS RELATED TO GPS GEOID MODEL, TRANSFORMED FROM OSG83/02



P1	14.02.22	Title Block and building note updated to Grain Store.		SCP
ISS.	DATE.	REVISION.		DRN

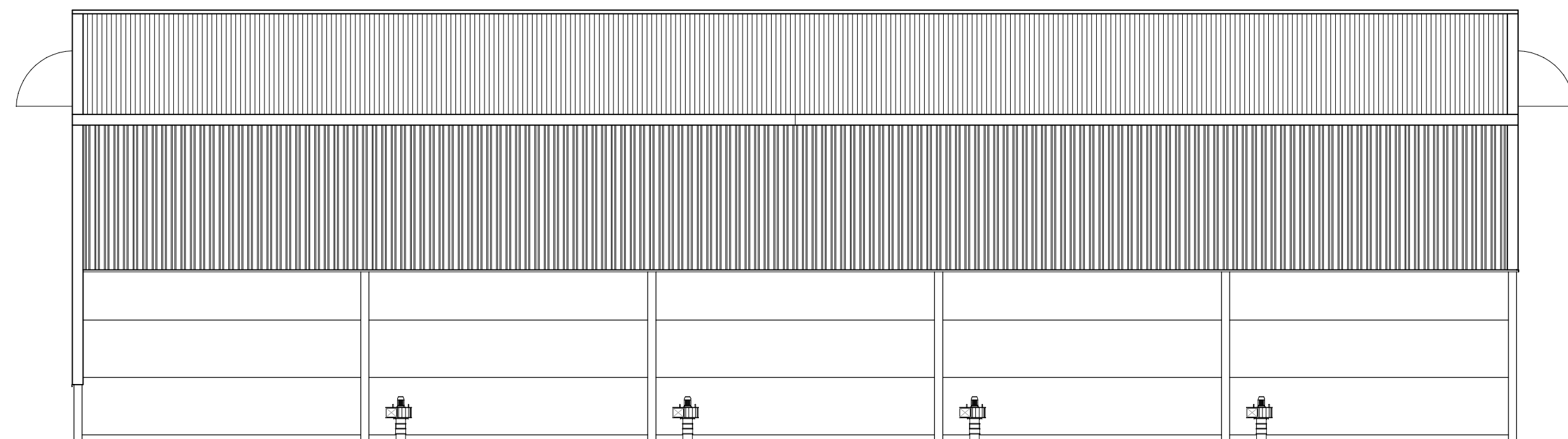
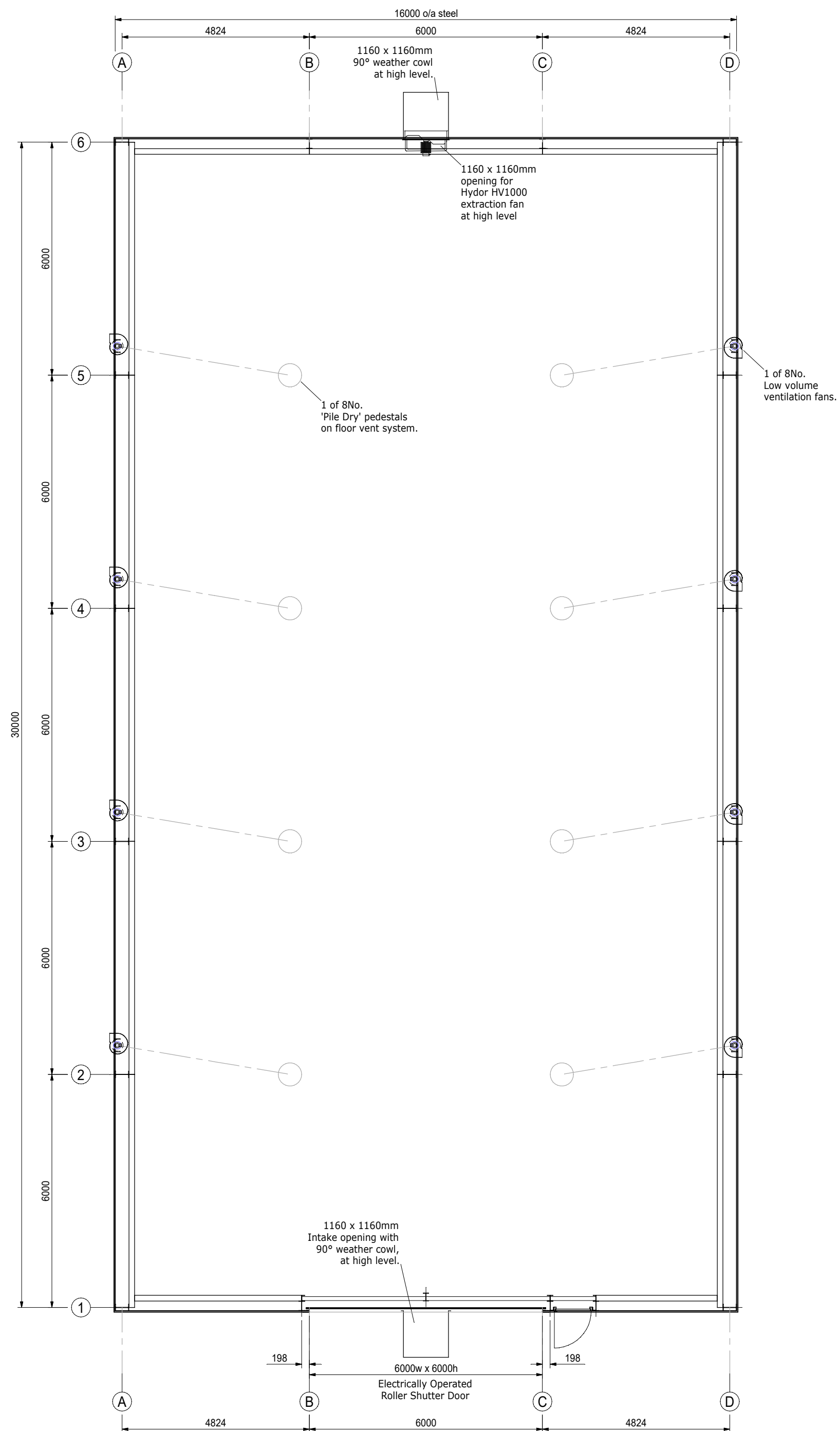
## PROPOSED SITE PLAN

**Thurlow Nunn Standen Ltd.**  
Specialist Installations Division

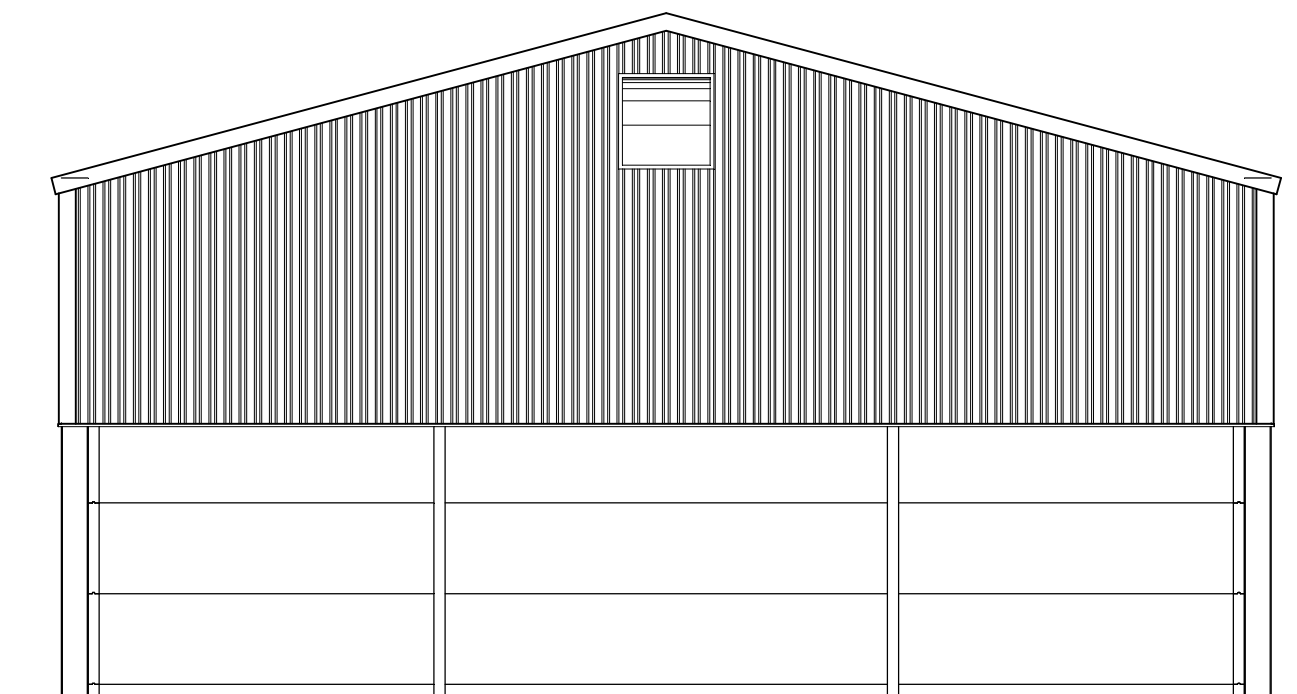
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Suffolk, CB8 7PN.

Tel : 01284 812060  
E-mail : [sid@tnsgroup.co.uk](mailto:sid@tnsgroup.co.uk)

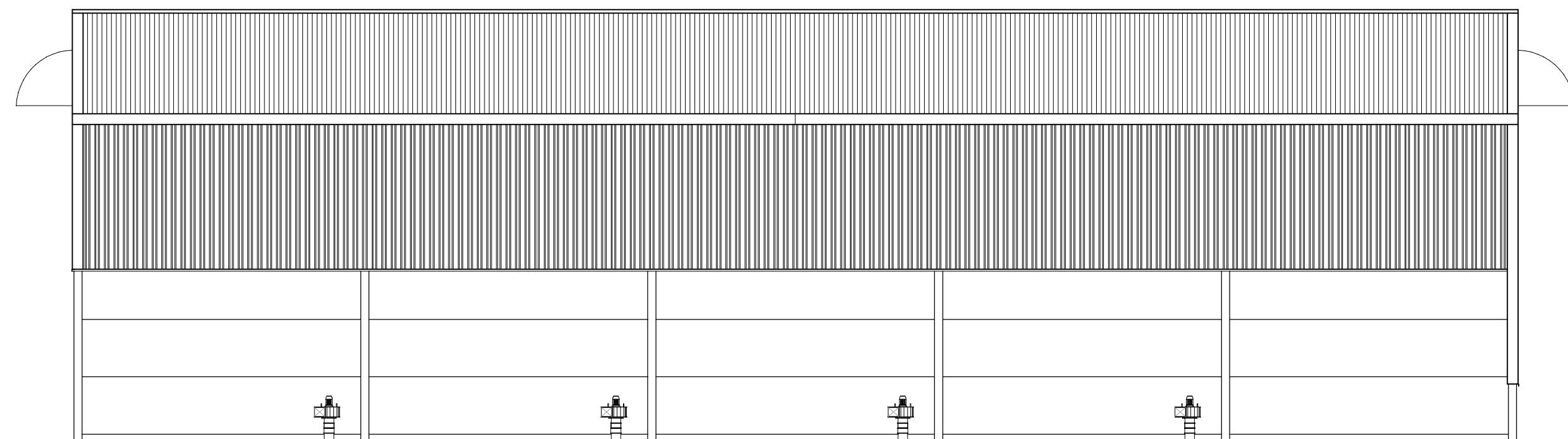
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SALES ORDER No:  ...		DRAWING No:  2207 : 03 : 01	ISSUE :  P1
DATE:  February 2022			



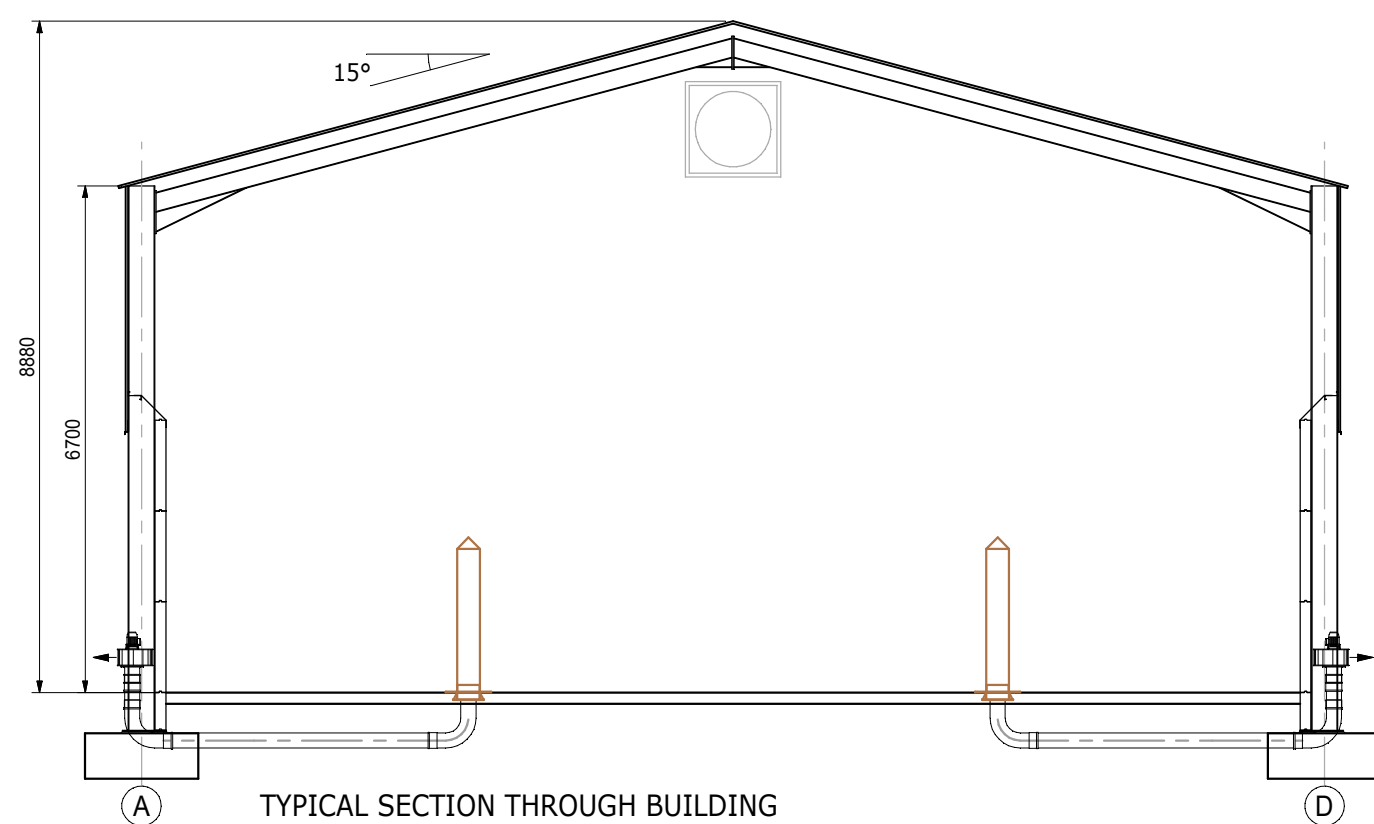
SIDE ELEVATION - GRID LINE D



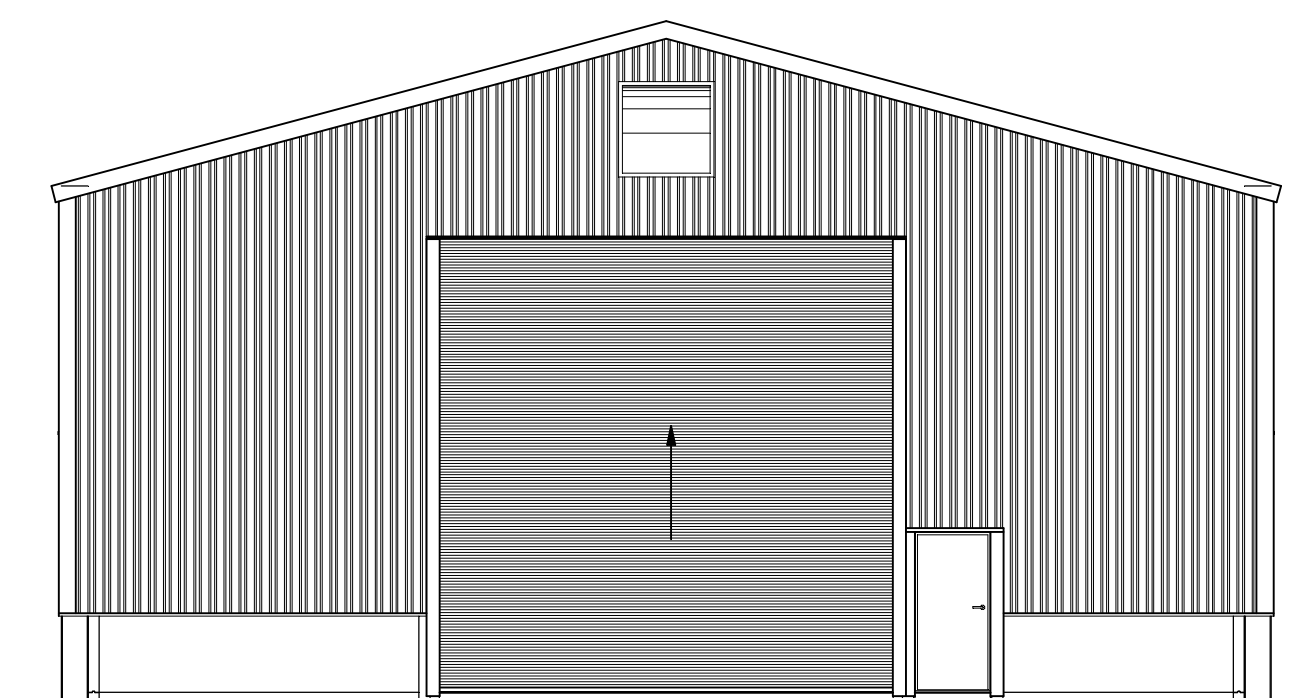
REAR ELEVATION - GRID LINE 6



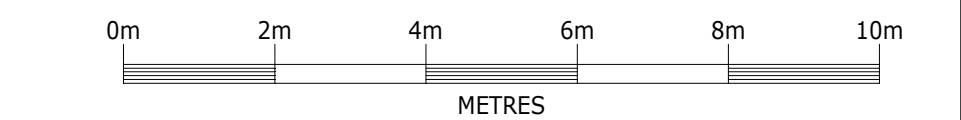
SIDE ELEVATION - GRID LINE A



TYPICAL SECTION THROUGH BUILDING



FRONT ELEVATION - GRID LINE 1



P1	14.02.22	Intake cowl added, Title block updated to Grain Store.			SCP
ISS.	DATE:	REVISION.			DRN

Proposed Bulk Grain Store at:-  
The Limes, Christchurch

#### GENERAL ARRANGEMENT

CLIENT:

SCOTT OLDROYD  
THE LIMES  
CHRISTCHURCH  
WISBECH  
CAMBRIDGESHIRE  
PE14 9PH

**Thurlow Nunn Standen Ltd.**  
Specialist Installations Division

3B, Rosemary House,  
Lanwades Business Park  
Kennett, Newmarket,  
Suffolk, CB8 7PN.

Tel : 01284 812060  
E-mail : sid@tnsgroup.co.uk



SCALE:	SHEET:	DRAWN BY:
1:100	A1	Stephen C. Powell
SALES ORDER No:	DRAWING No:	ISSUE :
DATE:	2207:	P1
February 2022	04: 01	

## Christchurch Parish Council - Receipts & Payments Summary as at 28.2.22

Income	Year to Date		Budget	%
FDC Precept	£	12,750.00	£ 12,750.00	100.00
FDC Concurrent Functions Grant	£	2,567.00	£ 2,566.00	100.04
Allotment Rents	£	765.00	£ 382.50	200.00
Allotment Rates	£	154.56	£ 77.00	200.70
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	-	£ -	0.00
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	1.50	£ 2.00	75.00
VAT Refunds	£	9,014.76	£ 9,015.00	100.00
Miscellaneous	£	-	£ -	0.00
<b>Total Income</b>	<b>£</b>	<b>25,252.82</b>	<b>£ 24,792.50</b>	<b>101.86</b>

### Expenditure

Clerk's Salary	£	3,908.63	£ 4,690.00	83.34
Fees	£	370.00	£ 370.00	100.00
Subscriptions	£	404.43	£ 400.00	101.10
Admin Expenses	£	136.33	£ 500.00	27.27
Insurance	£	1,415.31	£ 1,260.00	112.33
Drainage Rates	£	78.89	£ 77.00	102.44
Recreation Ground	£	2,581.00	£ 3,000.00	86.03
Churchyard	£	245.00	£ 245.00	100.00
Community Centre	£	7,779.74	£ 7,475.00	104.08
Street Lights	£	2,296.28	£ 19,500.00	11.78
Section 137 Payments	£	1,850.00	£ 2,000.00	92.50
Highways	£	2,150.00	£ 1,670.00	128.74
Recoverable VAT	£	2,900.33	£ -	0.00
<b>Total Expenditure</b>	<b>£</b>	<b>26,115.94</b>	<b>£ 41,187.00</b>	<b>63.41</b>

### Summary

Total Income	£	25,252.82
LESS Total Expenditure	£	26,115.94
<b>Net Surplus or Deficit</b>	<b>-£</b>	<b>863.12</b>

### Balance Sheet

Balance B/fwd	£	43,819.38
Surplus or Deficit	-£	863.12
<b>Balance C/fwd</b>	<b>£</b>	<b>42,956.26</b>

### Represented by

Barclays Community Account	£	22,808.61
Barclays Business Premium Account	£	20,147.65
Cash / Cheques	£	-
	<b>£</b>	<b>42,956.26</b>



# CHRISTCHURCH PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk

# CHRISTCHURCH PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence of grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council



# CHRISTCHURCH PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
10	Failure to register members interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

# CHRISTCHURCH PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

**Adopted March 2022**