

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

You are hereby summoned to attend a Meeting of the Parish Council to be held on Wednesday 13 April 2022 at 7.30 pm* in the Village Hall, Witcham, for the purpose of transacting the following business:

MEMBERS: 6 QUORUM 3

A G E N D A

Chairman's welcome and instructions regarding Covid-19 protection measures.

- 22/057 To receive and accept any apologies for absence.
- 22/058 To receive any declarations of interest
Councillors to declare any pecuniary interests in any items on the agenda.
Councillors to declare any personal interests in any items on the agenda.
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.
- 22/059 Dispensations:
To note any new Dispensations granted: Nil
- 22/060 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.
(3 minutes each to combined maximum of 15 minutes total for this agenda item (Standing Orders 3f) and 3g))**
- 22/061 To approve and sign the minutes of the meeting held on 9 March 2022, and confirm agenda of same date. 7.47
- 22/062 Matters arising from previous minutes. (for information only)
- 22/063 "What's On" – volunteer monthly village newsletter
To receive letter from volunteer editor advising retiring.
- 22/064 To receive reports from District and County Council representatives (circulated) 7.57

- 22/065 Finance and General Administration
- a) To approve renewal of SLCC membership - £112
 - b) To approve receipts and payments for April 2022. (to follow)
 - c) To receive and discuss year end accounts, including budget review, draft AGAR and Exemption form and associated year end documents, and approve (circulated)
 - d) To note audit arrangements
 - e) To approve the 2021/22 Annual Report for circulation (circulated)
 - f) To review and approve policies and procedures: Safeguarding Risk Assessment template. (circulated)
 - g) To receive update regarding renewal of Lease with RSPB for drove land at Ouse Washes
 - h) Discuss renewal of insurance and agree period of term (circulated)
 - i) To receive Clerk's timesheet. (to follow)
- 22/066 Annual Parish Meeting – 27 April 2022
To discuss arrangements, and confirm speakers and agenda. (circulated)
- 22/067 Recreation Ground
- a) To receive monthly report on weekly inspections of play equipment and recreation ground. Discuss need for additional signage. (MH)
 - b) To consider information regarding Village Hall donation of benches.
 - c) Cycle Parking (Emergency Active Travel Fund) to confirm County Council intend Parish Council to take on responsibility for the racks.
 - d) To note progress of Play and Outdoor Fitness Refurbishment Project Working Party (to follow)
- 22/068 Planning Applications 9.00
- 22/00289/TRE 18 High Street T1 Prunus - Re-pollard to previous points removing 3m growth; T2 Lime - Fell due to excessive decay
- 22/00200/FUL Land East of 2 Market Way Change of use to paddocks, erection of stables and associated works. Amendment – revision site address to clarify siting of proposed development
- To note the following ECDC decision
21/01546/FUL – Pond Farm 21 High Street Demolition of existing agricultural barn structure, construction of new dwelling, single storey extension, carport and amenity land - approved
- 22/069 2022 Best Kept Village Competition
To discuss whether to hold competition this year
- 22/070 Neighbourhood Plan
To receive report of meeting of volunteers on 18 March 2022 and discuss. (circulated)
- 22/071 Police 9.20
- a) To discuss any issues for reporting to Police.
 - b) To note monthly speed data (circulated)
- 22/072 Street Lights and Highways
- a) Temporary Traffic Regulation Order Witcham Rd, closure of sections of Mepal to Witcham Road 16 to 20 May 2022
 - b) To receive any items to bring to attention Highways Authority.
 - c) To receive latest update from Sanctuary Housing regarding streetlights at Westway Place car parks.
- 22/073 Correspondence (circulated)
To receive and consider the following invitations and items of information/interest and invitations to events:
CAPALC – Practitioners Guide – Year-end guidance

HMRC Spring Statement 2022
Pension updates and training opportunities
NALC Legal Topic Note 87 – Procurement
Covid updates (various)
CAPALC newsletters/bulletins, Queens Jubilee celebrations – portfolio
NALC Small Councils Committee – issues to address (respond by 30 April 2022)
ECDC Ukrainian Crises - questionnaire
NALC Bulletins, CEO updates and Civility and Respect Project, Utility Aid – service audit
NALC Events – Safer Communities, climate change, Neighbourhood Plans
ECDC agendas and minutes (see website for links)
ECDC Ukrainian Crises - questionnaire
ECDC TV Licensing – dispensation for Queens Jubilee
Cambs ACRE Food Farming and Countryside – Listening to Cambridgeshire
Cambs ACRE Safeguarding lead and policies
Cambs ACRE Charity purposes and rules
Cambs ACRE Funding a project – help
CCC The Library Presents – Spring 2022 Programme
Environment Agency Hundred Foot River Works update and drop in event at Welney on 23 April 2022 10.30am and 2.30pm
East Cambs Parish Council Conference 3 May 2022, 11-14.45hrs, Ely Maltings

22/074 Date of next meeting: 11 May 2022
Review Actions

9.25pm

SJBell

S J Bell
CLERK/RFO
6 April 2022

****The temporary legislation enabling parish meetings to be held remotely via video conferencing systems ended in May 2021. Consequently, to comply with Schedule 12 of the Local Government Act 1972, meetings of the Council must now be held in person and members of the public must be able to attend in person.***

In order to comply with COVID-19 guidance and protect attendees, the Council meeting will be held in a large venue sufficient to maintain social distancing for all. Members of the public who wish to attend the meeting are asked to contact the Parish Clerk prior to the meeting in order that the Council can endeavour to accommodate everyone and the necessary health and safety precautions engaged.

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” .