

# 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 14 February 2024  
at 7.30 pm in the Village Hall, Witcham,  
for the purpose of transacting the following business:**

## **A G E N D A - Amended**

- 24/019 To receive and accept any apologies for absence
- 24/020 To receive 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).
- 24/021 Dispensations:  
To note any new Dispensations granted: Nil
- 24/022 To receive and note recent monthly reports from County and District Councillors (Circulated 2.2.24)
- 24/023 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.

Time will also be given for applicants who have submitted an interest in the vacancy for Parish Councillor to attend in order to meet Members of the Council and enable parties to ask questions and seek further clarification.

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

- 24/024 To approve and sign the minutes and confirm agendas  
8 November 2023 (presented at January meeting)  
10 January 2024 and confirm agendas
- 24/025 Matters arising from previous minutes **(for information only)**
- 24/026 Finance and General Administration
- a) To approve receipts and payments for February 2024
  - b) To note receipt of Thalia grant from Cambridgeshire Community Foundation and release of payment to Wicksteed for Phase 1.
  - c) To receive and approve quarterly accounts to 31 December 2023, and budget report.
  - d) To note Section 137 limit 2024/2025 - £10.81
  - 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 24/026f) to 24/026h) namely staff and legal 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 approve 2023/24 National Joint Council (NJC) Salary Award for Clerk with effect 1 April 2023 and note additional holiday entitlement (pro-rata) (circulated 8.1.24)
  - g) To receive update on progress with RSPB Lease
  - h) To receive report of meeting with village hall representatives 5.2.24 and approve Heads of Terms
- 24/027 Neighbourhood Plan  
To receive and consider minutes and recommendations from Witcham Neighbourhood Plan Working Group for January and February meetings and any Consultant updates, and to note application for 2023/24 Locality Grant - £1633 submitted.
- 24/028 Recreation Ground and Cemetery Matters
- a) To receive any update on ditch flooding adjacent Cemetery.
  - b) To receive monthly report on weekly inspections of play equipment and recreation ground.
  - c) To receive and approve application for use of recreation ground – Village Hall Events Committee
  - d) To receive report and recommendations from members of Play Working Party
    - i) Phase 1 confirm details and arrangements for official opening 24 March
    - ii) Phase 2 progress with Grantscape grant
    - iii) Report of site meeting with Wicksteed and confirm placement of purchase order for phase 2
- 24/029 Annual Parish Meeting 24 April 2024  
To make arrangements and agree agenda for 2024 Annual Parish Meeting and the preparation of Annual Report.

- 24/030 Planning Applications (LH)  
<https://www.eastcambs.gov.uk/planning/current-planning-applications>
- 24/00129/FUL 8 The Slade Construction of timber workshop
- 24/00072/TRE Recreation Ground, Maintenance Tree Works:  
T1 Prunus - Crown lift to 2 meters; T2 Ash- Reduce Northern lower crown spread by 2.5 meters, reduce Southern lower crown spread by 2 meters, clear BT lines by 0.5 meters; T3 Rowan - Formatively prune and crown lift to 2 meters; T4 Hornbeam - Crown lift to 3.5 meters over grass; T5 Norway Maple - Crown lift over recreation ground to 3 meters, reduce back from roadway by 1.5 meters; T9 Cherry - Crown lift to 4 meters and remove dead wood; T10 Maple - Crown lift to 3.5 meters; T11 Maple - Remove lowest lateral limb over recreation ground, remove dead wood; T12 Cherry - Crown lift to 4 meters and remove dead wood; T14 Prunus - Crown lift to 3.5 meters; T15 Rowan- Formatively prune; T16 Maple - Crown lift to 5.5 meters over road way and 4 meters over grass.
- 24/031 Parish Councillor Vacancy Co-option  
To receive and consider applications to fill vacancy
- 24/032 Witchford Neighbourhood Plan  
To consider and make any comments required on Witchford Neighbourhood Plan Single- Issue Review (Climate Change) Regulation 14 Consultation 24<sup>th</sup> January– 6<sup>th</sup> March 2024 (Circulated 30.1.24)  
[Single-Issue Review Climate Change Documents – Witchford Parish Council \(witchfordpc.org\)](http://www.witchfordpc.org)
- 24/033 2024 Best Kept Garden Competition  
To discuss options for continuation of Best Kept Garden Competition
- 24/034 Priors Field Surgery – NHS Cambs & Peterborough Integrated Care System  
To note that the existing building will be purchased and retrofit carried out.  
(Ratified ICB 12 January 2024) [www.cpics.org.uk/sutton](http://www.cpics.org.uk/sutton)
- 24/035 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 24-280 Proposed TTRO - Various East 13/03/24 to 30/10/24 – The Slade
  - To receive correspondence from landowner regarding request that Parish Council should make the submission in respect of Public Rights of Way Bury Road Management Plan – Bury Road
  - To receive correspondence from Cambs County Council Rights of Way Officer regarding surface repair plans for Byway12 (Wardy Hill Road (Back Lane)) (Circulated 5.2.24)
  - To receive and discuss January speed data (MH)
  - To receive update regarding re-starting Speedwatch sessions - Spring 2024 (SW)
- 24/036 Correspondence  
To receive and note the following items of information/interest and invites (circulated):  
CAPALC Procurement guidance and newsletters  
CAPALC Training courses for Councillors and Clerks - bookings  
CCC Care Together volunteer recruitment - hearing  
[www.cambridgeshirehearinghelp.org.uk](http://www.cambridgeshirehearinghelp.org.uk)  
CCC Adventures Away from Home Fund - Grafham Water Centre – disadvantaged children Jan-Mar

CCC Highway Events  
CCC 'Be Winterwise'  
CCC Budget Seminar for Town and Parish Councils 11th January - meeting recording  
TMC Incident Report January 2024  
Combined Authority Corporate Plan, Budget and Medium-Term Financial Plan  
<https://cambridgeshirepeterborough-ca.gov.uk/yoursayyourfuture/>  
ECDC Lakeside Bereavement Centre Plan, Iretons Way, Mepal – crematorium, natural burial area and pet cemetery  
ECDC Press releases: Council helps fund multi-adapted gym in, illegal fires, Silver Investors in Environment accreditation, Save money during Energy Saving Week  
ECDC CPCA EV & EV Charging webinars - An Introduction for Councillors  
ECDC Minutes Finance and Assets and Planning meetings  
ECDC Hate Crime 3rd Party reporting Centres  
NALC Bulletins, newsletters, Chief Executive  
Cambs ACRE newsletter  
Cambs ACRE Social Enterprise Venture information

24/037 Date of next meetings:  
13 March 2024  
10 April 2024  
Annual Parish Meeting 24 April 2024

Review Actions

S J Bell  
CLERK/RFO  
9 February 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" .