

WITCHAM PARISH COUNCIL



CLERK:

*Mrs S J Bell
17 Astley Close, Sutton
ELY, Cambs CB6 2PG
Tel: 01353 778147*

To All Members of the Council

MEMBERS: 6 QUORUM: 3

**Members are summoned to attend the Annual Meeting of the
Parish Council to be held on Wednesday 14 May 2025
at 7.30 pm in the Village Hall, Witcham,
for the purpose of transacting the following business:**

A G E N D A

- 25/079 Election of Chairman. 7.30pm
- 25/080 To receive Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 25/081 To receive and accept any apologies for absence.
- 25/082 To receive any declarations of interest from Councillors in respect of any items on this agenda in accordance with the Council's Code of Conduct
- i) Pecuniary interests
 - ii) Personal interests
 - iii) Prejudicial interests (and to inform the Chairman if they wish to speak on the matter during public participation)
- To remind all Councillors that they are required to review their current Code of Conduct together with Registration of Interests regularly, and to notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of the change.*
- 25/083 Dispensations:
To note any new Dispensations granted: Nil.
- 25/084 To elect Vice-Chairman.
- 25/085 To receive Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 25/086 To receive and note the monthly reports from County and District Councillors (previously circulated), and open meeting to allow Parish Councillors to raise any questions.

- 25/087 Public Participation
To allow up to 15 minutes for any members of the public, and Councillors declaring the existence and nature of a prejudicial interest, to address the meeting in relation to the business to be transacted at this meeting.
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. (3 minutes each to combined maximum of 15 minutes total for this agenda item (Standing Orders 3f and 3g)).
Chairman to close meeting to public.
- 25/088 To approve and sign the minutes and confirm agendas of meetings of 12 March, 16 April and 30 April 2025. 7.45pm
- 25/089 Matters arising from previous minutes (for information only).
- 25/090 To elect representatives for Committees/Working Groups/Parties and external bodies including Parish Council nominated Trustee for Witcham Village Hall.
- 25/091 To fix Chairman's Allowance (LGA 1972 S.15(5) (Budget £50).
- 25/092 Recreation Ground and Cemetery Matters
To receive monthly report on weekly inspections of play equipment and recreation ground (MH).
- 25/093 Finance and General Administration 8.15pm
Exclusion of Press and Public
To consider whether under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the special and confidential nature of the business about to be transacted at Agenda Items 25/093a) to 25/093d) listed below, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.
- a) To receive and approve RSPB Lease (to follow).
 - b) To receive and approve draft Deed Public Right of Way and Parking (to follow).
 - c) Staff matters.
 - d) Receive and approve quote for bus shelter repairs.
- Chairman to re-open meeting to public.
- e) To approve receipts and payments for May 2025 (to follow).
 - f) To receive Internal Auditor's report (to follow).
 - g) To approve and sign off Section 1 - Annual Governance Statement of 2024/5 Annual Governance and Accounts Return (details circulated for the April meeting together with NALC Joint Panel on Accountability and Governance Practitioners' Guide).
 - h) To approve and sign off Section 2 - Statement of Accounts of 2024/5 Annual Governance and Accounts Return (following receipt and approval of draft accounts at April meeting).
 - i) To reappoint LGS as Internal Auditor for 2025/6.
 - j) To review Budgets and reserves (to follow).
 - k) To approve renewal of insurance policy.
- 25/094 Planning Matters
Planning Decisions to note:
25/00285/CLP Magnolia Place 9 Silver Street Loft conversion – approved
- 25/095 Highways and Streetlighting
To note any items reported to Highways Authority.
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

- 25/096 MVAS, Speedwatch & Speed Reduction Measures Mepal-Witcham
- To receive and note monthly speed data.
 - To receive results of latest Speedwatch sessions.
 - To receive report following meeting 22 April 2025 Joint Mepal and Witcham Parish Council Working Party - Local Highways Initiative Programme – Mepal – Witcham Road Speed Reduction measures and pathway.
- 25/097 2025 Annual Parish Meeting
To receive draft Minutes of the Annual Parish Meeting held on 30 April 2025
- 25/098 Correspondence
To receive and note the following items of information/interest and invites (circulated):
Government Planning Reforms: pro-growth Planning and Infrastructure Bill, cutting down the average two-year statutory pre-consultation period by half and paving the way for new roads, railways, and windfarms that will bolster the country's connectivity and energy security. [Planning reforms to slash a year off infrastructure delivery - GOV.UK](#) (including Fens Reservoirs scheme)
East Cambs Parish and Community Forum, 21 May, focus - Cambridgeshire Poverty Strategy Commission: Final Report.
CPRE How to Respond to Planning Applications.
CCC Essential Maintenance to Mepal Viaduct Bridge – May - Weekend Closures & Events Diary.
ECDC Hate Crime Awareness and 3rd party reporting centre training.
ECDC Council and Committee meeting agendas and Minutes licensing, planning
CAPALC Shape the Future of Age-Friendly Communities & NALC newsletters, events, bulletins. Cambs ACRE newsletter.
Cambridgeshire Community Archive Network – Executive Committee vacancies.
HMRC Employer newsletters.
Mayoral and County Council Elections 1 May 2025.
- 25/099 Date of next meeting: 11 June 2025

SJBell

S J Bell
CLERK/RFO
8 May 2025

Applications for Dispensations must be submitted to the Clerk on the application form at least 4 days prior to the meeting.

NOTES:

Members of the public are welcome to attend this meeting and there is provision for public participation. Details may be obtained from the Clerk or Chairman prior to commencement of the meeting.

If the Council wishes to exclude the public and press from the meeting a resolution in the following terms will be passed:

"It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the (*special*) (*confidential*) nature of the business about to be transacted at Agenda Item (*No*) namely (*state subject listed*) it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw. (*Mr/Mrs/Cllr*) to be invited to remain." (as applicable)

Code of Conduct para 12(2) 'If a Councillor with a prejudicial interest wishes to speak on an agenda item then that interest and intention must be stated immediately after the first item of the Agenda. The public will be allowed a maximum of six speakers who may provide information for up to three minutes only and each person may only speak once. The Chairman will look to secure a balance of public speakers. The public participation is not to be a part of the debate but merely fact giving and answering questions in the same manner as the councillor with the prejudicial interest".