

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 a Meeting of the Parish Council to be held on Wednesday 10 January 2024 at 7.30 pm in the Village Hall, Witcham, for the purpose of transacting the following business:

A G E N D A

- 24/001 To receive and accept any apologies for absence
- 24/002 To receive declarations of interest from Councillors in respect of any items on this agenda in accordance with the 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).
- 24/003 Dispensations:
To note any new Dispensations granted: Nil
- 24/004 To receive and note recent monthly reports from County and District Councillors (Circulated 4.12.23, 11.12.23, 2.1.24)
- 24/005 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
- 24/006 To approve and sign the minutes of the 8 November 2023 and confirm agenda
- 24/007 Matters arising from previous minutes **(for information only)**

24/008 Finance and General Administration

- a) To approve receipts and payments for January 2024 including confirmation of payments made December 2023 (to follow)
- b) To receive update on charges for new website
- c) To receive update on old website domain name
- d) To review and approve 2024/5 Budget and Precept (circulated 10.11.23)
- e) 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 24/008f to 24/008k namely contractual and 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.
- f) To receive and consider quotes for tree works at recreation ground, and approve acceptance of a quote
- g) To receive Clerk's Report
- h) To review Clerk's hours
- i) To discuss RSPB Lease documentation (Circulated 2.1.24)
- j) To receive correspondence regarding right of way over roadway to Village Hall
- k) To agree any CAPALC training for Councillors and Clerk (Circulated 11.12.23)

24/009 Neighbourhood Plan

To receive and consider correspondence and recommendations from Witcham Neighbourhood Plan Working Group and Consultant, including proposed grant application for next phase. (previously circulated)

24/010 Recreation Ground and Cemetery Matters

- a) To receive report ditch flooding adjacent Cemetery (Clerk)
- b) To receive monthly report on weekly inspections of play equipment and recreation ground (MH)
- c) To receive report and recommendations from Play Working Party
 - i) Phase 1 and arrangements for official opening
 - ii) Phase 2 progress

24/011 Reports of meetings attended by Councillors

- a) Parish Forum meeting 29 November 2023 – Report/Presentation pack circulated, together with Council representatives report (circulated) (JL)
- b) CAPALC Annual General Meeting 14 December 2023 (MH)

24/012 Planning Applications (LH)

<https://www.eastcambs.gov.uk/planning/current-planning-applications>

23/01277/VAR The Old School High Street To Vary Condition 4 (restriction on use of annex) to allow use holiday accommodation of previously approved 91/00531/FUL for alterations to existing buildings (including part demolition) to form detached dwelling and ancillary accommodation plus erection of garage

To note ECDC decisions:

23/01227/TRE Old Crown House, High Street T1 Hornbeam - Crown lift lowest branches by approximately 1 metre. Also reducing Hornbeam hedge below tree by approximately 60cm.

T2 Large shrub - Cut back to approximately 1.5x1.5metres.

T3 Cherry - Crown reduce by approximately 1-2 metres.

T4 Laurel hedge - Reduce height by 60 cm and cut back to boundary the overhang on neighbours side – Approved

22/00578/DISA Witcham House, Headleys Lane To discharge Condition 6 (tree protection scheme) of decision dated 25 May 2023 for 22/00578/FUL
Construction of detached garage, conversion of existing garages with room above and an orangery. Approved

- 24/013 Local GP Surgeries - Stretham
To approve sending letter of support for new surgery at Stretham (Haddenham Surgery) for Mereside Medical (Circulated 11.12.23)
- 24/014 ECDC Bus Services and cycling and walking opportunities
To receive update on improvements and summary of work undertaken 2022/23 and consider making comments (Circulated 4.12.23)
- 24/015 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>
 - To receive and discuss November and December speed data (MH)
 - To receive update regarding Speedwatch sessions for Spring (SW)
 - To note CCC intentions for Street lighting - LED Replacement (Circulated 25.11.23)
- 24/016 Sutton Neighbourhood Plan
To consider and make any comments on draft replacement Sutton Neighbourhood Plan (Submission Version) (Circulated 3.1.24)
- 24/107 Correspondence
To receive and note the following items of information/interest and invites (circulated):
'Be Winterwise' Toolkit
Temporary Traffic Road Regulation Order Mepal Road 5 – 7 February 2024
ECDC Community Safety Partnership – action plan and training offers
TMC Incident Report
Parish and Community Forum updates
NALC Newsletters, bulletins and events
CAPALC newsletters
Cambridgeshire Acre news updates
HMRC Employers information
ECDC Press releases: changes to Planning, Business Boost, Shop Watch Launch, White Ribbon Day
ECDC Minutes of meetings for Planning, Operational Services and Finance and Assets Committees
To note consultation process to commence regarding proposals for closure of local Fire Stations at Sutton and Manea (see District Councillors' reports)
- 24/018 Date of next meeting: 14 February 2024

Review Actions

SJBell

S J Bell
CLERK/RFO
4 January 2024

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" .