

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 12 January 2022 at 7.36 pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk) (attended by Zoom)

Action

- 22/001 **Apologies for absence** were received and accepted from J Lucas (sick) S Wilkin (sick), J Bibby (sick)
Cllr L Duprè (CCC & ECDC), Cllr M Inskip (ECDC)
- 22/002 **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
- 22/003 **Dispensations:**
To note any new Dispensations granted: Nil
- 22/004 **Public Participation**
No members of public present.
- 22/005 **Minutes**
Minutes of the meeting of 1 December 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 K Mackender, seconded Chairman.
- 22/006 **Matters Arising from previous minutes**
None other than items covered as agenda items.
- 22/007 **Reports from District and County Councillors**
The reports had been previously circulated.
- 22/008 **Neighbourhood Plan**
Clerk advised she had received expressions of interest from 5 households who were willing to be involved in producing a Neighbourhood Plan for Witcham. She had forwarded them links to the ECDC website for further information about the purpose and scope of a Neighbourhood Plan.
Resolved to arrange a separate meeting at end of February with interested residents and to ask for a representative from ECDC to attend plus representatives from a nearby village who had undertaken a Neighbourhood Plan. Proposed L Holdaway, seconded K Mackender.
- 22/009 **Planning Applications**
- a) 21/01699/VAR Hillcrest Mepal Road. Variation of condition 1 (Approved plans), 3 (Materials), 4 (Contamination) and 7 (Tree Protection) of previously approved 20/01193/FUL for 2 No dwellings (phased development Plot 1 & 2)
Noted that groundworkers' vans and lorries were being parked on the highway and that the Highways team had visited. Workmen

Clerk

22/009 **Planning Applications**

were just finishing off hard standing on the site and in future vans would be parked on site. They had been reminded about being careful to keep road clear of mud and safe.

Clerk

Resolved the Council had no concerns. Proposed L Holdaway, seconded Chairman.

- b) 21/00870/FUL Land west of Hillcrest, Mepal Road. 1 No dwelling (phased development plot 3) outline consent 19/01045/OUT – amendment – reduction in overall scale of the proposed dwelling, as well as the re-siting of the proposed dwelling within the application site to address Tree Officer concerns.

Resolved the Council felt the developer's contractors should ensure vehicles are kept on the site/Hillcrest since this is close to the corner and is of concern bearing in mind this is an accident spot. Proposed L Holdaway, seconded Chairman.

Clerk

- c) 21/01776/FUL 24 High Street Construction of loft extension.

Resolved that the Council had no concerns. Proposed K Mackender, seconded L Holdaway.

Clerk

22/010 **Recreation Ground**

- a) Monthly report on weekly inspections. Chairman advised there were no items for reporting.

- b) Tree Inspection Report, previously circulated. Agreed to defer decisions about the 3 horsechestnut trees in the existing play area until after play consultation sessions.

Resolved to accept the quote from Truelink for additional work to remove dead conifer, ivy etc at the recreation ground, and further cutting back of hedge and branches at the cemetery £530 plus VAT. Proposed Chairman, seconded K Mackender.

Clerk

- c) Play and outdoor fitness refurbishment project. The latest proposals from the 3 play and fitness equipment suppliers were reviewed and arrangements for the public consultation sessions on 21 and 22 January 2022 finalised:

Response forms to be devised as discussed.

Clerk/Cllrs

Chairman to prepare laminated notices and place on play area fence, together with notice for noticeboards. Copy to go on website and if possible the community facebook page run by a resident. Chairman, K Mackender and L Holdaway confirmed they would attend both sessions, supported by other Councillors where possible.

Chairman
/Clerk

All Cllrs

Resolved that the Council should write to the resident regarding ideas for bank/raised bed at entrance to village hall drive. Proposed L Holdaway, seconded Chairman.

Clerk

L Holdaway advised that table tennis unit not included in current plans received.

Confirmation required that the existing gates were suitable to meet disability access guidelines. The groundsman had suggested widening to allow access for tools and equipment for tree and grasscutting tasks.

Resolved Clerk to get advice on condition of goals and quotes. Proposed L Holdaway, seconded Chairman.

Clerk

October 2020 survey results and summary of maintenance quotes for old equipment to be available for the sessions.

Clerk

Clerk to write to adjacent neighbour, and anyone not able to attend on 21 or 22 January could contact the Council to arrange to see plans and proposals before February Council meeting (9.2.22)

Clerk

All Cllrs

22/011 **Finance**

- a) **Renewal Cambridgeshire ACRE Membership Subscription**
Resolved to approve renewal of membership, £57 including VAT. Proposed K Mackender, seconded L Holdaway. *Clerk*
- b) **Receipts and Payments December**
 The January 2022 schedule had been circulated. Cheques and supporting documents had been checked by Chairman, and were confirmed correct.
Resolved to approve the receipts and payments for January and release of cheques. Proposed L Holdaway, seconded K Mackender. *Clerk*
- c) **2022/23 Budget and Precept**
 Proposed 2022/23 Budget and Precept reviewed. (Ref Minute 21/195 d))
Resolved to approve the 2022/23 budget, and the Precept of £16,000. Proposed L Holdaway, seconded K Mackender. *Clerk*
- d) **Request for donation to NHS Ambulance Services for new First Responders for Witcham, Sutton, Mepal**
 Email request received and considered. All 3 villages were being approached.
Resolved that in principle the Council agreed to support First Responder service with a financial donation under LGA72 s137 subject to advice from CAPALC (£50) and help promote the service in getting more local First Responders to cover the area, for example display information on noticeboard and website. Proposed K Mackender, seconded L Holdaway.
- e) **Internal Auditor Appointment.** Clerk reported that Mijan had confirmed they would undertake the role of Internal Auditor for 2021/22. *Clerk*

22/012 **Policies**

Safeguarding Policy and Appointment of Designated Councillor for Child Protection Issues (Deferred from December meeting)
Resolved to appoint M Housden as Designated Councillor for Child Protection issues.
Resolved that the Council adopt the new Safeguarding Policy. Proposed Chairman, seconded L Holdaway.

22/013 **Cemetery**

- a) Application erection of memorial stone at the Garden of Remembrance.
Resolved to approve the application for stone and inscription from Ivett and Read. Proposed M Housden, seconded K Mackender *Clerk*
- b) Correspondence condition of headstone
 Correspondence considered by Council and responses drafted.
Resolved that the Funeral Directors and family be contacted as per drafted responses. Proposed L Holdaway, seconded K Mackender. *Clerk*

22/014 **Speedwatch**

Speedwatch sessions – Clerk had contacted the Forcewide Watch Coordination Officer (Cambs Police) and it was confirmed the group had not undertaken sessions during Covid-19 pandemic but plans were being put in place to re-start sessions in the New Year. Chairman had circulated latest data from the MVAS unit and it was confirmed the village speedwatch coordinator, who was still active with the group, should receive a copy each month. The resident who had indicated an interest in joining the group had been passed contact details for the village speedwatch coordinator. *Chairman*

22/015 **Consultations**

- a) Neighbourhood Plan - Isleham
<https://www.eastcambs.gov.uk/local-development-framework/isleham-neighbourhood-plan>
 Other than useful to peruse for preparation of Neighbourhood Plan for Witcham, the Council had no comments to make on this document. *Clerk*
- b) Local Plan - East Cambridgeshire Single Issue Review Consultation - Regulation 18 (The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Review on updating the overall housing 'target' for the area (sometimes referred to as the 'housing requirement' for the area).
<http://www.eastcambs.gov.uk/local-development-framework/local-plan-review>
 Details had been circulated on 14.12.21
 The Council had no comments to submit. *Clerk*
- c) Kings Lynn Hospital petition <http://www.gehkl.nhs.uk>
 Some Councillors had completed on a personal basis and it was agreed not to respond as a Council. However the Hospital's website should be posted on the Council's website and noticeboards for residents to respond if they wish. *Clerk*

22/016 **Police**

There were no items for reporting to Police.
 Elean Business Park – Councillors had reports of complaints of drifting/racing over the entire Christmas and New Year period. Residents had reported on 101 on-line - Cambs Police (see link below). **101 live webchat** saved time and responses were quick. This tip to be disseminated to residents via noticeboard and website and future newsletters. *Clerk*

It was noted that residents were frustrated at not being able to get through to the Police and the length of time taken once through, which added to the frustration as these events were always late at night.
 It was confirmed a blue light response vehicle had been despatched late on 1 January 2022 but the noise had started up again at 2.30am. There had been comments on community facebook pages of nearby villages about the terrible noise nuisance, safety concerns, and the distressed caused to pets nearby. The District Council were engaged and further updates were awaited.

22/017 **Street Lights and Highways**

Chairman reported that street light outside 16 Silver Street was out. Clerk to report to Balfour Beatty. *Clerk*

Clerk had previously advised Councillors that the replacement lamp for the middle carpark at Westway Place by Sanctuary was still outstanding but the Council had received assurances that an order had been placed at the end of November. *Clerk*

22/018 **Correspondence**

The following correspondence had been received and circulated to all Councillors since the last meeting.

NALC newsletter. Letter to MP regarding virtual and hybrid council meetings.

Resolved to use template for response from Witcham Parish Council to support call to the Government to change legislation in order that Parish Councils could hold virtual and hybrid council meetings when necessary and to outline difficulties faced during pandemic since the Coronavirus Act expired in May 2021. Proposed K Mackender, seconded L Holdaway. *Clerk*

22/018 **Correspondence** (cont)

CAPALC - Celebrating the Queens Platinum Jubilee 2-5 June 2022
Clerk sought guidance on any planned activities and commemorations for Witcham.

The Council would consider planting a tree in the Autumn to commemorate the occasion. Agreed Parish Council should post up on its website and noticeboards, the details of the CCC website as a link for interested residents on planned events over the Public Holiday.

Clerk

ECDC Assets of Community Value. Councillors confirmed there was nothing to add.

Clerk

ECDC Facilities Improvement Grant (circulated 15.12.21) and ECDC Community Fund Grant (circulated 7.1.21) No projects identified that would qualify but note to go on website for any village groups to access.

Clerk

ECDC Covid Support groups – re-establishment – no comment
East Cambs Food Poverty Collaboration workshop (circulated 14.12.21) – no comment.

Over Day Centre Annual Report and promotion of facility to other parishes (circulated 14.12.21) – Councillors felt facility too far away for residents in Witcham.

Clerk

Operation London Bridge. Councillors felt there were no arrangements for the Parish Council to undertake. Announcements and arrangements would be disseminated by the Lord Lieutenants Office.

<https://www.cambridgeshirelieutenancy.org.uk/>

Greater Cambridge Partnership Consultations Member Seminar - 13th December 2021 – slides and information (circulated 14.12.21) - no comment.

CAPALC/CCC Household Support Fund (circulated 14.12.21) Posted on noticeboard.

Clerk

CAPALC Bulletin January, including up-coming training courses and seminars – no take up by Councillors.

Covid updates including advice from ECDC, CCC, Primary Care (NHS), grants for people struggling with essential living costs, safe meetings had been noted.

NALC newsletters and events - noted

ECDC newsletters - noted

CCC Highway Events – January - noted

The following additional items received and forwarded to Councillors since preparation of agenda were noted.

Queen Elizabeth Kings Lynn Hospital Modernising our Hospital newsletter

CCC and ECDC coronavirus updates including vaccinations

ECDC Orchard Project

IHMC Incident Report

Cambridgeshire Matters Newsletter

NALC newsletters

NALC Events

Environment Agency Hundred Foot River works update

East Cambs Parish and Community Forum: Youth Focus - 19th January 2pm

Cambridgeshire Police consultation for public 6.1.22 to 20.1.22 regarding Precept Survey – policing part of Council Tax [The Police & Crime Commissioner for Cambridgeshire | Consultations & Surveys](#) (cambridgeshire-pcc.gov.uk)

22/019 **Date of next meeting:** 9 February 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.

Agreed that in the event of insufficient Councillors being available, eg pandemic and/or pandemic restrictions, payments for February would be made, and reported at March meeting – 3 cheque signatories. (Financial Regulations)

The Chairman thanked Councillors for attending and closed the meeting at 9.33pm

Schedule of Receipts and Payments

		£	£	£
Receipts:	UK Power Networks (lease)	63.89		63.89
Payments:	001960 K&M Lighting	1100.00	220.00	1320.00
	001961 Eon (Oct-Nov inclusive)	66.70	3.34	70.04
	001962 Truelink grounds maintenance (incl hedges)	171.40	34.28	205.68
	001963 Clerks salary Jan	302.36		302.36
	001964 LGPS	85.42		85.42
	001965 Cambridgeshire ACRE Subscription	47.50	9.50	57.00
	001966 nBS (Dec) (payments switch from Eon direct)	13.76	.69	14.45
	d/d IONOS (Dec)	22.03	4.41	26.44

Signed..... Dated

Link to Cambs Police online webchat

https://bchpolicessupport.imsupporting.com/welcome3/index.php?id=726201605932&dept=Cambs_101