

## WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 1 December 2021 at 7.32 pm in the Village Hall, Witcham

---

**Present:** M Housden (Chairman), K Mackender (Vice-Chairman) J Bibby, S Wilkin

*In attendance* Mrs S J Bell (Clerk) (attended by Zoom, due to respiratory infection)

*Action*

21/207 **Apologies for absence:** received and accepted from J Lucas (volunteering for Covid vaccination centre), L Holdaway (precautionary isolating – Covid guidelines).  
Cllr L Duprè (CCC & ECDC), Cllr M Inskip (ECDC) (opted to give apologies since numbers restricted as meeting taking place in smaller room. However, Parish Councillors invited to raise any points via email)

7.33pm K Mackender arrived and gave apologies that he needed to leave the meeting at 8.15pm

21/208 **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 in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation - none

21/209 **Dispensations:**  
To note any new Dispensations granted: Nil

21/210 **Public Participation**  
No members of public present.

21/211 **Minutes**  
Minutes of the meeting of 10 November 2021, previously circulated, were confirmed as a true record and signed by the Chairman, and the agenda of the same date signed by the Chairman as confirmation of the business transacted at that meeting. Proposed J Bibby, seconded Chairman.

Chairman proposed reordering the agenda to ensure K Mackender able to be present for the following items: recreation ground, policies, finance and this was unanimously agreed.

21/215 **Recreation Ground**

- a) Monthly report on weekly inspections. Chairman advised there were no items for reporting.
- b) Play and outdoor fitness refurbishment project. L Holdaway had submitted a report and circulated the 3<sup>rd</sup> quote, which were received and discussed. Dates (an evening and Saturday morning in January) were put forward for Clerk to book Village Hall, and Chairman said he would prepare notices to go on play area fence to advertise public meeting. Details to be published in next newsletter. Final arrangements for display and content to be made at 12 January 2022 meeting.

**Resolved** that the Clerk would contact County and District Councillors to seek their support as part of grant application.

*Chairman*

*Clerk*

21/215 **Recreation Ground (cont)**

Clerk to book Village Hall (Saturday morning and weekday evening) and details to be published in Christmas newsletter and websites.

*Clerk*

L Holdaway to obtain large size drawings of proposed schemes for display for the events. Proposed K Mackender, seconded M Housden

*LH*

Clerk to provide newsletters in personally addressed envelopes for people living directly around the recreation ground

*Clerk/Cllrs*

- c) Chairman and J Bibby had met the Tree Officer earlier in the day and gave brief verbal report.

The Tree Officer would be submitting a written report regarding trees and suggestions for further new trees at High Street/Martins Lane. A raised bed/bank at the entrance to roadway to village hall had also been discussed.

**Resolved** Clerk to instruct grounds contractor to remove fallen ivy and ivy growing in bushes, and to trim bushes on recreation ground along the wall (together with additional jobs identified at previous meeting in respect of the cemetery). Proposed Chairman, seconded K Mackender.

*Clerk*21/217 **Policies and Procedures****a) Parish Council Policies and Procedures**

Documents had been previously circulated to Councillors for review and comment.

**Resolved** to adopt the Public Access and Amenity Statement as presented. Proposed Chairman, seconded J Bibby

**Resolved** to adopt the Conflict of Interest Policy as presented.

Proposed Chairman, seconded Chairman, seconded S Wilkin

**Resolved** to adopt the Equality and Diversity Policy Statement as presented. Proposed S Wilkin, seconded K Mackender

Adoption of the Safeguarding Policy was deferred to January meeting as was the nomination and appointment of a Councillor as Safeguarding lead. Chairman to also circulate Risk Assessment documentation for Councillors before next meeting.

*Chairman*

- b) **Nomination and appointment of Councillor as Safeguarding Lead** As there were two Councillors absent from the meeting this item was deferred to January.
- c) **Review of cemetery rules.** Suggestions for amendment to existing document had been submitted by L Holdaway. These were discussed in full. Agreed to include amendment 1 in the revised Cemetery Rules for clarity but omit second sentence, ie memorials would not be removed but laid down as existing rules provide for. Agreed to amend para 5 for transparency, ie to extend to include British Register of Accredited Memorial Masons as well as National Association of Memorial Mason's standards.  
**Resolved** that subject to the above mentioned revisions the Cemetery Rules would be adopted forthwith. Proposed Chairman, seconded K Mackender
- d) **Covid 19 risk assessments** (June 21 edition), previously circulated for review.  
**Resolved** no amendments required; and the Parish Council would continue to comply with Government guidelines and any conditions relating to hire of village hall. Scheduled meetings would continue to be held in the large room in order to minimise risk of infection. Proposed K Mackender, seconded J Bibby

21/216 **Finance**a) **Receipts and Payments December**

The December 2021 schedule had been circulated. Cheques and supporting documents had been checked by J Bibby and K Mackender, and were confirmed correct.

**Resolved** to approve the receipts and payments for December and release of cheques. Proposed K Mackender, seconded J Bibby.

Clerk

b) **2022/23 Budget and Precept**

Up-dated draft noted. To be reviewed and proposed Precept of £16,000 to be confirmed at January meeting.

c) **Cricket Club quotation**

**Resolved** to accept the quote from Witcham Cricket Club for the Council's share of 2023 grasscutting at the Recreation Ground of £450, for weekly cuts Mid March to the end of October – subject to weather permitting. Proposed K Mackender, seconded S Wilkin.

Clerk

d) **Request from the Friends of Mepal and Witcham Primary School** for assistance in costs for school trips.

**Resolved** that the Council was unable to make a grant for these activities. Proposed K Mackender, seconded Chairman.

Clerk

21/214 **Planning Applications**

The following ECDC decision was noted

21/01484/TRE 32 High Street T1 Conifer - Remove as it's starting to lose its shape and the canopy is opening up. Very close to retaining wall.

Consent given

21/213 **Reports from District and County Councillors**

The reports had been previously circulated. Councillors would contact the District and County Councillors direct with any questions they had.

21/218 **Police**

No issues for reporting to Police

21/219 **Street Lights and Highways**

Chairman and J Bibby reported that the contractor was in the village earlier in the day switching parish owned lamps over to LED lights

21/212 **Matters Arising from previous minutes**

*21/197 Cemetery* The family had contacted Chairman and Clerk advising that they were upset with the Council's response for repairs to the memorial. Chairman gave update and suggested engaging with independent third-party for advice. Noted there was no evidence of impact, ie no physical damage to the kerbing and corner pieces but in years gone by the family had attempted to repair, on more than one occasion, the corner pieces by reseating using a black and a white mastic, which would not be weatherproof and sustainable on marble in the long term. J Bibby proposed and K Mackender seconded that Clerk write to family advising that the Council was not responsible for any repairs to memorials/kerbing and it was entirely the responsibility of owners to repair and maintain.

*21/200 e) Recreation Ground* – Clerk had advised consent given for emergency assembly point sign on play area railings and nothing further to report at the moment.

Clerk

*21/201 Neighbourhood Plan* Two representatives from a family had come forward expressing an interest in helping. Clerk to thank. Further interest awaited.

21/212 **Matters Arising from previous minutes** (cont)

21/203 *Streetlights and Highways - Westway Place car park lighting.* Cllr Duprè had been in touch with Sanctuary Housing and they had advised an order for replacement had been issued to their contractors but no dates were known at present.

21/204 *Correspondence – Cycle parking proposals for villages.* Chair of Village Hall had advised that she would raise at February Committee meeting the proposal for 4-cycle place ramp on the carpark

8.20pm K Mackender left the meeting

No other items of matters arising other than those covered by agenda items.

21/220 **Correspondence**

The following correspondence, previously circulated, was received and noted unless otherwise annotated.

Covid-19 invite to Enhanced Response Area webinar on Wednesday 1st December 4pm-5pm (no one attended)

Cambridgeshire Police - New Police and Crime Plan virtual meeting 10 January 2022 (no representative appointed)

CAPALC Conference 9 September 2022 (no representative appointed)

CAPALC Code of Conduct

Community Safety Partnership Newsletter

ECDC Leader's newsletter

Rough Sleeping Estimate night of 18 November 2021 (notice received too late to participate)

Road Safety - Way 2 Go (Winter)

NALC events

Greater Cambridge – making connections – have your say on greener travel consultation ends 20.12.21

Environment Agency - Hundred Foot Desilting works update

ECDC Green bin collections withdrawn 13 December 2021 to 28 January 2022 inclusive due to shortage HGV drivers and prioritising for higher demand in blue bin and black bin collections

SLCC event 14 December 2021 Operation London Bridge

Santas Sleigh Sutton Scouts, proposed visiting Witcham Tuesday 14

December 2021 between 5.30pm and 8.00pm – Clerk to confirm ok

*Clerk*

21/221 **Date of next meeting:** 12 January 2022. All business, including reports, receipts and payments etc, to be considered at this meeting must be delivered to the Clerk at least 7 days prior to the meeting.

Review: Clerk to prepare newsletter – Xmas/New Year message, play public consultation dates, call for parishioners interested in Neighbourhood Plan to be included. Chairman to sign adopted policies  
Chairman closed the meeting at 8.30pm

**Schedules of Receipts and Payments**

		£	£	£
Receipts	Resident's donation	40.00		40.00
Payments	001957 Truelink grounds maintenance (Nov)	171.40	34.28	205.68
	001958 Clerks salary Dec	302.56		302.56
	001959 LGPS	85.42		85.42
	d/d IONOS (Nov)	22.03	4.41	26.44

Signed..... Dated .....