

# 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 27 September 2023  
at 7.30 pm in the Village Hall, Witcham,  
for the purpose of transacting the following business:**  
*(rescheduled from 13 September as inquorate on the day, and updated)*

## A G E N D A

- 23/127 To receive and accept any apologies for absence 7.30pm
- 23/128 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).
- 23/129 Dispensations:  
To note new Dispensations granted: Nil
- 23/130 To note the August/September monthly reports from County and District Councillors 7.40pm
- 23/131 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
- 23/132 To approve and sign the minutes of the 12 July 2023 and confirm agenda
- 23/133 Matters arising from previous minutes (for information only)
- 23/134 Planning Applications  
<https://pa.eastcambs.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>  
23/00868/VAR Land South West Of Ely Model Aircraft Club Hive Road To Vary Condition 4 (use of building) of previously approved 22/00163/FUL for Proposed agricultural barn open fronted to store straw size 27 mtr x 8.7 mtr

To note the following ECDC decisions

23/00121/DISA Yew Tree House Silver Street To discharge Condition 6 (tree protection scheme) of decision of 24 May 2023 for 23/00121/FUL for conversion outbuilding to studio annex ancillary to main dwelling

23/00736/TRE 20 High Street, T1 Eucalyptus in back garden on Easterly boundary – dead wood and reduce height by approximately 4-5 metres - Approved

23/00683/TRE The Hall, High Street T1 Horse Chestnut - Reduce to a 5-metre trunk to retain as a wildlife feature as dead plus colonized by Ganoderma (sp) fungus. T2 Yew - Crown raise over pathway to 3 metres from ground level, removing 2 metres.

G3 Lime Trees x2 - Crown raise over pathway to 3 metres from ground level, removing 2 metres. T4 Horse Chestnut - Crown raise over driveway to a height of 4 metres from ground level, removing 2 metres and basal epicormics for access – Approved

To receive update following meeting with Leader of ECDC regarding various issues on planning items (MH)

- 23/135 Neighbourhood Plan 8.10pm
- a) To note that the Department for Levelling Up, Housing and Communities (DLUHC) has confirmed that funding has been made available for the full continuation of the Neighbourhood Planning Support Programme run by Locality on behalf of DLUHC for further year, 2023/24.
  - b) To receive and accept minutes of 25 July 2023 Neighbourhood Plan Working Group, and consider any recommendations for approval by the Council. (August meeting was cancelled)
  - c) To receive from NPWG the monthly summary of the Working Group's activities completed with aims for future months
- 23/136 Recreation Ground/Bus Shelter and Cemetery Matters 8.25pm
- a) To receive report regarding bus shelter repairs (MH)
  - b) To receive update on tree works
  - c) To note that the volunteer wants to give up responsibility for books left at bus shelter.
  - d) To receive and discuss Cemetery Inspection Report, previously circulated to Burial Board members of the Council
  - e) To note recent interment and works at cemetery
  - f) To receive update on repairs to tap at cemetery and footway at recreation ground (MH)
  - g) To receive monthly report on weekly inspections of play equipment and recreation ground and any updates regarding cricket matches and grasscutting (MH)
  - h) To receive report from Play and Fitness Working party following meeting with Wicksteed and contractors regarding delivery and installation arrangements.
  - i) To receive any update on progress with grant application for phase 2 of play project and information for new goals
- 23/137 Highway and Street Lighting Matters 8.45pm
- 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 August speed data and update on speedwatch checks (MH)
  - c) To discuss requirement for Village Co-ordinator for village Speedwatch scheme
  - d) To receive correspondence from Mepal Parish Council regarding speed limit on Mepal Road, Witcham and Witcham Road, Mepal
  - e) To consider supporting a call for the County Council to change its policy following abolition of cyclic weedkilling programme
  - f) To note village litterpick volunteer was organising autumn litterpick on 7 October 2023 (loan of kit from ECDC)

23/138 Finance and General Administration

9.00pm

- a) To approve receipts and payments for September 2023 and note payments made during August (to follow)
- b) To receive and approve quarterly reconciliations and budget to 30 June 2023
- c) To receive and accept External Auditors Report (AGAR s3)
- d) To note end of term for Fixed Term Deposit.
- e) To note increase in fixed unit cost for street light electricity
  
- f) 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 23/138g) to 23/138i) 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.
- g) To receive any updates on Village Hall Car Park
- h) To receive and discuss draft document for renewal of Lease with RSPB for drove land at Ouse Washes
- i) To note Clerk's Hours

Chairman to re-open meeting to the public

23/139 Consultations

9.30pm

- a) NALC Review of Model Financial Regulations
- b) Cheveley Neighbourhood Plan
- c) 20mph Speed Ely – PR0962 (Various roads, Ely) (Speed Limit 20mph, City-wide 20mph zone) Order 20 (Closes 21.9.23)  
[Permanent Traffic Regulation Orders - Cambridgeshire County Council](#)

23/140 Correspondence (previously circulated)

To receive and consider the following items of information/interest and invites:  
CAPALC Training courses for Councillors, Bulletins and Conference 15 September 2023

NALC Newsletters incl Consultation Model Financial Regulations

CAPALC Worknest – HR Support

CAPALC Flood Groups Conference 21.9.23

East Cambs Parish Council Conference 2 November 2023

SLCC Draft Guidance Climate Action for Smaller Councils

SLCC Cyber Awareness training

SLCC Annual General Meeting 10 October 2023

Cambs ACRE PECT – Climate Action Fund

Cambs ACRE Conserving nature and boosting biodiversity by greening your community spaces

ECDC Halt Cambridge Congestion Charge

Cambs Police – Remembrance Events

ECDC Newsletters – youth, lifestyle events, green flag parks etc

Cambs Community Foundation – fund availability

ECDC residents e-newsletter

ECDC Single Issue Review Modification Consultation

ECDC Minutes of meetings – planning, Finance and Assets etc

ECDC website updates

ECDC Safer Communities funding

CCC LHI Winter Gritting Schemes

CCC Highway Events

CCC The Library Presents

TMC Incident Report

Greater Cambridge Partnership Executive Board Meeting 28 September 2023

East Cambs Parish and Community Forum meeting 20 September 2023

23/141 Date of next meeting: 11 October 2023  
Note any items for next agenda  
To Review Actions

9.45pm

SJBell

S J Bell  
CLERK/RFO  
20 September 2023

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" .