

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 11 September 2019 at 7.40pm in the Village Hall, Witcham

Present: M Housden (Chairman), J Bibby, K Mackender, L Holdaway, J Lucas

In attendance Mrs S J Bell (Clerk)
 Cllr L Duprè (CCC and ECDC Councillor)

2 members of public present

19/168 **Apologies for absence** received from District Councillor M Inskip

Action

19/169 **Declarations of Interest**

Councillors to declare any pecuniary interests in any items on the agenda - none
 Councillors to declare any personal interests in any items on the agenda - none
 Councillors to declare any prejudicial interests M Housden: Planning - consultee neighbour Kings development and J Bibby: Planning - consultee neighbour 15 Martins Lane

19/170 **Dispensations:**
 To note any new Dispensations granted: Nil

19/171 **Public Participation**

8.43pm K Mackender took the Chair for M Housden to speak.
 M Housden said he had submitted a response to the amendment regarding change of floor levels for drains.
 8.45pm M Housden took the Chair
 The two members of the public had submitted a paper for the Council to consider for support to create off-road network for vulnerable users such as cycling, walking and horseriding; linking up bridleways and byways. They had spoken to Cambridgeshire County Council Highways for support and guidance. There were opportunities for voluntary work under Cambridgeshire County Council schemes and the officers were supportive of their ideas and said it fitted with the County's ideas on developing Public Rights of Way to encourage people to use. In some places in the Coveney area existing verges could be cleared back and levelled to make a suitable surface. A map with the proposals outlined the areas to connect up to the network.

J Bibby offered to help find contact details of adjoining landowners. The proposals were warmly received by the Parish Council and there was discussion about how to proceed. The 2 members of public said they would float their general ideas at the two events at the Witcham Equestrian Centre on 28 and 29 September 2019. Agreed that after obtaining initial reactions to their ideas they would organise a public meeting. Information could also be published in What's On and websites.

JB

The members of the public thanked the Council. Chair thanked the members of the public and they left at 8.05pm

19/172 **Minutes of Meetings**

Chair advised that the approval of the minutes of the additional meeting held on 1 August 2019 had been missed off the agenda. Agreed by all that having been circulated prior to the meeting these minutes should be considered for approval at this meeting. Clerk apologised for the omission.
 Minutes of the meeting of 10 July 2019 had been circulated, were confirmed as a true record and signed by the Chairman, and agenda of the same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed L Holdaway, seconded Chairman and unanimously resolved.

19/172 **Minutes of Meetings (cont)**

Minutes of the meeting of 1 August 2019 had been circulated, were confirmed as a true record and signed by the Chairman, and agenda of the same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed J Bibby, seconded K Mackender and unanimously resolved.

19/173 **Matters arising** from previous minutes - none19/174 **Reports from District and County Council representatives**

Reports, previously circulated, were received and noted. In response to questions from Councillor:

Antisocial drivers Elean Business Park. Following meetings with land agents for the affected area, a gate would be erected in the near future to stop racing activities.

Planning - 15 Martins Lane: planning officer's update received. Enquiries for land for cemetery extension to be continued.

Bin collections from properties on unadopted roads – noted properties off Bury Road were identified as on list for cessation of collections

Community Safety Powers – letter to be expected from police regarding passing down/access to information for some activities that could be handled by Councils. ECDC would be holding meetings in November to discuss with Police and parishes. Councillors were encouraged to attend. Local Transport Plan. County Councillor concerned that emphasis was on provision in the areas around Cambridge and the south of the county leading up and across to St Ives, Alconbury and Peterborough, eg rail and bus services/connections. She sought better links for East Cambridgeshire not just for rail connections but also there was no linking up with the Cambridge busway and the proposed Cambridge Metro. Members of public attending public meetings had been concerned that dualling the A10 would create further problems at Milton.

8.35pm County Councillor L Dupre was thanked and she left the meeting

19/175 **Planning Applications**

19/01045/OUT Proposed 2 No 4-bed houses and 1 No 4-bed bungalow, with new access for Hillcrest, at Hillcrest, Mepal Road, Witcham

Resolved Council had no concerns subject to compliance with Planning and Highways regulations but bearing in mind this would result in more vehicular access on a sharp bend. It will require additional lighting which should be addressed and costs borne by the developer. It requires installation of a footway on existing verge to cross on cemetery bend to reach the new dwelling which should also be addressed and costs borne by the developer. Proposed K Mackender, seconded Chair and agreed unanimously.

Clerk

8.47pm The Chairman had declared an interest and Vice-Chairman, K Mackender, took the Chair.

19/00125/VAR Kings of Witcham, The Slade – further drawing - revised cross section to show land level change, dated 14 August 2019. Email of 30 August from Planning Department advising that the height of the buildings would not change and the level changes only related to the plots shown on the plans had been forwarded to Councillors. ECDC had advised that through the Variation of Condition application they would carefully consider the impact of these changes on visual amenity and residential amenity. In response to the Council's requests regarding drainage, flooding, etc the Clerk had been advised that these matters, and other technical matters, were not being considered as part of this particular application (19/00125/VAR), and relevant planning conditions had been discharged.

Resolved that the Parish Council was very concerned about all applications relating to this development. There had been a lack of clear information regarding the numerous Variations, eg heights and sloping and overall appearance of this major new development for Witcham; which is entrance to this small rural village. The Councillors are still unclear about what the visual impact will be as the drawings provided are not clear on what the finished height to the ridge from the existing ground levels will be. Councillors were surprised the District Council could accept the plans provided by the developer for the purpose of considering this large development for Witcham given the lack of detail and the severe impact on the area. Councillors were concerned

- 19/175 **Planning Applications** (cont)
at the lack of response for the repeated queries they had raised. Proposed K Mackender, seconded L Holdaway.
- Further **resolved** that the Clerk should write to District Councillor L Dupre to seek assistance. Proposed K Mackender, seconded L Holdaway. *Clerk*
- 9.05pm M Housden took the Chair
- 19/01003/OUM** 15 Martins Lane Demolition of bungalow and erection 10 dwellings etc. Advice regarding cemetery noted.
- Resolved** that Parish Council approach landowner representative with view to being able to purchase part of land for a cemetery extension, subject to satisfactory survey. *JB Clerk*
M Housden, seconded K Mackender.
- The following were noted:
- 19/00926/AGM** Notification of erection, extension, or alteration of an agricultural or forestry building or the carrying out of engineering or Excavation operations on agricultural or forestry land (Town and country Planning (General Permitted Development) Order 2015: Proposed Grainstore at site north of 6 The Green, Wardy Hill
- ECDC – Appeal **19/00320/OUT** Land rear of Whitegate Farm, Witcham Road, Mepal erection of up to 2 dwellings, 2 double cartlodes, access and associated works APP/V0510/W19/3233480
- Also following ECDC decisions received and noted:
- 19/00572/RMA** 4 The Slade Reserved matters for 1.5 storey bungalow together with associated parking and boundary fencing - Approved
- 19/00925/VAR** adj High Point Hive Road Variation of condition 1 (approved plans) of previously approved 17/01361/FUL for 4 bedroom two storey detached dwelling: garage - Refused
- 19/176 **Clerk's Report**
Clerk's Report and updates received and accepted. Noted there had been no response for Councillor vacancy and this would be readvertised. Clerk had been in touch with the webmaster for www.witcham.org.uk regarding amendments so that more documents, which had been uploaded, were visible for the public to view. Also possibility of setting up email accounts for councillors for Council business purposes. External Audit report was awaited. Building works beside Back Lane; resident to be referred to the County Council Public Rights of Way Officer as this matter had been taken up with them in 2014 by the Parish Council. *Clerk*
- 19/177 **Finance**
- a) Receipts and payments for August and September, previously circulated, had been checked by J Bibby and confirmed as correct together with late request for reimbursement What's on copying £12.00 *Clerk*
- Resolved** to approve the receipts and payments as listed at the end of these Minutes. Proposed J Lucas, seconded J Bibby.
- b) Quarterly accounts, April to June, previously circulated, had been checked by J Lucas, including verification with the bank statement balances at 30 June 2019. Receipts for the quarter £11,686.30 including Precept £7200 (first half) and £4480.38 CIL. Payments £3585.56, balance at 30.6.19 was £51245.80 which included £20,083 earmarked reserves.
- Resolved** to accept the quarterly budgets and budget monitoring report. Proposed J Bibby, seconded J Lucas.
- c) Financial Regulations (NALC template)
Financial Regulations amended to reflect needs of Witcham Parish Council had been previously circulated.
- Resolved** to adopt the Financial Regulations forthwith. Proposed L Holdaway, seconded J Lucas.
- 19/178 **Recreation Ground and Play Equipment**
- a) Chairman reported that all was well on the weekly inspections. Wicksteed had attended to repair ski board tightrope, and walk the plank but had been unable to adjust the gate.

- 19/178 **Recreation Ground and Play Equipment (cont)**
 b) Recommendation and quote for self-closing mechanism for one gate at £299 plus £180 labour plus VAT was received and considered.
Resolved to approve replacement of self-closing mechanism, including labour £479.00 plus VAT. Proposed J Lucas, seconded Chair.
 Noted that the repairs already completed and the gate repairs exceeded the budget and although there were earmarked reserves for major refurbishment there would be sufficient funds in general reserves to vire to Grounds and Cemetery maintenance, which included play equipment repairs. *Clerk*
- 19/179 **Consultations**
 The following, previously circulated, were considered:
 a) Cambridgeshire & Peterborough Combined Authority draft Local Transport Plan
Resolved the Council had no comment to make on the draft Local Transport Plan.
 Proposed K Mackender, seconded J Lucas
 b) ECDC Review of Polling Stations
 Noted there were no changes for Witcham and therefore no response required
 c) Cambridgeshire ACRE Draft Strategy 2019/2024. No comment
- 19/180 **Community Police**
 There were no items to discuss with the Police
- 19/181 **Street Lighting and Highways**
 a) Switchover from CCC street light energy arrangements to a direct supplier. The Clerk had obtained the unmetered supply certificate and signed the appropriate agreement with UKPN as necessary for an interim measure. Quotes for supply were not all in. New agreements were to be effective from 1 October 2019.
 b) **Resolved** that the Clerk and Chair should continue getting quotes and to be given permission to obtain best price and deal before 1 October and to report back at next meeting. Proposed J Lucas, seconded L Holdaway. *Clerk/Chair*
 c) Street lights and highways. Noted streetlight out opposite Pond Farm which K Mackender would report on the Cambridgeshire County Council “Report It” website <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/> *KM*
 d) CCC Surface Dressing Programme 2019 for Mepal Road had been completed on 31 August 2019. Slurry resurfacing treatment on footways at Silver Street, Westway Place and The Orchards were scheduled for 3 October 2019. Noted absolutely no cars to be parked in these streets while works being carried out.
 e) Report from Witcham Equestrian Centre for Linked Off-Road Network Project, previously circulated, received and considered.
Resolved that the Council support in principle and was happy for representatives to attend meetings and report on progress. Noted the Equestrian Centre would showcase the ideas to the public during the events and Open Day, 28 and 29 September 2019. Proposed J Lucas, seconded Chair.
- 19/182 **Reports of any meetings attended by Councillors:** None
- 19/183 **Correspondence** noted:
 Ears and Eyes Ely Cathedral 24 October 2019 – J Lucas had informed people through Neighbourhood Watch scheme and would herself be attending. Clerk to book. *JL Clerk*
 ECDC Safety Advisory Group meetings – no representative appointed
 Cambs ACRE AGM 25 Sept 19, including new strategy - no representative appointed
 NALC Annual Conference 28/29 October 2019 - no representative appointed
 Cambridgeshire Local Councils Conference 8 November 2019 - no representative appointed
 ECDC Landlord Forum – 30 October 2019
 ECDC Black Sack Deliveries 2019 (Aug/Sept)
 Latest news from ICO GDPR Parish Council Toolkit
 CCC Highway Events August and September
 CCC Incident Reports June and July
 CCC Highways Roadworks 1-15 September 2019
 CCC Innovate and Cultivate Funding

19/183 **Correspondence** (cont)
 CCC 2019/20 Winter Volunteers
 NALC Bulletins, Newsletters
 NALC Chief Executive Report
 Morris Education Trust Newsletter – Witchford Village College
 Care Network Initiative Open Arms <https://care-network.org.uk/the-open-arms-project/>

19/184 **Exclusion of the Press and Public: Resolved** that 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 and confidential nature of the business about to be transacted at Agenda Item 19/185 – 19/186 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. Proposed by Chairman and unanimously agreed.

There were no members of the public present

19/185 **Quotes for Cemetery lychgate and telephone kiosk**
Resolved that following attempts to obtain the requisite 3 quotes without success and owing to the urgency to get work done, the Council would proceed based on quotes received; agreed to accept the quote and drawing from RJK Carpentry at £7350 and Clerk to proceed with submission of drawing for requisite planning consent. Proposed J Lucas, seconded K Mackender. *Clerk*

L Holdaway advised that £500 had been pledged as contribution towards painting and repairing red telephone kiosk in High Street.

Resolved that following attempts to obtain the requisite 3 quotes without success the Council would proceed based on quotes received; agreed to proceed with the estimate of £986.88 for painting red telephone kiosk inside and out plus approx. £300 to replace glass panels as necessary. Proposed J Bibby, seconded L Holdaway. *Clerk*

Note to go in newsletter.

19/186 **Clerk’s Report**
 Personnel matters received and noted.
 9.53pm Chair re-opened meeting to public

19/187 **Date of Next Meeting:** 9 October 2019
 All business, including receipts and payments, to be considered at this meeting must be delivered to the Clerk at least 7 days prior to the meeting
 There being no further business the Chairman declared the meeting closed at 9.55pm

August and September Schedule of Receipts and Payments				£	£	£
Receipts		RS Memorials		84.00		84.00
		Dignity Funerals		79.00		79.00
Payments	August	001797/8 Admin costs		363.85		363.85
		001799 Truelink Grass & Grounds Mntnce Jul		181.40	36.28	217.68
	September	001800 Wicksteed repairs		1082.60	216.52	1299.12
		001801/2/3Admin costs		538.85		538.85
		001804 Truelink Grass & Grounds Mntnce Aug		331.60	66.32	397.92
		d/d 1&1 Internet		32.97	6.59	39.56
		d/d Lloyds fees		12.50		12.50
		001805 Reimbursement What’s On copying		12.00		12.00

Signed.....

Dated.....