

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 the Annual Meeting of the Parish Council to be held on Wednesday 13 May 2026 at 7.30 pm in the Village Hall, Witcham, for the purpose of transacting the following business:

A G E N D A

- 26/063 Election of Chairman.
- 26/064 To receive Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 26/065 To receive and accept any apologies for absence.
- 26/066 To receive any 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)

To remind all Councillors that they are required to review their current Code of Conduct together with Registration of Interests regularly, and to notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of the change.
- 26/067 Dispensations:
To note any new Dispensations granted: Nil.
- 26/068 To elect Vice-Chairman.
- 26/069 To receive Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 26/070 To note monthly reports from County and District Councillors. (to follow)

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26/071 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.

26/072 To approve and sign the minutes and confirm agendas of meetings of 15 April 2026.

26/073 Matters arising from previous minutes (for information only).

26/074 To elect representatives for Committees/Working Groups/Parties and external bodies including Parish Council nominated Trustee for Witcham Village Hall.

26/075 To fix Chairman's Allowance (LGA 1972 S.15(5) (Budget £50).

26/076 Recreation Ground and Cemetery Matters

- a) To receive monthly report on weekly inspections of play equipment and recreation ground (MH).
- b) To receive and consider application from Witcham Events Committee for consent to use of recreation ground for the 2026 Witcham Peashooting Championships. (circulated 5.5.26)

26/077 Finance and General Administration

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 26/077a) to 26/077b) listed below, 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 receive and approve RSPB Lease (to follow).
- b) To receive and approve draft Deed Public Right of Way and Parking (to follow).

Chairman to re-open meeting to public.

- c) To approve renewal of SLCC membership.
- d) To resolve to pay annual subscription for the Cambridgeshire Community Archive Network/website for Witcham items, £100, under Section 137 of the Local Government Act 1972. [Cambridgeshire Community Archive Network](#)
- e) To approve renewal of insurance policy.
- f) To approve receipts and payments for May 2026 (to follow).
- g) To receive the Annual Internal Auditor's report. (circulated 7.5.26)
- h) To approve and sign off Section 1 - Annual Governance Statement of 2025/6 Annual Governance and Accounts Return (details circulated for the April meeting together with the 2025 Practitioners' Guide).
- i) To approve and sign off Section 2 - Statement of Accounts of 2025/6 Annual Governance and Accounts Return (following receipt and approval of draft accounts at April meeting).
- j) To approve the Exemption Certificate.
- k) To reappoint LGS as Internal Auditor for 2026/7.
- l) To review Budgets and reserves (circulated 21.4.26).
- n) To approve Cemetery Fees and Guidelines (circulated 7.5.26).
- o) To arrange annual village inspection.

- 26/078 Witcham Neighbourhood Plan
To review implementation and discuss/note any feedback received at the Annual Parish Meeting.
- 26/079 Highways and Streetlighting
- a) To note any items reported to Highways Authority.
 - b) To receive and note monthly MVAS speed data.
 - c) To receive results of latest Speedwatch sessions.
 - d) To note update on scoring and timetable for LHI processing of submitted applications.
 - e) To discuss and consider approval to submit further information to support the LHI application for speed reduction measures on Mepal-Witcham Road following announcement by the Mayor of the Combined Authority for Cambridgeshire and Peterborough regarding funding for A10 improvements to ease congestion and the impact on the A142.
- 26/080 2026 Annual Parish Meeting
To receive draft Minutes of the Annual Parish Meeting held on 6 May 2026 and review any items for the Council's attention. (to follow)
- 26/081 Reports of Meetings
To receive report of meetings attended by Councillors
Strawburner Liaison meeting 21st April 2026 GB
- 26/082 Correspondence
To receive and note the following items of information/interest and invites (circulated):
CCC/Balfour Beatty Latest update on switchover to LED lights for Cambridgeshire.
East Cambs Community Coordinator Community Transport and Health updates
CCC The Library Presents – Spring 2026.
Parish and Community Forum updates - 20 May, 1:30–4:00pm (main meeting 2 – 3.30pm), at St Mary's Church in Ely & Community Editors meeting 19 May 2026.
East Cambs Community Policing meeting 14 July 2026.
Mereside GP Practice Group – newsletter Apr-June.
TMC Roadworks & Events Bulletin.
ECDC Council and Committee meeting agendas and Minutes - audit, planning.
ECDC Hate Crime Awareness training.
NALC newsletters, events, CEO bulletins.
CAPALC Bulletins, finance training for councillors, HR issues.
Cambs ACRE newsletter, cancer awareness.
- 26/083 Date of next meeting: 10 June 2026

SJBell

S J Bell
CLERK/RFO
7 May 2026

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”.