

# 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 Friday 30 September 2022 at 8.00 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 any Covid-19 protection measures

- 22/158 To receive and accept any apologies for absence
- 22/159 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.
- 22/160 Dispensations:  
To note any new Dispensations granted: Nil
- 22/161 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))**
- 22/162 To approve and sign the minutes of the following meetings and confirm agendas of same dates.  
13 July 2022  
20 July 2022  
31 August 2022
- 22/163 Matters arising from minutes of above listed meetings. (for information only)
- 22/164 To note reports from District and County Council representatives for August and September (circulated)

- 22/165 Planning Applications  
To note treeworks:  
22/00985/TRE St Martins Church - reduce the robinia by approximately 20% around 1-1.5m off of the overall height and 2-2.5m off the sides, all cut back to suitable growth points so the tree maintains its natural shape (approved 23.9.22)
- 22/166 Public Rights of Way  
To consider giving support to extend seasonal Traffic Regulation Orders to include Byway 269/7 Old Lynn Drove (Local Access and Bridal Way Officer of British Horse Society) (re-circulated 7.9.22)
- 22/167 Finance & Admin
- a) To approve receipts and payments for September 2022. (to follow)
  - b) To approve receipts and payments and reconciliations for 1<sup>st</sup> quarter, Apr-June (circulated 8.9.22)
  - c) To appoint Internal Auditor (circulated 8.9.22)
  - d) External Auditor – SAAA sector led auditor appointment regime – to consider option to opt out of the SAAA central external auditor appointment arrangements (circulated 16.8.22)
  - e) To note changes to Insurance schedule covering installation of 4 cycle-racks and 3 new park benches (replacing 3 old ones)
  - f) To note response from CAPALC regarding assistance to Church property and buildings – impending tree works in Churchyard (circulated 7.9.22)
- 22/168 Recreation Ground
- a) To receive monthly report on weekly inspections of play equipment and recreation ground. (MH)
  - b) To note installation of 3 benches on village green for Village Hall users and local community
  - c) To receive quotes for tree works at recreation ground
  - d) To discuss arrangements for 'banking' near entrance to Village Hall driveway and new trees (MH/JB)
- 22/169 Play and Outdoor Fitness Refurbishment Project  
To receive and consider Working Party's report on tenders received, and plan next stages to meet submission of grant application (closing date 1.11.22) (to follow)
- 22/170 Neighbourhood Plan  
To receive report and recommendations from Neighbourhood Plan Working Party (meeting notes previously circulated)
- a) To approve map for boundary for Neighbourhood Plan
  - b) To note set that tab now set up on Parish Council's website for Clerk to upload dedicated Neighbourhood Plan items provided by the working party from time to time
  - c) To approve expenditure for consultant to attend future Neighbourhood Plan Working Party meeting £120.00
  - d) To discuss and approve Neighbourhood Plan Working Party Terms of Reference (template from ACRE previously circulated)
- 22/171 Street Lights and Highways
- a) To receive any items to bring to attention of Highways Authority, eg potholes, cleanliness, drains
  - b) To note the following
    - i) TTRO 22/725 - The Slade, Witcham emailed 6.8.22
    - ii) TTRO 22/727 - Various Footpaths, East Division emailed 29.7.22
- 22/172 Correspondence (circulated)  
To receive and consider the following items of information/interest and invitations to events:  
ECDC Community Safety Partnership multi-agency solving group – effects local neighbourhoods, ASB, low level crime, project managing visible responses bids for funds – new appointment and offer to attend parish council meeting

Cambs ACRE – Warm Hubs briefing session 6 September 2022 and follow up with expressions of interest (L Dupre)  
CCC/PECT Countywide energy survey – for community heat pumps  
WPC/GS Energy grants heat pumps etc for public buildings etc (emailed 22.8.22)  
Environment Agency: Ouse Washes Bank raising works - Welney road closure update  
CCC Transport Strategies – Report of Survey and to note public consultation scheduled for 12 September to 7 November, including events across the county and one for Ely on the Market Place on Thursday 27 October 2022, 10am to 3pm  
Youth Work [Welcome to the ECDC Youth Webpages | East Cambridgeshire District Council \(eastcambs.gov.uk\)](https://www.eastcambs.gov.uk)  
Cambs ACRE AGM 28 September 2022  
East Cambs Parish and Community Forum meetings and updates  
CCC Parish and County Forum notes and next meeting 21.9.22  
Connecting Communities Conference in June - Vision for Volunteering strategy ie Volunteering - Do we need Volunteer Passports or Passporting? to be held on 20th September 12:00 till 13:30hrs  
CCC updates on roadworks programmes – ongoing  
CCC Highway Events for coming months and Incident Reports  
CCC Local volunteers needed for school appeals  
CCC Community Gritting Scheme  
The Library Presents Programmes Oct-Dec22  
ECDC Street Trading from pop-up traders operating on private land, such as village hall, pub and community centre car parks across the district  
ECDC Internal Audit Review on Enforcement Policy Compliance  
ECDC Newsletters  
NALC newsletters and Chief Executive's Bulletins  
East Cambridgeshire Growth and Infrastructure Fund - open for applications emailed 12.7.22  
ECDC Community Grants  
Environment Agency newsletter updates on Ouse Washes bank raising projects  
Environment Agency – assets, works for Hundred Foot Bank  
CAPALC Volunteer School Appeals Panel Members  
CAPALC Bulletins  
CAPALC Carbon Literacy Training  
ECDC Community Payback and Queen's Green Canopy  
Queen Elizabeth Hospital Kings Lynn Newsletter Modernisation plans  
Parish Council Clerk training hate crime third party training  
HMRC Employers Bulletin

22/173 Date of next meeting: 12 October 2022

Review Actions

*SJBell*

S J Bell  
CLERK/RFO  
23 September 2022

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" .