

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 5 May 2021 at 7.32 pm
This was a remote* meeting using the Zoom video conferencing platform system

*The Coronavirus Act 2020 s.78 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, and Zoom Policy Notice.

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

In attendance Mrs S J Bell (Clerk)

2 members of public present

Zoom notice – it was confirmed all were zooming in a quiet private place and no one else was present. Noted that Zoom does collect some data of users – Zoom Policy/Notice. All present confirmed they were happy to proceed.

21/077 Election of Chairman

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

21/078 Chairman's Declaration of Acceptance of Office and Code of Conduct

Declaration of Acceptance of Office and Code of Conduct form completed by Clerk and would be signed by M Housden and witnessed by the Clerk after the meeting, in compliance with Covid-19 restrictions

*Clerk
Chairman*

21/079 Apologies for absence

County and District Councillor L Dupré and District Councillor M Inskip – previous commitments, unable to attend now that meeting brought forward to comply with expiration of Coronavirus Act 2020 allowing for remote meetings and current Covid-19 restrictions.

S Wilkin (IT difficulties). **Resolved** to continue with earlier consent to continue to permit absence of S Wilkin due to IT problems until Covid restrictions further lifted and Councillors able to meet face to face next month. Proposed Chairman, seconded L Holdaway.

SW

21/080 Declarations of Interest and reminder to Councillors that they are required to review their Registrations of Interests regularly and notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of the change.

All

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

21/081 Dispensations:

To note any new Dispensations granted: Nil

21/082 Election of Vice-Chairman

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

21/083 **Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct**

Declaration of Acceptance of Office and Code of Conduct form completed by Clerk and would be signed by K Mackender and witnessed by the Clerk after the meeting, in compliance with Covid-19 restrictions.

*KM
Clerk*

Chairman opened the meeting to the public

21/084 **Public Participation**

2 Members of the public were in attendance regarding Witcham Community Archive website. With lockdown they had been unable to undertake fundraising activities to pay the fees totalling £110. This had been raised at the Annual Parish Meeting and the two members of the public were asked if they would like to stay until this was discussed under agenda item 21/099. Clerk advised that S Wilkin had contacted her to offer a donation to help as there was still some monies left in the Patsy's Fundraising account, which was for things to help the Community.

Chairman suggested agenda item 21/099 Annual Parish Meeting be brought further up the agenda. The Members of the public said that they hoped to undertake fundraising activities once Covid-19 restrictions were lifted and they currently had £28 in the bank account. Membership of the group had fallen to themselves only (two) and there were concerns for future sustainability. Councillors were keen to support the Archive website and the Chairman said the Council were planning to have a public meeting to discuss village projects with residents and suggested it also be used to raise the profile of the Witcham Community Archive Group to boost interest and membership to ensure it didn't fold.

Council

Chairman closed the meeting to the public.

21/085 **Election of Representatives**

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

Burial Board: All Councillors

Public Rights of Way Liaison: J Lucas and S Wilkin

Village Hall Committee (Trustee): J Bibby

CAPALC: M Housden, K Mackender

Play Areas/Recreation Ground, which included Weekly Inspections:
M Housden

New Play Equipment/Refurbishment: L Holdaway

Finance: Councillor to support Clerk – role to be undertaken on a rolling basis of all Councillors

EPR Power Station Community Liaison Forum (Strawburner): No one

Policy Development: No one

East Cambs Parish Forum: No one

L Holdaway confirmed she would continue to receive and examine information coming through for Covid-19 updates and the Chairman confirmed he would continue to examine planning applications for reporting to Council meetings.

21/086 **To fix Chairman's Allowance (LGA 1972 S.15(5))**

Resolved that the Chairman's Allowance for 2021/2 be set at £75.00. Proposed J Lucas, seconded J Bibby.

21/087 Annual Subscriptions

Clerk confirmed that fees had been paid for renewal of membership to CAPALC and SLCC last month, and Cambridgeshire ACRE in January.

21/088 Minutes

Minutes of the meeting of Thursday 22 April 2021, previously circulated, were confirmed as a true record, subject to noting that the zoom breaks had not been recorded, (8.09pm and 8.55pm, and all members present had returned at each break). These Minutes to be signed by the Chairman, and the agenda of the same date would also be signed by the Chairman as confirmation of the business transacted at the meeting. Proposed J Lucas, seconded L Holdaway.

21/089 Matters Arising from previous minutes

21/061 Recreation Ground – Clerk and Chairman were progressing the acquisition of rigid signs for play area - to include location details and What3Words. Agreed budget £70-100, proposed K Mackender, seconded Chairman.

*Chairman
Clerk*

L Holdaway suggested notices be put up for defibrillator location; Clerk advised that this was an asset managed by the Village Hall - Clerk instructed to put paper notice on the bus stop noticeboard.

Clerk

21/066 Website - Clerk reported on progress with designers. The planning application app had been added and there was an additional invoice to add to the list of payments tonight of £12 plus VAT. Second and subsequent years £24 per annum.

Clerk

21/090 Reports from District and County Councillors

The reports were not yet available but would be forwarded to Councillors in due course.

8.03pm Chairman proposed moving to agenda item 21/099 Annual Parish Meeting so that the members of the public would get a response regarding assistance for Witcham Community Archive fees and this was unanimously agree

21/099 Annual Parish Meeting 2021

Draft minutes of the Annual Parish Meeting held on 28 April 2021 had been previously circulated. The following items were considered by the Council

- a) Witcham Community Archive Group Website. The Council discussed assistance with fees and how to raise the profile to ensure its future. Covid-19 restrictions had meant the group's fundraising activities had not been able to take place and there had been no new members to help ensure the future sustainability of this valuable resource for the community. In future a link to the website could be included on the Council's new website and it could be included in the meeting planned for the summer to engage residents on the projects of trees and new play equipment on the village green. Under the extenuating circumstances brought about by Covid-19 and the need to keep the website running, which was of great village historical interest and benefit to the community, it was **Resolved** the Parish Council would cover the total cost of the £110 fees and admin costs charged by Cambridgeshire County Council for the Witcham Community Archive website for this year (to be reviewed next year if necessary). Proposed L Holdaway, seconded J Bibby. Cheque to be raised with May payments.

Clerk

8.09pm Zoom break.

21/099 **Annual Parish Meeting 2021 (cont)**

8.12pm meeting resumed with all present except the two members of the public.

Date for meeting with residents regarding recreation ground projects discussed.

Resolved to arrange meeting for 7 July 2021 or 30 June 2021 at 7.30pm as part of the consultation process for the recreation ground projects of new play equipment and replacement of trees. In addition the opportunity would be taken to officially promote the launch of the Council's new website and raise the profile for the Witcham Community Archive. Proposed K Mackender, seconded J Lucas.

Clerk

(In the event that the Village Hall is not available on either of these evenings, the Clerk would re-schedule for another day within these two weeks except Thursdays and Fridays).

Clerk reported that she had made enquiries with County Council Highways Department about the possibility of installation of white lines on the junction of High Street and Headleys Lane. She advised that the Highways Officer had undertaken to arrange for the white-lining team to attend to mark up the new lines, and also the road-markings at the other end of High Street and Hive Road would be refreshed.

Cambs
County
Council

8.19pm the meeting moved back to the sequence of the agenda

21/091 **Planning Matters**

18/00718/DISB and 18/00718/NMA 25 Silver Street To discharge Conditions 4 (CEMP), 5 (External Materials), 6 (Foul & Surface Water), 10 (Boundary Treatments) and 13 (Biodiversity) of decision 18/00718/FUL dated 17 October 2018 and non-material amendment, for detached two bedroom dwelling (re-submission 18/00140/FUL) - noted

19/01699/DISC Land North Of 21 High Street To discharge Condition 3 (External Materials) of decision 19/01699/FUL dated 5 March 2020 for residential development for two houses, garages and change of use of existing agricultural barn to residential dwelling – discussed and noted.

21/092 **Finance**a) **AGAR 2020/21 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 2020/21 Section 1 – Annual Governance Statement, as completed in the meeting be approved, and signed by the Chairman. Proposed J Lucas, seconded K Mackender.

Clerk

b) **AGAR 2020/21 Section 2 – Statement of Accounts**

AGAR Section 2 had been previously circulated. Details confirmed.

Resolved that the AGAR 2020/21 Section 2 – Statement of Accounts be approved, and signed by the Chairman. Proposed L Holdaway, seconded Chairman.

Clerk

c) **Certificate of Exemption** had been completed as discussed at the previous meeting.

Resolved that the Council approve the Certificate of Exemption and that the Chairman should sign as required. Proposed J Bibby, seconded J Lucas.

Clerk

d) **Renewal of Insurance**

Resolved to renew insurance with Zurich. Proposed Chairman, seconded J Lucas.

Clerk

21/092 **Finance** (cont)e) **Receipts and Payments May**

Receipts and payments schedule for May 2021 had been circulated. Cheques and supporting documents had been checked by signatories before the meeting (coronavirus protection measures were being complied with).

Resolved to approve the receipts and payments for May and release cheques. Proposed J Lucas, seconded L Holdaway.

Clerk

Resolved that as the next meeting would not be until towards end of June, Clerk be permitted to arrange for payment and issue of cheques for May grass and groundworks (approx. £300-£350) and to run the June payroll. Proposed J Bibby, seconded L Holdaway.

*Clerk*21/093 **Covid-19 - Government's Roadmap out of Covid-19 Restrictions**

Standing Orders and Finance Regulations reviewed in light of Government's Roadmap Out of Covid-19 Restrictions, and the expiration of the Coronavirus Act on 6 May 2021, which had allowed remote meetings.

Resolved to amend Standing Orders and Finance Regulations with a note that items amended to deal with the lock-downs and restrictions due to Covid, including remote meetings be revoked subject to any further instructions from the Government affecting the Council's operation and conduct of meetings to maintain future control of the pandemic. Proposed Chairman and agreed unanimously.

Clerk

Clerk asked to return to agenda item 21/092 Finance as the resolution regarding review of reserves had been missed. In view of the fact that the Council expected to get the play equipment project completed in 2021/2 it was:

Resolved that £2500 be vired from general reserves to play equipment. Proposed K Mackender, seconded J Lucas.

Resolved that £3142 CIL monies, originally allocated to play equipment and cemetery, now be vired to play equipment in total. Proposed K Mackender, seconded J Lucas.

8.52pm Zoom break

8.55pm meeting resumed with all those present in the preceding section

21/094 **Recreation Ground**

- a) Monthly report on weekly inspections. Chairman said he had refixed the wood for the football goals and fixed nets with more cable ties.
- b) Annual inspection of assets. Agreed Councillors and Clerk to do this on 18 May 2021 at 7pm, meet-up point Village Hall

*All*21/095 **Website**

The designers had made further amendments and the planning app, as mentioned earlier, had been included. The Clerk would be trying it out and sorting any training once the current workload had eased with the intention of going live this month. Arrangements for new emails and Outlook in hand as discussed at earlier meetings.

*Clerk*21/096 **Correspondence**

The following had been circulated and were noted:

NALC Bulletins

ECDC youth clubs and youth groups review

CCC roadworks updates

NALC/CAPALC – various training and workshops including Code of Conduct – no one to attend

CCC/ECDC - Lets talk about loneliness – no one to attend

21/097 Street Lights and Highways

Clerk reported that streetlight P2 was on all day and this had been reported to K&M Lighting for repairs.

Clerk

Clerk reported that the streetlight belonging to Sanctuary Hereward on the middle car park at Westway Place had still not been replaced, and nor had the obsolete pole and bracket on the bottom car park been removed. She had written to Sanctuary Hereward again as their contractor was supposed to have been booked in to do the work on the light replacement on the middle carpark on 11 March 2021. Councillors confirmed that if the work was not completed shortly, she should seek the help of the District Councillors.

*Clerk***21/098 Community Police**

No items for discussion or reporting to Police

21/100 Reports of Meetings Attended by Councillors

No Councillors had attended any meetings

21/101 Date of next meeting

23 June 2021 subject to availability of Village Hall and compliance with Covid-19 restrictions.

Review any actions – not done

There being no further business the Chairman closed the meeting at 9.20pm

May Schedule of Receipts and Payments

		£	£	£
Receipts	Precept – ECDC, 1 st half	7650.00		7650.00
Payments	001916 Cartridgesave	152.65	30.53	183.18
	001917 Insurance renewal	472.51		472.51
	001918 Clerks salary (May)	239.16		239.16
	001919 LGPS (May)	85.42		85.42
	001920 Truelink grounds	359.20	71.84	431.04
	001921 Witcham Community Archive	110.00		110.00
	001922 TEEC	12.00	2.40	14.40

Signed..... Dated