

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 the Annual Meeting of the Parish Council to be held on Wednesday 10 May 2023 in the Village Hall at 7.30 pm for the purpose of transacting the following business:

MEMBERS: 6 QUORUM 3

To note any guidance regarding Covid-19 protection measures

AGENDA

To confirm completion of Declaration of Acceptance forms as Councillors, completion of Registration of Disclosable Pecuniary and Other Interests and receipt of the Councillor Privacy Notice

- 23/073 Election of Chairman 7.30pm
- 23/074 To receive Chairman's Declaration of Acceptance of Office and Code of Conduct
- 23/075 To receive and accept any apologies for absence
- 23/076 To welcome new Council, note result of recent elections
- 23/077 To receive any declarations of interest and remind Councillors they are required to review their Registrations of Interests regularly and notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of the change.
- a) Councillors to declare any pecuniary interests in any items on the agenda.
 - b) Councillors to declare any personal interests in any items on the agenda.
 - c) 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
- 23/078 Dispensations:
To note any new Dispensations granted: Nil
- 23/079 To elect Vice-Chairman 7.40pm
- 23/080 To receive Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct
- 23/081 To receive the written reports from County and District Councillors, and open meeting to allow Parish Councillors to raise any questions

- 23/082 Public Participation 7.50pm
- a) Chairman to open the meeting to allow up to 15 minutes for any members of the public and any 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))
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.
 - b) Chairman to close this item
- 23/083 To elect representatives for Committees/Working Groups/Parties and external bodies including Parish council nominated Trustee for Witcham Village Hall
- 23/084 To fix Chairman's Allowance (LGA 1972 S.15(5) (Budget £50)
- 23/085 To approve and sign the minutes of the meeting held on 12 April 2023 and confirm agendas of same date. 8.10pm
- 23/086 Matters arising from previous minutes (for information only)
Clerk to provide up-date
- 23/087 2023 Annual Parish Meeting 8.15pm
To receive draft Minutes of the Annual Parish Meeting held on 26 April 2023 and to consider, discuss and agree plan of action on any issues raised.
- 23/088 Neighbourhood Plan 8.20pm
- a) To receive and accept minutes, and consider any recommendations from Neighbourhood Plan Working Group meeting of 25 April 2023 (to follow from NPWG)
 - b) To receive plan of activities/aims with timescales for next 12 months as requested at previous meeting. (to follow from NPWG)
 - c) To receive the monthly summary of the Working Group's activities completed for April and aims for May as requested at previous meeting. (to follow from NPWG)
 - d) To receive report from Places4People and Councillors' comments on survey.
 - e) To receive report on AECOM Design Code Support Team's visit to parish on 25 April 2023. (to follow from NPWG)
 - f) To receive any update on availability of further grant from Locality fund to enable continuation of work on Neighbourhood Plan. (Clerk)
- 23/089 Finance and General Administration 8.35pm
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 23/089 a) to 23/089 e) 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.
- a) To review Clerk's contract - hours
 - b) To receive updates from Village Hall
 - c) To receive any update regarding renewal of Lease with RSPB for drove land at Ouse Washes
 - d) To receive invitation for renewal of 3 year street light maintenance contract

- e) To consider invitation to renew insurance policy and review schedule and policy (previously circulated)

Chairman to re-open meeting to public

- f) To approve renewal of 3 year street light maintenance contract
- g) To approve renewal of insurance policy
- h) To review and adopt Policies: Investment Policy (attached)
- i) To approve receipts and payments for May (to follow)
- j) To note confirmation by Lloyds of recent savings investment
- k) To approve receipts and payments for May (to follow)
- l) To review 2023/24 Budgets and reserves and discuss works required at bus shelter, together with any other projects for 2023

23/090 Planning applications: 9.15pm
22/00578/FUL Witcham House Construction of double detached garage/horse box store, conversion of existing garages with room above and an orangery. Amendment for orangery
23/00480/TRE 24 High Street T1 Prunus - Crown reduction of 3.5 metres

23/091 Recreation Ground and Cemetery Matters

- a) To receive monthly report on weekly inspections (MH)
- b) To receive report from Working Party representatives on play and fitness equipment project and grant applications
- c) To note installation of new bench and works in Jubilee garden area
- d) To receive updates from Witcham and City of Ely (3rd and 4th XI) cricket clubs using recreation ground this summer and to discuss and approve any requirement for any additional grasscutting dates at recreation ground.

23/092 Highways and Street Lighting Matters

- a) To receive 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)
<https://www.cambs.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/>
<https://www.cambs.police.uk/ro/report/rti/rti-beta-2.1/report-a-road-traffic-incident/>
<https://crimestoppers-uk.org/> Tel [0800 555 111](tel:0800555111) (anonymous)

23/093 Correspondence (previously circulated) 9.30pm
To receive and consider/note the following items of information/interest and invites:
NALC Bulletins, Newsletters, Events etc
CCC Highways maintenance programmes
CCC Roadsafety Way2Go Spring 2023
Parish & Community Forum 17 May 2023 Soham
Arthur Rank Hospice – Arthurs Shed events – posted on noticeboard

23/094 Date of Next Meeting
Review Actions
Note any items from Councillors for next agenda

SJBell

S.J Bell
CLERK/RFO
1 May 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” .