

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Friday 30 September 2022 at 8.00pm in the Village Hall, Witcham

Present: M Housden (Chairman), J Bibby, K Mackender, J Lucas, S Wilkin

In attendance Mrs S J Bell (Clerk)

22/158 **Apologies for absence**

Apologies were received and accepted from L Holdaway (sickness). Clerk explained that County Councillor L Dupré and District Councillor I Inskip were unable to attend.

22/159 **To receive any 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

22/160 **Dispensations**

To note any new Dispensations granted: Nil

22/161 **Public Participation**

There were no members of the public present

8.02pm S Wilkin joined the meeting

22/162 **Minutes**

Minutes of the following Meetings were confirmed as a true record and signed by the Chairman, and the agenda of the same dates signed by the Chairman as confirmation of the business transacted at those meetings:

13 July 2022 Proposed Chairman, seconded J Bibby and agreed

20 July 2022 Proposed Chairman, seconded J Bibby and agreed.

31 August 2022 Proposed Chairman, seconded J Lucas and agreed.

22/163 **Matters Arising**

22/130 & 22/115c) *Recreation Ground* - information still awaited from Witcham Cricket Club. Chairman had chased and he advised that Saturday matches were not envisaged for next season but this could not be confirmed until next February.

22/130 & 22/115b) *Tree works in the infant play area* - No comment received from neighbour.

22/164 **Reports from District and County Councillors**

The reports for August and September had been previously circulated.

22/165 **Planning Applications**

22/00985/TRE St Martins Church - reduce the robinia by approximately 20% around 1-1.5m off of the overall height and 2-2.5m off the sides, all cut back to suitable growth points so the tree maintains its natural shape.

Noted - approved by ECDC 23.9.22

22/166 **Public Rights of Way**

Request from Local Access and Bridal Way Officer of the British Horse Society for Parish Council support for the extension of seasonal Traffic Regulation Orders to include Byway 269/7 Old Lynn Drove was considered.

Clerk

Resolved that the Parish Council supported extending the seasonal TRO to include Byway 269/7 Old Lynn Drove. Proposed J Lucas, seconded J Bibby.

Clerk to contact the Local Access and Bridal Way Officer of the British Horse Society to progress

22/167 **Finance & Admin**

- a) The September 2022 schedule had been circulated.

Brignells receipt and the remittance advice from ECDC for latest CIL payment was received and noted.

Resolved to approve the receipts and payments for September 2022, (including reimbursement to "What's On" editor in respect of the additional charge for delivery on this occasion), and release cheques. (Listed at foot of Minutes). Proposed J Lucas, seconded Chairman.

Clerk

- b) Receipts and payments and reconciliations for 1st quarter, Apr-June had been previously circulated. Receipts £13,348.61, payments £5539.05, balance at 30.6.22 £58,947.63.

Resolved to approve the receipts and payments and reconciliations for period Apr-June 2022. Proposed S Wilkin, seconded J Bibby. (Budgets to be reviewed at the next meeting)

All - Oct Mtg

- c) Appointment Internal Auditor. Details previously circulated.

Resolved to appoint LGS Services as Internal Auditor for 2022/23. Proposed J Lucas, seconded K Mackender

Clerk

- d) SAAA Central External Auditor Appointment April 2022 to March 2027 - option to opt out external auditor appointment arrangements. Details previously circulated.

Resolved the Council would not opt out of the central procurement regime managed by SAAA for the appointment of External Auditor for period April 2022 to March 2027. Proposed Chairman, seconded J Bibby.

Clerk

- e) Changes to Insurance schedule covering installation of 4 cycle-racks and 3 new park benches (replacing 3 old ones) were noted.

- f) Response from CAPALC regarding assistance to Church property and buildings – impending tree works in Churchyard, previously circulated, were noted. Agreed Clerk should inform Church representative who had made the request for financial assistance for tree works in Churchyard. Proposed Chairman, seconded J Lucas

Clerk

22/168 **Recreation Ground**

- a) Chairman had completed usual weekly inspections of recreation ground and play equipment, and there was nothing to report on the play equipment. The new trees were recovering after extra watering although the cherry tree had some dead leaves and mites due to hot weather, and should recover.

- b) Installation of 3 benches on village green for Village Hall users and local community was noted.

The Chairman reported that the bases for the benches to sit on had been extended to fit new benches and he confirmed that some spoil left beside first bench on roadway would be removed.

There was discussion about replacing some of the other old seats – which the Chairman advised had all been donated. It was agreed a further seat would be welcomed, possibly as part of project to build bank and sitting area near entrance on to village hall drive and Clerk to

Clerk

22/168 **Recreation Ground (cont)**

inform Village Hall Chairman that in principle the Parish Council would be pleased to accept another new bench.

- c) Five tree surgeons had been contacted for quotes. Report received from Clerk.

Clerk

Resolved to accept quote from ACS Tree Care, total £955, subject to consent from ECDC Tree Officer to reduce and reshape T1. Proposed J Bibby, seconded K Mackender.

- d) Chairman and J Bibby gave verbal report regarding suggestions for 'banking' near entrance to Village Hall driveway and a new tree to commemorate the Queens Platinum Jubilee and her recent passing. A seat could be positioned in the corner and shrubs/plants planted to make a feature. Chairman proposed engaging with resident who had suggested improving this corner of the recreation ground and this was agreed by all.

Chairman

Costs: Tree; shrubs; J Bibby offered donation of providing topsoil; new seat to be discussed with Village Hall Committee. J Bibby and Chairman had discussed suitable trees for planting on recreation ground at this location and infill/replacements with ECDC Tree Officer including High Street (2) and also Martin's Lane side of recreation ground – J Bibby would bring details to next meeting.

JB

Resolved that in principle the Council approved of creating banking and feature in the corner of the recreation ground at Martin's Lane/village hall drive. Proposed J Lucas, seconded S Wilkin. Purchase of trees to be discussed at next meeting. Chairman said he understood some people in the village had offered to donate shrubs, plants, trees.

JB

Oct mtg
Chairman/
JB22/169 **Play and Outdoor Fitness Refurbishment Project**

Reports from members of the working party regarding tenders for the project had been circulated. Noted grant application closing date was 1.11.22 and Clerk confirmed she had contacted L Holdaway regarding getting the application updated and submitted.

Working
Party &
Oct mtg

Resolved to accept recommendation of the working party to accept the tender from Wicksteed subject to successful grant application. £49,785 plus VAT. Proposed J Lucas, seconded K Mackender.

Noted the train and ticket station positions were in-line with the 3 horsechestnuts and this would need to be assessed to allow for tree works, future replacements, maintenance etc.

Also noted this price was in respect of the option using eco tumble safety surfacing – shredded recycled tyres colour coated and combined on site with binding agent at infant play area and safety grass for older children/adult equipment.

The tender sought price to be held for 12 months but all had offered shorter periods due to current economic climate. Wicksteed was 30 days.

Resolved to complete application forms for grant and progress. Proposed K Mackender, seconded J Bibby

LH/Clerk

22/170 **Neighbourhood Plan Working Party**

Notes of July, August and September meetings together with recommendations from the Neighbourhood Plan Working Party had been previously circulated.

- a) The working party had submitted a map they had received from ECDC for delineation of the boundaries for the Neighbourhood Plan.
- b) **Resolved** that the Neighbourhood Plan Working Party be advised that the Council approved the boundary for inclusion in the Neighbourhood Plan, as defined on the map they had provided. Proposed K Mackender, seconded J Lucas.

22/170 **Neighbourhood Plan Working Party (cont)**

- c) Noted that the website provider had set up a tab on the Parish Council's website for publication of information about the proposed Neighbourhood Plan. The Working Party would provide pdf documents and Clerk to upload from time to time, including notes of the meetings. Chairman advised that all councillors were now on the mailing list to receive items direct from the working party.
- d) Request from Neighbourhood Plan Working Party for consent to arrange for consultant to attend future working party meeting to give presentation on assistance he could give to help produce Neighbourhood Plan was received. Fee £120.
Noted that Cambridgeshire ACRE had attended a previous meeting of the Working Party to give advice and offer services and support.
Resolved that the Council would consent to payment to I Poole, Consultant on Neighbourhood Plans, £120, for his attendance at a future working party meeting to give presentation. Proposed J Bibby, seconded J Lucas. (Invoice to be made out direct to Parish Council)
- e) Neighbourhood Plan Working Party Terms of Reference (template provided by Cambridgeshire ACRE), had been previously circulated. Chairman suggested that the proposed Terms of Reference and the more recently circulated document – "Local Plan Objectives" be reviewed by all Councillors and the matter be deferred to the October meeting for discussion.
Clerk asked if the proposed survey could provide an analysis of the population including age which would be useful data to support village projects such as play and fitness, cemetery etc and the spending of the CIL monies. Chairman confirmed this was part of the process.

*All
Cllrs*

22/171 **Street Lights and Highways**

- a) Items for the attention of Highways Authority:
J Lucas reported that there appeared to be a problem with the street drain just before the bend on Silver Street into Westway Place. She had seen workmen present and this was noted.
Bury Road (Byway 11) was overgrown and impassable by tractors and farm machinery. The County Council Public Rights of Way Officer was aware and would be carrying out an inspection over next few days with contractors for works to cut back. It was noted that in the past this drove had been cut back too hard, and also that one of the landowners in conjunction with the ECDC Tree Officer and County Council had some time ago developed a maintenance plan for the drove – in particular to protect and support the wildlife and especially the Elms and Ash on the drove and surrounding area. The Clerk had flagged these points with the Rights of Way Officer and informed the said landowner. She should also draw the Rights of Way Officer's attention to the laurel bush that had been planted in front of the dog bin at the bottom of Headleys Lane where it was also noted the old verge had been cleared and spheres placed round to protect the corner.
- b) The following were noted:
- i) TTRO 22/725 – 9-15 The Slade, Witcham (water works) 2 August 2022 – 1 February 2024 (anticipated works to take place between 2 and 5 August)
 - ii) TTRO 22/727 - Various Footpaths, East Division, namely Footpath 6 Mepal, Footpath 4 Witcham, Downham Footpath 26 Little Downham and Footpath 9 Coveney as lies between A142 and A1101 - 1 August 2022 to 31 January 2023 (anticipated works to take place between 1 August and 31 October 2022).

Clerk

22/172 **Correspondence**

The following items of information/interest and invitations to events had been circulated and unless recorded below as otherwise were noted:

ECDC Community Safety Partnership multi-agency solving group – effects local neighbourhoods, ASB, low level crime, project managing visible responses bids for funds – new appointment and offer to attend parish council meeting.

Councillors did not require the new officer to attend a council meeting in the near future.

Clerk

Cambs ACRE – Warm Hubs briefing session 6 September 2022 and follow up with expressions of interest (L Dupre).

Clerk

Noted but Witcham very small village and the Council had no facilities to provide warm hub location.

CCC/PECT Countywide energy survey – for community heat pumps.

Clerk

Noted but Witcham very small village so Council not participate.

WPC/GS Energy grants heat pumps etc for public buildings etc.

Noted but Witcham very small village and Council owns no public buildings nor aware of any organisations to be interested.

Clerk

Environment Agency: Ouse Washes Bank raising works - Welney road closure update

CCC Transport Strategies – Report of Survey and to note public consultation scheduled for 12 September to 7 November, including events across the county eg [Ely Market Place on Thursday 27 October 2022, 10am to 3pm](#)

Youth Work [Welcome to the ECDC Youth Webpages | East Cambridgeshire District Council \(eastcambs.gov.uk\)](#)

Cambs ACRE AGM 28 September 2022

East Cambs Parish and Community Forum meetings and updates

CCC Parish and County Forum notes and next meeting 21.9.22

Connecting Communities Conference in June - Vision for Volunteering strategy ie Volunteering - Do we need Volunteer Passports or Passporting? to be held on 20th September 12:00 till 13:30hrs

CCC updates on roadworks programmes – ongoing

CCC Highway Events for coming months and Incident Reports

CCC Local volunteers needed for school appeals

CCC Community Gritting Scheme

The Library Presents Programmes Oct-Dec22

ECDC Street Trading from pop-up traders operating on private land, such as village hall, pub and community centre carparks across the district

ECDC Internal Audit Review on Enforcement Policy Compliance

ECDC Newsletters

NALC newsletters and Chief Executive's Bulletins

East Cambridgeshire Growth and Infrastructure Fund - open for applications

ECDC Community Grants

Environment Agency newsletter updates - Ouse Washes bank raising projects

Environment Agency – assets, works for Hundred Foot Bank

CAPALC Volunteer School Appeals Panel Members

CAPALC Bulletins

CAPALC Carbon Literacy Training

ECDC Community Payback and Queen's Green Canopy

Queen Elizabeth Hospital Kings Lynn Newsletter Modernisation plans

Parish Council Clerk training hate crime third party training

HMRC Employers Bulletin

22/173 **Date of next meeting:** 12 October 2022

Noted for information: Village litterpick volunteer had contacted ECDC to hire equipment for litterpick and had made arrangements for 15 October.

Review Actions – omitted

Meeting closed at 9.05pm

Schedule of Receipts and Payments

| | | £ | £ | £ |
|-----------|---|--------|-------|--------|
| Receipts: | Nil | | | |
| Payments | 002008 Reimburse What's On Printing Sept EH | 34.85 | | 34.85 |
| | 002009 Clerks salary (Sept) | 354.82 | | 354.82 |
| | 002010 HMRC | 266.20 | | 266.20 |
| | 002011 LGPS | 126.75 | | 126.75 |
| | 002012 npower Jan-Mar | 30.59 | 1.53) | |
| | " Apr-Jun | 24.23 | 1.21) | 57.56 |
| | 002013 Cottenham Computers | 44.56 | 8.91 | 53.47 |
| | d/d IONOS (Sept) | 22.03 | 4.41 | 26.44 |

Signed..... Dated