

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 8 September 2021 at 7.35 pm in the Village Hall, Witcham

Present: M Housden (Chairman), J Bibby, L Holdaway, J Lucas, K Mackender, S Wilkin

In attendance Mrs S J Bell (Clerk)
Cllr L Duprè (CCC & ECDC)
Cllr M Inskip (ECDC)
1 members of public present

Chairman's Announcement: Chairman welcomed everyone to the meeting. He reminded everyone about the Village Hall hire conditions and risk assessments (which formed part of the council's Risk Assessment measures for meetings at the hall) to ensure best practice during the current Covid-19 pandemic.

Action

21/147 **Apologies for absence:** none

21/148 **Declarations of Interest**

Councillors to declare any pecuniary interests in any items on the agenda - none

Councillors to declare any personal interests in any items on the agenda – none

Councillors to declare any prejudicial interests in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation - none

21/149 **Dispensations:**

To note any new Dispensations granted: Nil

21/150 **Public Participation**

Ref item 21/155 Public Rights of Way No 1.

The member of public gave an update on resident's concerns about dog exercise area - no further action was currently required.

L Holdaway arrived 7.40pm part way through above item.

Noted the fields had not been cut for hay, and were overgrown.

The member of the public asked if anyone knew what the excessive noise was on Monday night from across the Elean Business Park area. Some present had also heard the noise but there was no clarity as to what it was, nor exactly where it came from. L Duprè advised that noise complaints should be directed to East Cambs District Council Environmental Services who would consider and decide what to do.

7.50pm The member of public was thanked and left the meeting.

21/151 **Minutes**

Minutes of the meeting of 14 July 2021, previously circulated, were confirmed as a true record and signed by the Chairman, and the agenda of the same date signed by the Chairman as confirmation of the business transacted at that meeting. Proposed L Holdaway, seconded K Mackender.

21/152 **Matters Arising from previous minutes**

There were none other than those items appearing as agenda items.

21/153 **Reports from District and County Councillors**

The reports had been previously circulated, and were further explained and updated by the County and District Councillors. Noted the District Council would not be taking over responsibility from the Police for parking issues even though Police were saying dealing with these was not one of their current priorities; there had been problems on Monday with being able to complete all the waste collections and some drifting into Tuesday.

8.05pm The District and Councillors left

21/154 **Planning Applications**

The following from ECDC were noted:

18/00718 DISB Discharge of Conditions 25 Silver Street detached 2-bed: 4 CEMP; 5 External materials; 6 foul and surface water; 10 Boundary treatments; 13 Biodiversity; revised Construction Environmental Management Plan
21/01238/FUL Kings of Witcham, The Slade Certificate of Lawfulness

21/155 **Public Rights of Way**

Following receipt of update from member of the public – no action agreed by all

21/156 **Recreation Ground**

- a) Monthly report on weekly inspections. Chairman said there were no problems to report and advised he had cleaned and oiled the noticeboards and benches on the green over the holiday period.
- b) Resident's correspondence previously circulated – access reviewed and response to resident discussed.
Resolved Clerk should respond setting out practical issues etc as drafted. Proposed L Holdaway, seconded J Bibby.

Clerk

Further, correspondence from a resident with thoughts on new play area were received.

Resolved Clerk to advise that the Council welcomed the thoughts and ideas and to set out process for the project.
Proposed J Lucas, seconded Chairman.

Clerk

- c) Update on play refurbishment. L Holdaway and K Mackender had met a second provider and draft schemes with costs had been circulated prior to the meeting for all Councillors to review. L Holdaway was starting to draft grant application and was awaiting further information, which would include checking and developing some policy documents.
Agreed Councillors to feedback on draft schemes to L Holdaway for next stages to be discussed and agreed at next meeting with a view to putting the proposals out to the village for the next stage in the consultation process. Council would need to agree scheme at November meeting so that grant could be submitted to meet the December deadline.
- d) Tree Management and Replanting Scheme
J Bibby gave update. Confirmed 4 trees ordered and supporting equipment. Delivery and planting expected end of October, and some donations had been received. J Bibby to check if payment required on delivery so arrangements for

LH

JB

- d) **Tree Management and Replanting Scheme (cont)**
 raising cheque as per quote could be arranged. J Bibby to make arrangements for planting trees.
 J Bibby had spoken to Truelink who would grind out the two tree stumps on the village green for £50 each.
Resolved to accept quote and J Bibby to set up date for completion with Truelink. Proposed J Lucas, seconded Chairman

JB

21/157 **Policies**

Policies, including those confirmed for the website were discussed.
Resolved to adopt template on website home page for General Privacy Notice and Accessibility Statement, and adopt the reviewed privacy, GDPR and information data protection notices and policies. Proposed L Holdaway, seconded S Wilkin.

Resolved to adopt the revised Complaints Policy and form. Proposed Chairman and seconded J Lucas.
 Clerk to finalise procedure for appeals panel.

Resolved to adopt the revised Witcham Publication Scheme and Schedule, and Retention Policy. Proposed S Wilkin, seconded K Mackender

21/158 **Website**

Clerk had previously circulated the link for Councillors to view the website and agree. Clerk instructed to contact website developer to get live as soon as possible.

Clerk

21/159 **Finance**a) **Receipts and Payments August**

The August schedule had been circulated in August and urgent payments made as per previous meeting; checked by signatories.

Resolved to approve August schedule as previously circulated. Proposed L Holdaway, seconded S Wilkin

b) **Receipts and Payments September**

The September 2021 schedule had been circulated. Cheques and supporting documents had been checked by Chairman and confirmed correct.

Resolved to approve the receipts and payments for September and release cheques. Proposed K Mackender, seconded J Bibby.

Clerk

c) **Appointment of Internal Auditor**

Resolved to re-appoint Mijan Ltd as Internal Auditor for 2021/22. Proposed Chairman and agreed unanimously

Clerk

21/160 **Speedwatch**

a) Request for volunteers for Ely speedwatch scheme serving Ely and villages. After discussion it was agreed to display posters to see if anyone in the village wished to volunteer.

b) MVAS results and progress with additional sites for equipment. Results, previously circulated were noted and arrangements for application for new sites was in progress.

Clerk

9.45-9.50pm KM left the meeting room

21/161 **Exclusion of the Press and Public**

It is hereby resolved that 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 confidential nature of the business about to be transacted at agenda item 21/162 namely staff matters, 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. Proposed Chairman and agreed.

There were no members of the public present.

21/162 **Staff matters**

Timesheet for July and August previously circulated. Confirmed work on new website and policies necessitated extra hours.

Clerk

Resolved to approve 29 additional hours worked for payment in next pay run. Proposed K Mackender, seconded J Bibby.

Clerk advised that NJC were discussing increase of 1.25% and confirmation of final agreement awaited.

21/163 **Consultations**

- a) Cambridgeshire and Peterborough Combined Authority OxCam Arc Spatial Framework Consultation survey. It was confirmed that the on-line survey to be completed by individuals and not Parish Council as a body corporate since members unable to discuss questions in meeting to make corporate response. Clerk to also to put on noticeboards for public to visit the survey website.

*All
Councillors*

Clerk

- b) Bus Services and Cycling/Walking routes (closes 29 October 2021)

Resolved to confirm pathway from Mepal to Witcham should be included and to flag that there are a lot more houses on this stretch of road now. Also, to inform CCC that the A142 cycleway Witcham Toll to Witchford – vehicles unable to see fast moving cyclists speeding along path when leaving farm shop, requires vegetation kept cut well back and there are no halt signs for the cyclists to flag caution or indicate right of way. Proposed J Lucas and seconded L Holdaway

Clerk

21/164 **Street Lights and Highways**

- a) Correspondence resident Mepal Road – reduce speed from 60 to 40mph down to Mepal.

The Parish Council had enquired about extending the 40mph speed limit all the way to Witcham Toll and all the way down to Mepal when the project to extend the 30mph with 40mph buffer zone scheme had been done in 2019. The Parish Council had been advised that the Police could not enforce it and thus not appropriate.

Resolved that Clerk write to resident to explain that extending the 40mph down to connect with Mepal speed limit area had been raised in 2018/9 and to advise that if there is sufficient concern amongst residents along this stretch of road this could be reviewed by the Parish Council in the future. Proposed J Lucas, seconded Chairman.

Clerk

- b) Broken streetlight at Westway Place – Clerk had contacted Hereward yet again, as had resident. No positive outcome to-date. Clerk to seek assistance from L Duprè and M Inskip.

Clerk

21/164 Street Lights and Highways

Noted that the safety improvement works had taken place Witcham Toll to Ely in early August and works from Witcham Toll to Chatteris were underway this week, with overnight closures.

21/165 Correspondence

The following had been previously circulated. Clerk said that anyone willing and able to attend any of the meetings, events should confirm tonight for mandate to represent the Council. There were none.

All items were noted for information.

ECDC/Cambridgeshire and Peterborough Carers - Caring Together

CAPALC Natural Cambridgeshire Small Project Funding

ECDC Parish and Community Forum July meeting notes

ECDC Community Fund

ECDC Leader of Council newsletter, including downgrading of road between Haddenham and Witcham Toll

Cambridgeshire and Peterborough Combined Authority updates

CCC Winter gritting volunteer scheme – no desire to participate

Pension questionnaires

IHMC Incident Report

CCC Fostering Campaigns

CCC Traffic Management Events – training – not applicable

Environment Agency Ouse Washes – raising the banks - August newsletter

NALC Bulletins, newsletters and notices of events for Future

Communities, Make rural housing more affordable, Level up the environment through biodiversity – no representatives identified

NALC Election survey

CAPALC Bulletins

CAPALC 2021 Conference £75 per delegate – no representative identified

Cambs ACRE CHESS, ECDC Home Energy

Covid 19 updates, including vaccine hesitancy

Communities and Partnerships Support Officer - Information from County Safety Advisory Group (County SAG)

Enquiry from resident regarding responsibilities for maintaining highway verges. Noted Chairman had also reported overgrown path from The Slade to Witcham Toll in August on CCC Report It website but not all had yet been cleared

Village litterpick 2 October 2021

CCC adoption of Cambridgeshire and Peterborough Minerals and Waste Local Plan.

Cambs and Peterborough Combined Authority - Climate Change – Clerk reminded the Council to consider what role the Parish Council might take

21/166 Community Police

Councillors had no items to raise with the Police

21/167 Cemetery Management

Clerk gave report on recent interment which was noted.

21/168 Date of next meeting: 13 October 2021, subject to compliance with any Covid-19 restrictions.

All business, including receipts and payments, to be considered at this meeting must be delivered to the Clerk at least 7 days prior to the meeting.

Review any actions – not done

Chairman closed the meeting at 10.10pm

Schedules of Receipts and Payments**August**

		£	£	£
Payments	001936 Clerks salary Aug incl extra hours	554.44		554.44
	001937 LGPS	198.02		198.02
	001938 Truelink grounds maintenance (July)	337.80	67.56	405.36

September

Receipts	Chatteris Independent Funeral Service			
	Interment fees	230.00		230.00
	Hanchets memorial fee	45.00		45.00
	Garden of Remembrance plaque (x2)	240.00		240.00
	Donations for replacement trees at recreation ground 279.60+150			429.60
	Cash donation towards RBL wreath	5.00		5.00
Payments	001939 Truelink grounds maintenance (Aug)	307.20	61.44	368.64
	001940 Clerks salary Sept	239.16		239.16
	001941 LGPS	85.42		85.42
	001942 HMRC	337.00		337.00
	d/d IONOS (Jul)	22.03	4.41	26.44
	d/d IONOS (Aug)	22.03	4.41	26.44
	001880 Royal British Legion – cancelled the Remembrance Sunday event had been cancelled and cheque not collected			£30.00

Signed..... Dated