

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 17 April 2019 at 7.30 pm in the Village Hall, Witcham

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

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

No members of public present

19/070 **Apologies for Absence** were accepted from J Herbert (home commitments) and K Mackender (train cancelled)

Action

19/071 **Declaration of Interest:**
The following declarations of interests were made:
Pecuniary interests - none
Personal interests - none
Prejudicial interests – none

19/072 **Dispensations:**

To note Dispensations: Nil

19/073 **Public Participation:** No members of the public present.

19/074 **Minutes of the meeting** of 13 March 2019 and 20 March 2019 had been circulated, were confirmed as true records and signed by the Chairman, and agenda of same dates signed by Chairman as confirmation of the business transacted at those meetings. Proposed J Bibby, seconded L Holdaway and unanimously resolved.

19/075 **Matters Arising**
There were none

19/076 **Elections – 2 May 2019**

Clerk advised that 5 nominations had been made and it was an uncontested election:
J Bibby
L Holdaway
M Housden
J Lucas
K Mackender

Filling of the 6th vacancy would be arranged after the May meeting.

Clerk

Statements of persons nominated for Parish and District Councils had been posted on the noticeboards.

19/077 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

Reports from County and District Councillors, previously circulated, were noted. There was some discussion about the Cambridgeshire and Peterborough Minerals and Waste Plan Consultation, A10 upgrade and connecting up M11 to A47.

District Councillor Anna Bailey thanked the Council members for their support during her time as District Councillor, since 2007. It had been a pleasure serving the communities of Witcham and Mepal; she was sorry she would no longer be able to continue. Although she was standing for the Downham villages, in the recent electoral boundary review and reduction of Councillors from 39 to 28, Mepal and Witcham would move within the Sutton District Council Ward. The Chairman thanked her for all her help and support over

19/077

REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES (cont)

the years and wished her well for the future. The Combined Authority work regarding upgrading of A10 and implementation of 8 car trains from Kings Lynn to London was noted.

The County Councillor and District Councillor left at 7.55pm

19/078 PLANNING

19/00216/FUL Hill House, 1 Martins Lane Replacement of existing conservatory with new ground floor extension – Amendment to rear extension. The Council had expressed no concerns on earlier details for this application. Noted ECDC had now given consent for this application.

19/00217/LBC Hill House, 1 Martins Lane Replacement of existing conservatory with a new ground floor extension. Plan area to remain the same as the previous conservatory – Amendment to rear extension. The Council had expressed no concerns on earlier details for this application. Noted ECDC had now given consent for this application.

18/01024/FUL The Bungalow Hive Road Construction of office building on the site of a former pole barn - Amendment – Phase 2 Environmental Site Investigation Report
Resolved the Council had no comment to make regarding this amendment but original concerns still stood. Proposed Chairman, seconded J Lucas.

Clerk

The following ECDC decisions were noted

19/00216/FUL Hill House, 1 Martins Lane Replacement of existing conservatory with new ground floor extension - Approved

19/00217/LBC Hill House, 1 Martins Lane Replacement of existing conservatory with a new ground floor extension - Approved

19/00117/OUT Land south of 10A The Slade Erect a 2-storey dwelling - Refused

18/01136/FUL 13A Silver Street Change of use of yard area from sheds sales, storage and parking to shed sales, car sales and parking – Approved with conditions to safeguard the residential amenity of neighbouring occupiers (ENV2) specifying area 20m by 24m for maximum 15 vehicles on site at any one time; restricted hours of use 9am to 5pm Monday to Friday and 10am to 6pm Saturdays, none Sundays, Bank Holidays and Public Holidays; use limited to car sales only.

Neighbours correspondence noted. Clerk to acknowledge and people to be advised that should they have comments about planning applications, please could they keep the parish council informed for support. Proposed J Lucas, seconded Chairman.

19/079 FINANCE

- a) Approval of receipts and payments for April.

The April receipts and payments were checked by J Bibby and confirmed as correct.

Resolved to approve the receipts and payments as listed at the end of these Minutes. (see also 19/079 f) below) Proposed J Lucas, seconded Chairman

Clerk

- b) Receipts and payments, reconciliations, summary of accounts and explanation of variances, and notes, together with draft Annual Governance and Accounts Return (AGAR) sections 1 and 2 for the year ending 31 March 2019 had been previously circulated. Clerk presented original copies and the bank statements. Total receipts for the year including £14000 Precept, £4480 CIL money and £5000 donation Patsy's fund (speed signs) was £26586.67. Total payments for the year was £19834.71 including £3876.60 speed signs and £3200 new cemetery path. Balance to carry forward to 1 April 2019, £43145.06 including all earmarked reserves £20083 and general reserves £23062.

Resolved to approve that balance of budget for 30/40mph speed signs, £2373, be left in earmarked reserves for flashing speed signs at a later date. £4880 CIL monies to be left earmarked for play area and cemetery extension projects as

- 19/079 **FINANCE (cont)**
discussed earlier in year. Remaining earmarked reserves unchanged since 2017/18. Proposed Chairman, seconded L Holdaway.
Resolved that the accounts for 2018/19 be approved. Proposed L Holdaway, seconded J Lucas
- c) **AGAR 2019 Section 1 – Annual Governance Statement**
AGAR Section 1 had been previously circulated. The form was reviewed and completed in the meeting.
Resolved that the AGAR 2019 Section 1 – Annual Governance Statement, as completed in the meeting be approved, and signed by the Chairman. Proposed J Lucas, seconded L Holdaway *Clerk*
- d) **AGAR 2019 Section 2 – Statement of Accounts**
Clerk presented draft AGAR Section 2. Details confirmed. *Clerk*
Resolved that the AGAR 2019 Section 2 – Statement of Accounts be approved and signed by the Chairman. Proposed Chairman, seconded J Lucas. *Clerk*
- e) New i-connect real time reporting for pensions was noted and Clerk to deal with Pensions Regulator re-enrolment procedures. *Clerk*
- f) The invitation to renew insurance with Zurich as per the agreed 3-year Long Term Agreement which commenced in 2017, was received. The renewal fee for 2019/20 was £448.28.
Resolved that the Council renew insurance with Zurich, £448.28 (see April receipts and payments schedule). Proposed J Lucas, seconded J Bibby *Clerk*
- 19/080 **CEMETERY MANAGEMENT**
- a) Lychgate: Clerk and Chairman gave report of findings which were discussed. Clerk and Chairman to obtain further quotes for replacement based on four posts rather than two as had been suggested. Noted planning consent would be required for a new structure. *Chairman/
Clerk*
- b) Lychgate grant funding: Clerk confirmed District Councillor Bradley was making arrangements for a meeting with District Council officers *District
Cllr/Clerk*
- c) Maintenance of ditch: J Lucas and Chairman confirmed ditch was working better, albeit there had not been as much rain as last year.
J Lucas proposed letter of thanks be sent to landowner for his efforts and Chairman seconded, and agreed by all. *Clerk*
- 19/081 **RECREATION GROUND**
- Chairman reported that there was nothing to report on the weekly inspections of the play equipment and he had spoken to Cricket Club regarding necessity for replacement cricket net for the frame.
Resolved Clerk write to Cricket Club advising that net must be replaced. Proposed J Lucas, seconded Chairman *Clerk*
- Noted that the first grasscuts had gone well and the village was looking tidy.
- Report of tree inspection previously circulated. Replacement trees for dead trees and arrangements to remove few suckers discussed. It was thought the hot weather of 2018 and the very cold weather the year before had killed the trees. Otherwise no work required this year but to be reviewed with tree surgeon next year. Horse Chestnuts in play area still alright. *Clerk*
Resolved to accept the tree report and to review replanting of dead trees for the Autumn. Proposed J Lucas, seconded J Bibby *All*
- Clerk had revised the consent to use recreation ground form which was reviewed and amended.
Resolved to accept the amended version and it be made ready for despatch to event organisers for the summer season. Proposed Chairman, seconded J Bibby *Clerk*

- 19/082 **RURAL SERVICES NETWORK – RURAL STRATEGY**
- Details previously circulated. There were no comments
- 19/083 **CONSULTATIONS**
- Cambridgeshire and Peterborough Minerals and Waste Local Plan - Further Draft Consultation, previously circulated. Langwood Fen and Mepal Airfield noted. There were no comments for submission to County Council *Clerk*
- CCC Highways and Street Lighting Surveys, details previously circulated and some Councillors had looked at and completed. *All*
- 19/084 **ANNUAL PARISH MEETING – 24 April 2019**
- a) Agenda confirmed. Noted public right of way between High Street and Back Lane was overgrown and Clerk to check with CCC as to when the spring cut was due. *Clerk*
- b) Final 2018/19 Annual Report had been circulated and this was approved for circulation at the meeting and thereafter to all householders. *Clerk*
- c) Clerk gave an up-date regarding quotes for telephone box maintenance which would be further discussed at the Annual Parish Meeting with a view for completion of works May/June *Clerk*
- 19/085 **2019 BEST KEPT GARDEN COMPETITION**
- J Lucas undertook to contact a judge for 2019 and J Bibby and J Lucas would then make necessary arrangements for judging to be carried out in June. *JL/JB*
- 19/086 **COMMUNITY POLICE**
- There were no issues reported
- 19/087 **STREET LIGHTING AND HIGHWAYS**
- There were no issues reported
- 19/088 **WITCHAM WEBSITE**
- Clerk reported that the website developer/administrator had advised that he was unable to upload the agenda and minutes each month. She was going to see him but it looked like someone would be needed to undertake this role. She was not keen to take on more work due to current levels of work, which had been rising with the previous month hitting over 50 hours instead of the contracted 22 hours per month. *Clerk*
- 19/089 **REPORTS OF MEETINGS**
- There was none.
- 19/090 **CORRESPONDENCE**
- The following were received and noted
 New Street Lighting Attachments policy from 1 April 2019
 CCC Roadworks & Events Reports April 2019
 NALC Bulletins and Newsletters
 NALC Annual Conference & Exhibition 2019
 Cambridgeshire LGPS Employers' Forum - 17 May 2019
 East Cambridgeshire Community Transport Grant Scheme 2019/2020 – applications due by 30.4.19
 Morris Education trust: MET Matter Newsletter
 ICO newsletter
 Sponsorship and exhibition opportunities with NALC
 Request for Parish Land by potential buyer wishing to set up business

19/091 **DATE OF NEXT MEETING**

Wednesday 8 May 2019 at 7.30 pm.

Any business, including receipts and payments, to be considered at Parish Council meeting must be delivered to the Clerk at least 7 clear days prior to the meeting. (*Standing Orders*)

There being no further business the Chairman declared the meeting closed at 9.45pm

March Schedule of Receipts and Payments

		£	£	£
Receipts	RSPB Ouse Wash Lease (March 2019)	950.00		950.00
Payments (to 31.3.19)				
	001771 CCC Speed signs	3876.60	775.32	4651.92
	d/d ICO	35.00		35.00
	d/d 1&1 internet	32.97	6.59	39.56
	d/d Lloyds Bank safe fees	12.50		12.50
Payments (April)				
	001772 Truelink	181.40	36.28	217.68
	001773 Zurich Insurance	448.28		448.28
	001774/5 Admin Costs	364.05		364.05
	001776 Renewal SLCC membership	89.00		89.00
	001777 CCC Street lighting Oct17-Sept18	229.71		229.71
	d/d Fleur Telecom (previously Talk Talk)	1.71	.34	2.05

Signed.....

Dated