

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 June 2023
at 7.30 pm in the Village Hall, Witcham,
for the purpose of transacting the following business:**

A G E N D A

Clerk to confirm the Declaration of Acceptance of Office as Councillor form had been completed by J Lucas and witnessed by the Clerk/Proper Officer. Forms for Registration of Interests and the Election Expenses forms had been submitted to ECDC as required for all Councillors

- 23/095 To receive and accept any apologies for absence 7.30pm
- 23/096 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).
- 23/097 Dispensations:
To note new Dispensations granted: Nil
- 23/098 To note the monthly reports from County and District Councillors (to follow)
- 23/099 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
- 23/100 To approve and sign the minutes of the 10 May 2023 and confirm agenda
- 23/101 Matters arising from previous minutes (for information only)
- 23/102 To elect representatives for Committees/Working Groups/Parties and external bodies including Parish council nominated Trustee for Witcham Village Hall (attached) 7.50pm

23/103 Neighbourhood Plan (MH/KM)

- a) To receive and accept minutes of 23 May 2023 Neighbourhood Plan Working Group, and consider any recommendations, including update on survey. (sent to Cllrs direct by the NPWG 28.5.23)
- b) To receive from NPWG the plan of activities/aims with timescales for next 12 months.
- c) To receive from NPWG the monthly summary of the Working Group's activities completed for April & May with aims for June.
- d) To receive any feedback regarding the Government continuing the Neighbourhood Plan Grant Scheme for 2023/4, administered by Locality, to enable completion of Witcham Neighbourhood Plan by the Consultant and receive any update on progress with Design Code work.
- e) To discuss website page for Neighbourhood Plan.

23/104 Planning Applications

To note for information:

23/00362/VAR 8 The Slade To vary condition 1 (approved plans) of previously approved 21/01571/FUL construction of a single storey front porch and single storey rear extension - change of colour for proposed render

To note ECDC Decisions

22/00578/FUL Witcham House Headleys Lane Construction of detached garage, conversion of existing garages with room above and an orangery - approved

23/00174/LBC Yew Tree House 2 Silver Street Conversion of outbuilding to studio ancillary to main dwelling – approved

23/00121/FUL Yew Tree House 2 Silver Street Conversion of outbuilding to studio annex ancillary to main dwelling – approved

23/00362/VAR 8 The Slade To vary condition 1 (approved plans) and Condition 3 (materials) of previously approved 21/01571/FUL construction of a single storey front porch and single storey rear extension - change of colour for proposed render – approved

23/00480/TRE 24 High Street T1 Prunus - Crown reduction of 3.5 meters - approved

23/105 Recreation Ground and Cemetery Matters

8.10pm

- a) To receive and discuss Annual Play Inspection report completed May 2023 (circulated 17 & 30.5.23) (MH)
- b) To receive monthly report on weekly inspections of play equipment and recreation ground and any updates regarding cricket matches and grasscutting (MH)
- c) To arrange annual village inspection
- d) To receive report from the Play and Fitness Project Working Party
- e) To receive request for new headstone and note interment at cemetery

23/106 Highway and Street Lighting Matters

- a) To note any items to bring to attention of the Highways Authority <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>
- b) To receive latest speed data and update on speedwatch checks (MH)

23/107 Finance and General Administration (Clerk)

8.35pm

- a) To receive Internal Auditor's report (attached)
- b) To approve and sign off Section 1 - Annual Governance Statement of 2022/23 Annual Governance and Accounts Return (details circulated for the April meeting together with NALC Joint Panel on Accountability and Governance Practitioners' Guide)
- c) To approve and sign off Section 2 - Statement of Accounts of 2022/23 Annual Governance and Accounts Return (following receipt and approval of draft accounts at April meeting)
- d) To reappoint LGS as Internal Auditor for 2023/24
- e) To approve receipts and payments for June 2023 (to follow)
- f) 2023/24 Budgets and Reserves: Review and discuss arrangements for works required at bus shelter, together with any other projects for 2023

- g) 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 23/107h) to 23/107k)) namely staff and contractual 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.
- h) To review Clerk's work and note annual leave
- i) To consider Clerk's hours for arrangements for archiving and costs for disposal old paperwork, and website management and training
- j) To receive and discuss any update regarding renewal of Lease with RSPB for drove land at Ouse Washes
- k) To discuss car park (emailed 17.5.23)

Chairman to re-open meeting to the public

- 23/108 Consultation 9.10pm
To receive and respond to Sutton (East Cambridgeshire District) Neighbourhood Plan Review – pre-submission consultation (regulation 14)
- 23/109 Correspondence (previously circulated)
To receive and consider the following items of information/interest and invites:
 - ECDC Invitation to an East Cambridgeshire Community Energy Event – Climate Action Network 15 June 2023
 - Single Issue Review of the East Cambridgeshire Local Plan – letter from Inspector
 - ECDC CIL Meaningful Proportion Transfers - 1 October 2022 to 31 March 2023 (emailed 17.5.23)
 - ECDC Mental Health webinars
 - ECDC Annual Meeting of Full Council 25th May 2023 Decision List
 - ECDC Litterbins around recreation ground – re-requested review
 - ECDC Planning Committee Minutes 26.4.23, including usefulness of Neighbourhood Plans
 - Greater Cambridge Partnership – Making Connections and National Bike Week www.greatercambridge.org.uk/mc-2022
 - ACRE Affordable Homes event 4 July 2023, zoom
 - CCC Parish & Community Forum + invitation to join in Healthier Futures bid, focussed on dementia, training Safeguarding Adults and Children
 - CCC Highway Events diary June
 - CCC Surface Dressing Programme
 - CCC CANFFUND NetZero funding and delivery
 - CCC 2023 Gripfibre Surface Treatment Programme
 - CCC TMC Incident Report
 - CCF Grants Bulletin
 - Cambridgeshire & Peterborough parks and open spaces notice
 - LGPS Employers' Newsletter
 - CAPALC Kings Coronation survey
 - NALC and CAPALC Newsletters, Events and Bulletins & Councillor Training – 15 July
 - Sutton, 30 September Somersham
- 23/110 Date of next meeting: 12 July 2023
Note any items for next agenda: Review Policies

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" .