

WITCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 8 May 2019 at 7.46 pm in the Village Hall, Witcham

There was a delay in commencing the meeting as Councillors completed forms.

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

In attendance Mrs S J Bell (Clerk)
Cllr L Dupré (County Councillor and District Councillor)

1 Member of the Public present

Action

The Clerk confirmed that all Councillors had completed the Declaration of Acceptance of Office and Code of Conduct forms as Councillors, and the Registration of Disclosable Pecuniary and Other Interests forms.

19/097 **ELECTION OF CHAIRMAN**

Mr M Housden: Proposed J Lucas, seconded J Bibby and there being no other nominations unanimously resolved.

19/098 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Declaration of Acceptance of Office and Code of Conduct form completed.

19/099 **Apologies for Absence:** County and District Councillor L Dupré gave apologies for District Councillor M Inskip due to a previous work engagement at Birmingham.

19/100 **Welcome new Council and note Recent Election Results**

Chair welcomed District Councillor L Dupré as the new District Councillor.

19/101 **Declaration of Interest:**

Chairman reminded Councillors that they should regularly review their Registration of Disclosable Pecuniary and Other Interests as any changes had to be notified to ECDC Monitoring Officer within 28 days.

The following declarations of interests were made:

Pecuniary interests: None

Personal interest: None

Prejudicial interests: None

19/102 **Dispensations:**

To note Dispensations: None

19/103 **ELECTION OF VICE-CHAIRMAN**

Mr K Mackender: Proposed M Housden, seconded J Lucas, and there being no other nominations unanimously resolved.

19/104 **VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Declaration of Acceptance of Office and Code of Conduct form completed.

- 19/105 **Public Participation:** Chair welcomed J Walker as Chair of Village Hall Committee who had attended to explain application for consent to use recreation ground for 2019 Peashoot. Further supporting documents regarding bouncy castle would be presented as soon as it was to hand. Chairman thanked her for attending and she left the meeting. The application would be considered at the June meeting.

VH Cttee

Chairman proposed moving to agenda item 19/110 and this was agreed by all

19/110 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

County and District Councillor L Dupré had circulated the monthly County and District Councils reports. There had been few meetings during the election period of the past month. The District Council Annual Council Meeting had been moved from 23 to 30 May due to the European Elections which were going to take place on the former date. After this meeting information would be available about who would be serving on all the Committees. The Annual Council Meeting of the County Council would take place on 14 May 2019. She advised that attempts were still being made to get the landowners at the Elean Business Park to take measures supported by the Police and County Council to deal with anti-social behaviour on the roads which were on private land. Councillor Dupré was thanked and she left the meeting.

The meeting moved back to item 19/106.

19/106 **ELECTION OF REPRESENTATIVES**

The following appointments were discussed and representatives elected en-bloc. Proposed J Lucas, seconded J Bibby and unanimously resolved:

Burial Board: All Councillors

Public Rights of Way Liaison: J Lucas and L Holdaway

Village Hall Committee (Trustee): J Bibby

CAPALC: M Housden, K Mackender

Play Areas/Recreation Ground, including Weekly Inspections: M Housden

Finance – Lead Councillor to support Clerk – role to be undertaken on a rolling basis of all Councillors as during previous years.

Clerk referred Councillors to item 19/100 and advised that she would be advertising the vacant Parish Councillor seat for filling by co-option. Also **Resolved** that the Clerk to write to J Herbert, M Bradley and A Bailey to thank them for their help and support over the years. Proposed K Mackender, seconded Chairman

Clerk

Clerk

19/107 **CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))**

Resolved that the Chairman's Allowance for 2019/20 be set at £50.00. Proposed J Lucas, seconded J Bibby

- 19/108 **Minutes of the meeting** of 17 April 2019 had been circulated, were confirmed as a true record and signed by the Chairman, and agenda of same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed K Mackender, seconded J Bibby and unanimously resolved.

Minutes of the extra meeting of 30 April 2019 had been circulated, were confirmed as a true record and signed by the Chairman, and agenda of same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed J Lucas, seconded L Holdaway. Chairman abstained as he was not present at the meeting.

19/109 **Matters Arising**

19/088 Witcham Parish Council website. Clerk advised that she would be seeing webmaster later in the month.

Clerk

19/111 **ANNUAL PARISH MEETING 24 April 2019**

The draft minutes had been previously circulated. Clerk raised the following points:
Dog Bins: Request for purchase of dog bins for Back Lane/Martins Lane, near gate, and Headleys Lane/Market Way, on the left by public byway sign. Clerk advised that in setting the 2019/20 Budget and Precept provision had not been made for new bins.

Resolved that the Council vire up to £600 from general reserves to meet public demand for two new bins, to be placed at Back Lane/Martins Lane and Headleys Lane/Market Way. J Lucas to get quotes and progress enquiries with ECDC on installation and emptying and report back to the Clerk. Proposed J Lucas and seconded L Holdaway.

JL

Any Other Parish Business: Cleaning of Royal Mail post box. Clerk had reported this to Royal Mail and was awaiting a response. Several of the Councillors had inspected it and reported the condition was not too bad. The Chairman offered to wash it down if Royal Mail did not attend to deal with. Clerk to liaise with Chairman in few days.

*Clerk/
Chairman*

Any Other Parish Business: Noise and parking issues associated with properties on short term lets. This matter would be monitored and should be referred to the relevant authority as appropriate.

*All**Clerk*

Red Telephone Kiosk: Clerk reported that she was awaiting two new quotes from the people who had quoted in previous years. It was confirmed the quotes should be for painting inside and out. Item deferred to June meeting.

19/112 **FINANCE**

This item in respect of approval of receipts and payments for June was deferred to the end of the meeting so that they could be checked before cheques signed.
 Proposed by Chairman and agreed by all.

Clerk reported that Talk Talk had been taken over by Fleur and they had introduced an administration charge for the invoice which more than doubled the monthly cost.

Resolved Clerk should make enquiries regarding an allowance based on previous year's expenditure and compliance with HMRC, and cancel Fleur. Proposed K Mackender, seconded J Bibby.

*Clerk*19/113 **PLANNING**

19/00572/RMA 4 The Slade Reserved matters for a 1 ½ storey bungalow together with association parking and boundary fencing. Final plans received and examined following outline consent 18/00847/OUT.

Resolved that the Council had no concerns. Proposed J Lucas, seconded J Bibby.

Clerk

To note the following ECDC decisions were noted
 19/0333/FUL Part 2-storey and part single storey extension with access to roof terrace Witcham Lodge Headleys Lane - Approved
 18/01024/FUL Construction of office building on the site of a former pole barn The Bungalow Hive Road – Approved
 19/00401/FUL 4 Martins Lane Proposed dropped kerb - Approved

19/114 **CEMETERY MANAGEMENT**

Cemetery Lychgate: Chairman had contacted supplier for quote and advice for replacement lychgate with 4 posts but same width and re-use of gates as agreed at previous meeting. Other suppliers also to be contacted for quotes and drawings that could be submitted to ECDC with planning application once the Council had chosen final design. J Lucas suggested considering setting posts within four brick surrounds but this was not pursued. L Holdaway said she would help with the planning application process. Noted that it now seemed unlikely the Council would be able to secure grant funding for this project. (Monies would have to be taken from reserves).

*Chairman/
Clerk*

19/115 **RECREATION GROUND AND PLAY EQUIPMENT**

Weekly inspections of play equipment and recreation ground
Chairman reported that there were no issues to report other than work required on benches, including painting which he would attend to. He had spoken to a member of the cricket club to ask that they replace the damaged cricket net urgently and would pursue again.

Chairman

Noted that 2019 Annual Peashoot application for consent to use recreation ground was deferred to June meeting. Clerk advised that the Church was not planning to hold a fete on the recreation ground this year although they now had forms for future use.

19/116 **2019 BEST KEPT GARDEN COMPETITION**

J Lucas confirmed that a judge had been found and the visits to gardens would take place on the evenings of 4 and 5 June. Clerk asked to put note on noticeboard and Council's website as more people were needed to come forward to register that they wished to take part in the competition. J Lucas had arranged for a piece to go in the What's On. There was some suggestions about changing the format etc for next year and L Holdaway said she would submit some proposals for future years to be considered to rejuvenate interest and make appealing to a wider range of the community. Chairman had one of the salvers back and J Bibby would collect the other and the shield.

*JB/JL
LH**JB*19/117 **COMMUNITY POLICE**

Issues on Elean Business Park considered.

Resolved that the Clerk write to Sergeant Rabel expressing concerns about antisocial behaviour on the Elean Business Park and supporting his efforts with the landowners; particularly with the warmer weather coming and nearby residents needing to have their windows open more.

*Clerk*19/118 **STREET LIGHTING AND HIGHWAYS**

There were no issues to report

19/119 **REPORTS OF MEETINGS**

There were none

19/120 **CORRESPONDENCE**

CCC Roadworks & Events Reports May 2019
NALC Bulletins and Newsletters
Pos+Ability AGM 17th May at Larkfield and Ely Community Centre, High Barns Ely.
No councillor available
2019 Cambridgeshire and Peterborough NHS Foundation Trust Governor Election No nomination
ECDC CIL Meaningful Proportion – Notice – monies transferred to Parish Councils 1 October 2018 to 31 March 2019.
Community Liaison Meeting on Thursday 16th May at 10.00am No Councillor available

19/112 Chair proposed returning to Agenda Item 19/112, agreed.

FINANCE (cont)

The May receipts and payments schedule, cheques and invoices were checked by K Mackender. Clerk drew attention to renewal of membership for CAPALC and the General Protection Officer (DPO) scheme £25.

Clerk

Resolved to approve the receipts and payments as listed at the end of these Minutes, together with renewal of CAPALC membership and join DPO scheme (£25). Proposed J Lucas, seconded J Bibby

19/121 **2019/20 CALENDAR OF DATES**

Agreed meetings to continue to be held on 2nd Wednesday of the month, with no meeting in August and December subject to requirements, eg additional meetings for planning applications.

8 May 2019 Annual Meeting of the Council
 12 June 2019
 10 July 2019
 11 September 2019
 9 October 2019
 13 November 2019
 8 January 2020
 12 February 2020
 11 March 2020
 8 or 15 April 2020 (Year end Accounts) (tbc)
 29 April 2020 Annual Parish Meeting
 13 May 2020 Annual Meeting of the Council
 10 June 2020

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. *All*

There being no further business the Chairman declared the meeting closed at 9.08pm

Signed Dated

May 2019 Schedule of Receipts and Payments

			£	£	£
Receipts	Nil				
Payments	001778	JP Wells Apr & May	24.00		24.00
	001779	K&M Lighting	45.12	9.04	54.26
	00180/1	Admin Costs	364.05		364.05
	001782	CAPALC £218.63 and DPO Membership (£25)	243.63		243.63
	001873	Truelink Ltd	181.40	36.28	217.68