

LITTLEPORT PARISH COUNCIL

Minutes of the Annual Meeting of the Council held in the Village Hall on Monday 16 May 2022 at 7pm

PRESENT: Councillor C Allen
Councillor C Ambrose Smith
Councillor D Ambrose Smith
Councillor P Cox - **Absent**
Councillor R Gasgarth - **Apologies**
Councillor S Green
Councillor B Guittet-Carriere
Councillor D Jordan
Councillor S Kerridge
Councillor L Malkin
Councillor G Norman
Councillor E Dos Santos
Councillor J Weaver
Councillor C Webber
Councillor J Webber

Also in attendance: Deputy Clerk
Locum Clerk

Members of the Public: 0

PUBLIC FORUM

No attendees

- 22/23.23 Election of Chairman
Cllr C Ambrose Smith proposed Cllr Clive Webber to be the Chairman of 2022/2023, this was seconded by Cllr D Ambrose Smith and was agreed unanimously. Cllr Clive Webber duly signed the Declaration of Acceptance of Office
- 22/23.24 Election of Vice-Chairman
Cllr J Webber proposed Cllr D Jordan to be the Vice- Chairman of 2022/2023, this was seconded by Cllr E Dos Santos and was agreed unanimously. Cllr D Jordan duly signed the Declaration of Acceptance of Office
- 22/23.25 Apologies for Absence
Cllr R Gasgarth – Apologies – Accepted
Cllr P Cox – Absent – Accepted
Cllr B Guittet-Carriere – Arrived 7.20pm
- 22/23.26 Declarations of Interest
None
- 22/23.27 Confirmation of Minutes

The minutes which took place on 28th April 2021, 4th April, 25th April & 27th April 2022. Were duly signed as a true record

22/23.28 Members appointed to the following Sub Committees

Members of Resources Sub-Committee

Debra Jordan
Clive Webber (Ex Officio)
Paul Cox
David Ambrose Smith
Christine Ambrose Smith
Jo Webber
Geoff Norman
Susan Green
Sue Kerridge
Lisa Malkin
Baptiste Guittet-Carriere
Rachel Gasgarth

Members of Amenities Sub-Committee

Geoff Norman
Debra Jordan (Ex Officio)
Clive Webber (Ex Officio)
Paul Cox
David Ambrose Smith
Christine Ambrose Smith
Jo Webber
Susan Green
Sue Kerridge
Lisa Malkin
Eluned Dos Santos
Baptiste Guittet-Carriere
Rachel Gasgarth
Julie Weaver

Members of Planning Sub-Committee

Paul Cox
Geoff Norman
Debra Jordan (Ex Officio)
Clive Webber (Ex Officio)
Susan Green
David Ambrose Smith
Christine Ambrose Smith
Eluned Dos Santos
Baptiste Guittet-Carriere
Sue Kerridge
Clive Allen

Members of Human Resources Sub-Committee

Debra Jordan - Chairman

Jo Webber - Vice Chairman

Clive Allen

The Chairman and Vice-Chairman will be appointed at the first meeting of the respective committees except for the HR Committee.

- 22/23.29 To review and adoption of Statutory Documents, Appointments and Policies
- To review, approve and adopt updated standing orders
 - To review, approve and adopt updated Financial Regulations
 - To consider the adopting the Local Government Association Model Code of Conduct
 - To review and approve relevant councillors as bank signatories for the council's bank accounts

22/23.30 Chairman's Update

The Protocol of Marking the Death of a Senior Royal policy has been sent to ECDC for inclusion into the district wide response. Also, a copy has been sent to the Church and Royal British Legion, we will be holding a joint meeting to agree the practicalities and physical requirements. Also, a letter to the king has been drafted.

Been asked to give an update on the work of LPC to the WI next month, including jubilee orchard

We held the monthly site meeting at the new Youth & Community building and agreed the valuation. On the 10th May we had around 30 kids do a site visit.

The new fire escape door has been installed in the Chamber and we will sort the ramp shortly.

The Chairman expressed a thank you to Cllrs Debra Jordan and Cllr Rachel Gasgarth for the time spent sorting the store cupboard and chamber.

22/23.31 Youth & Community Building Update

- 22/23.32 Community Youth Worker / Community Link Worker – Update Reports. Cllr J Webber gave a brief overview of the work that has been taking place by the link workers and the Community Youth Workers full report had been circulated to councillors via email for information.

22/23.33 Neighbourhood Plan

Cllr David Ambrose Smith requested to develop the first stage of a neighbourhood Plan for Littleport, in conjunction with ECDC officers based on the Littleport Vision 2030 document and the 2015 Local Plan for Littleport. Before bringing the Plan back to the Parish for its input and then with those people who live and work in the area.

Overview:

Neighbourhood Planning was introduced through the Localism Act in 2011. It enables parish councils to develop a planning strategy for their local area to be used in making decisions on relevant planning applications

A neighbourhood plan can include policies on the development and use of land. Whilst they can promote growth, they cannot be used to propose a lower level of housing growth than that proposed within the local authority planning policies.

Importantly neighbourhood plans are required to meet a number of 'basic conditions', which are that the plan must:

- Have appropriate regard to national policy and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies contained in the East Cambridgeshire

Local Plan: Who can write a Neighbourhood Plan?

In East Cambridgeshire, Town and Parish Councils are the only organisation who can prepare a Neighbourhood Plan or Neighbourhood Development Order for their area, although they are likely to need help from local volunteers. Community Right to Build Orders may be prepared by a constituted community organisation.

Designating the Neighbourhood Area

The process for producing a Neighbourhood Plan involves first designating the Neighbourhood Area – the area to which the Neighbourhood Plan will cover, such as a parish or village. The Town or Parish Council should make an application to East Cambs District Council. To help, an application form can be downloaded, below.

Writing the Plan

Writing the Plan involves consultation with the people who live, work and visit in the area. The plan should also be based on evidence, such as surveys, statistics, and the East Cambs Local Plan.

Independent Examination

Once submitted to the District Council, the Plan will be examined by an independent examiner.

Referendum

If successful at examination, the District Council will arrange a referendum. People who live in the Neighbourhood Area will be asked to vote on whether the Neighbourhood Plan should be used in determining planning applications in the area.

Benefits for Littleport

- Neighbourhood Plan would be used in determining planning applications within the Parish of Littleport.
- Littleport Parish Council would receive 25% Community Infrastructure Levy (CIL) as opposed to the 15% it currently receives.

This was proposed by Cllr Jordan and Seconded by Cllr J Webber and agreed unanimously

22/23.34

Dementia Friendly Village

Dementia Friends

A key part of becoming a Dementia Friendly Community is to provide training and information to local people, shops and businesses who then become "Dementia Friends".

Alzheimer's Society provide information and training, but communities need to find community volunteers willing to be trained to become *Dementia Champions* and to run monthly Awareness Sessions. Alzheimer's Society then provide initial training and updates.

Dementia Champions are then able to train Dementia Friends, by explaining how dementia impacts people and outlining how organisations can help people with dementia in the community. *Dementia Champions* typically do this through locally held monthly 45-minute Awareness Sessions.

Anyone in the community interested in becoming a Dementia Friend can attend. Shops who attend these sessions get a window sticker: "Working to be Dementia Friendly 2022/23". They need to attend the sessions at least annually to maintain their Dementia Friend status.

Community Support

Social isolation is a significant issue for dementia sufferers and carers. Our aim as a village should be to provide them with opportunities to comfortably socialise in the community.

Kathryn Buck is already running activities and currently there are various other drop-in events around the village. If we provide training to event leaders, these could be extended to address the needs of people with dementia and their carers more closely. It is important that such events remain open to all, particularly carers and those being cared for including people with disabilities and other serious medical conditions.

Cognitive stimulation

Alongside social events it is important to offer opportunities for cognitive stimulation.

Music has been found to play a key part in supporting dementia sufferers. It is useful for events to include some form of (usually musical) entertainment and Kathryn Buck's events already offer this. A key example of how this can be taken further is St Ives, who began their Dementia Friendly initiative with a Memory Lane Singing Café - "a monthly gathering in an informal café setting for a fun sing-along led by a bunch of enthusiastic volunteers". There are now 50 people who attend regularly on the second Monday of every month, and it has further developed into a choir of carers and dementia sufferers who rehearse and perform at community events.

Reminiscence activities are another key method of cognitive stimulation, particularly when centred around discussion topics that stimulate meaningful conversations in small groups. Local community and historical groups need to be encouraged to come forward to become Dementia Friends who can then offer events specifically tailored to dementia sufferers.

Physical exercise

Physical exercise is key for both carers and dementia sufferers, but is specialised work that the Leisure Centre could potentially look to offer. It would almost certainly need to be subsidised.

St Ives, for example, offer *Love to Move* - "a fun, interactive, age and dementia friendly seated movement programme to music, developed by the British Gymnastics Federation". Fees for each session are £3pp (carers £1) and currently 30 to 40 people attend but this does not cover the costs.

Progress to date and notes on financial support

I visited St Ives to meet with members of their Dementia Friendly Community Group. St Ives deliver Dementia Friendly activities and support in ways that it should be possible to replicate in Littleport.

The visit to St Ives followed a meeting at Feoffees Hall with Sheila Burgess (Alzheimer's UK), Kathryn Buck (LPC Community Link Worker for Older People) and Elaine Ellis (Social Prescriber at St George's Medical Centre). All three are keen to help make Littleport a Dementia Friendly Village and Sheila Burgess would be happy to advise and provide training.

Aside from specialised exercise sessions, most activities need minimal financial support. However, there were instances described to me where St Ives began activities that provided strong support for dementia sufferers and carers but proved financially unsustainable. It would be advisable for LPC to set aside some funding to ensure that activity organisers can get financial support, particularly when starting up, but also when small group activities provide strong support but are not financially viable overall.

Identifying carers and people with dementia in Littleport.

St Georges Medical Centre is the only surgery in Littleport and its social prescriber has offered to hold details for carers and people with dementia in Littleport and to email details of activities to them. Currently St Georges' data is incomplete. It indicates that there are 200 carers registered with the surgery but holds no details of what type of care the carer is providing so it is not possible to separately identify those caring for dementia sufferers.

St Georges are in the process of appointing a Carer's Champion to support carers in Littleport. Following a meeting with a representative from St Georges it was agreed that we would hold a Carers' Coffee Morning. A date has been agreed of 11 August (this falls in National Carers' Week). The aim will be to bring carers and the people they support together, gather information on their support needs for St Georges database, and obtain their consent for St Georges to email them with information on activities in Littleport. It would be helpful if LPC could send representatives to this event since it will provide a good opportunity to meet with carers and start to address support needs in Littleport for all types of carer.

Dementia Champion Volunteers

A critical aspect of this exercise is to find people willing to become *Dementia Champions*. St Ives have offered potential volunteers the opportunity to come to one of their regular monthly Dementia Awareness sessions, with the next being held on Friday 20th May between 2-3pm in the Tony Robinson room at the St. Ives Corn Exchange. These sessions are informal and interactive, sharing

information on the dementia condition and hints and tips on how to deal with people living with various types of dementia.

Cllr J Weaver is supporting the Community Link Worker in progressing this and may bring this back to Full Council to request funding.

- 22/23.35 Finance
 - 35.1 To receive an update on the financial situation of the council from the Locum Clerk.
 - 35.2 Confirm payments from 21st March – 18th May 2022.
 - 35.3 **To review and approve Section 1 ‘Annual Governance Statement 2021/22’ of the Annual Governance and Accountability Return.**
 - 35.4 **To review and approve Section 2 ‘Accounting Statements 2021/22’ of the Annual Governance and Accountability Return.**
- 22/23.36 The Clerk to report on the Follow Up (for information only). Nothing to report, that hadn't already been covered in the meeting
- 22/23.37 To receive verbal (or written) reports from District Councillors.
- 22/23.38 To receive verbal (or written) reports from County Councillor.

Local Highways Improvement. Littleport's application for a speed management scheme from the A10 roundabout along the A1101 to the Three Horseshoes corner has been considered. Littleport's application was refused, scoring nil by the schemes CCC Highways panel members. Children and Young People The Children and Young People Committee are to: - • consider changing the School Transport policy to add in different, more reasonable journey times for children with SEND when it receives an update report on SEND provision at its meeting in May; • receive a report with the costs of transporting children with SEND to schools other than their local school; and • consider committing to urgently build a new Special School in Fenland.

There being no further business the meeting was closed at 8.55 pm.

Signed:

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Chairman

Dated:

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