

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 9 February 2022 at 7.36 pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk)

Action

22/020 Apologies for absence

Cllr L Duprè (CCC & ECDC) and Cllr M Inskip (ECDC) had offered to step down from attending to assist in keeping meeting short and numbers low in view of current high Covid-19 infection rates. They had stressed they were happy to receive any questions or comments by email.

22/021 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 – M Housden Agenda Item 22/027 Kings of Witcham (consultee neighbour) and would therefore not take part in discussion. He would hand Chair over to Vice-Chair for this section of the meeting.

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

22/022 Dispensations:

To note any new Dispensations granted: Nil

22/023 Public Participation

No members of public present.

22/024 Minutes

Minutes of the meeting of 12 January 2022, 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 Chairman, seconded K Mackender.

22/025 Matters Arising from previous minutes

None other than items covered as agenda items.

22/026 Reports from District and County Councillors

The reports had been previously circulated and Councillors invited to contact County and District Councillors regarding any points they sought further information on. Clerk to thank the County and District Council for their work in respect of the problems with unsocial driving activities late at night on the Elean Business Park

Clerk

22/027 Planning Applications

7.40pm K Mackender took the Chair

22/00090/VAR Kings of Witcham Variation of condition 3 External Materials) of previously approved 17/00689/FUL for Demolition of existing motor vehicle garage and construction of 6No four bed dwellings, 2No 3 bed dwellings, garaging, access road and associated works

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

Clerk

22/027 Planning Applications (cont)

7.44pm M Housden returned to the Chair

The following amendments and ECDC decisions were noted:

21/00870/FUL Land West Of Hillcrest Mepal Road 1no. dwelling (phased development Plot 3) following outline consent 19/01045/OUT Amendment - involves minor alteration to the ground floor fenestration within the gable elevation of the proposed dwelling.

21/01571/FUL 8 The Slade porch and rear single storey extension
Approved

21/00870/FUL Land West Of Hillcrest Mepal Road 1no. dwelling (phased development Plot 3) following outline consent 19/01045/OUT Approved

22/028 Clerk's Report

Clerk gave update on progress with streetlight issues on the car parks at Westway Place and it was noted this was still ongoing. Tree contractor would be undertaking the shrub and hedgeworks next week. There had been no take up for Councillor Training by CAPALC for February and no one was available to attend the Safeguarding Conference on 10 March but it was hoped a recording would be accessible. Land Registry were dealing with backlog of casework and the applications submitted March 2021 were still awaiting process. Witchford Colts had enquired about using recreation ground for football matches from September and Clerk had explained the area was a cricket facility and not enough space for football, which had been accepted. Camkerala Cricket Club, based in Cambridge, was asking to use recreation ground May to August. Chairman advised that they had also phoned him earlier in the day. Councillors agreed that this was a village facility; Witcham Cricket Club cut the grass, maintain the grounds and prepared for matches etc: the request would be refused. Clerk confirmed arrangements had been made for Neighbourhood Plan meeting on Friday 25 February 2022 as discussed at previous meeting. Time confirmed as 7.30pm. Noted that ECDC officers did not have the resources to assist parishes on a one-to-one basis or attend lots of meetings for development of Neighbourhood Plans but full details were published on their website. They recommended representatives from the Parish Council should attend the Parish Conference which was scheduled for March/April this year and included an item about Neighbourhood Plans. This was noted by Councillors.

Clerk

Clerk had attended the Local Councils Conference on 14 January 2022, a very well attended virtual conference and speakers included the Chair of the County Council Communities Social Mobility and Inclusion Committee, Mayor of the Cambridgeshire and Peterborough Combined Authority and the Crime Commissioner for Cambridgeshire and Peterborough. All bodies were keen to work with parishes to make improvements for communities and the environment, including funding opportunities. Councillors noted the details.

22/029 Recreation Ground

- a) Chairman had nothing to report under weekly inspections except that dips had formed in the areas in front of the goals. J Bibby to assess with a view to adding soil and turf.
- b) Play and Outdoor Fitness Refurbishment Project. Items i). ii) and iii) of the agenda were taken together as one discussion.
A summary report of responses received from residents following open sessions on Friday 21 and Saturday 22 January 2022 had been previously circulated and were considered and discussed. To enable those not able to attend the public sessions to submit comments before this meeting, drawings for the 3 options had also

JB

22/029 **Recreation Ground** (cont)

been left up in the village hall reception window and posted on the parish council's website.

Clerk was asked to contact planning authority regarding works. Information and quotes for replacement football goals circulated and it was agreed to include for consideration of the overall refurbishment project,

Clerk

Resolved to form a working party comprising L Holdaway, K Mackender and M Housden to steer the project and report back to Council with recommendations. Proposed K Mackender, seconded J Lucas.

L Holdaway confirmed she would make arrangements for meetings of the working party.

Resolved that the summary of responses be presented by the working party as a report for publication, together with tree management and additional equipment identified from the survey. The working party would also prepare and submit recommendations for consideration and approval at the March Council meeting. The report would be included in the next newsletter and on website/noticeboards. Proposed K Mackender, seconded J Bibby.

KM/MH/LH

Resolved to defer submitting application for funding until June round. Proposed L Holdaway, seconded M Housden.

Resolved that Clerk contact CAPALC for clarification regarding procurement process. Proposed J Bibby, seconded S Wilkin.

Clerk

Chairman reported that the Village Hall would purchase and install 3 (recycled plastic) benches at the recreation ground. These would replace some of the existing seats and were welcomed by Councillors.

22/011 **Finance**

a) Receipts and Payments February

The February 2022 schedule had been previously circulated. Cheques and supporting documents had been checked by J Bibby and were confirmed correct.

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

Clerk

b) **2021/22 Fixed Asset Register** previously circulated. Confirmed values for streetlights should be reassessed following installation of the new LED lamp fittings.

Clerk

Resolved that old grasscutting equipment, namely a strimmer and two mowers, should be written off. Proposed J Lucas, seconded Chairman.

Clerk

c) **2021/22 Risk Assessment Report** – Clerk advised that due to other work pressures taking her time she had been unable to prepare this document and asked that it be deferred to the next meeting. This was agreed.d) **Ouse Washes – Drovers.** Renewal of lease with RSPB discussed.

Resolved Clerk should contact RSPB to renegotiate to renew lease as discussed. Proposed K Mackender, seconded L Holdaway

Clerk

e) **Clerk's hours** previously circulated.

Resolved to pay additional 29 hours for overtime worked in January on next payroll run. Proposed J Lucas, seconded L Holdaway

Clerk

22/012 Ely Zipper Service Review

Proposals for removal of service to Witcham, Monday to Saturday 06:52 was considered. Clerk had posted up notice at bus stop and website and she had received no response from the public. K Mackender proposed no response therefore required, seconded Chairman and agreed by all.

22/032 East Cambs Community Safety Partnership - Eyes & Ears Programme Relaunch

Details previously circulated, including scope of programme and training for interested parish councils. Noted by Councillors

22/033 Policies

Reviewed Disciplinary and Grievance Policies and Procedures previously circulated.

Resolved to approve reviewed Disciplinary and Grievance Policies and Procedures. Proposed J Lucas, seconded Chairman

22/034 Cemetery

Exclusion of the Press and Public: It is hereby resolved that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at agenda item 22/034a) namely Memorials, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw. Proposed Chairman and agreed. There were no members of the public present.

a) Memorials

Issues discussed and response agreed. Proposed J Bibby, seconded S Wilkin and unanimously agreed

9.31pm Chairman re-opened meeting to the public

Training and membership information from CAPALC was noted.

b) R King Memorials - application for erection of headstone – approved. Proposed Chairman and unanimously agreed.

22/035 Sunnica Energy Farm Update – Registration of interested parties

Noted and confirmed Witcham Parish Council did not need to register.

22/036 Police

a) There were no items for reporting to Police.

b) Elean Business Park antisocial driving behaviour late at night – reference to progress by District and County Councillors provided in their monthly reports. Noted they were continuing to work on these problems and police had sent letters to drivers.

c) Monthly speed data from MVAS previously circulated. No word as to when the speedwatch group would carry out checks.

22/037 Street Lights and Highways

Noted that UK Power Networks would be operating 2-way traffic lights 25 February to 4 March 2022 at Kings of Witcham development site.

22/038 Correspondence

The following correspondence had been received and circulated:

Cambridgeshire Police Precept Survey [The Police & Crime Commissioner for Cambridgeshire | Consultations & Surveys \(cambridgeshire-pcc.gov.uk\)](https://www.cambridgeshire-pcc.gov.uk/consultations-surveys)

Parish and Community Forum meeting 19th January: Youth Focus notes/updates

CCC Cambridgeshire Matters newsletter

IHMC Incident Reports - December and January

- 22/038 **Correspondence** (cont)
 NALC newsletters, notices of events and bulletins
 CAPALC newsletters and bulletins, and Councillor Training courses
 ACRE newsletter
 Road Victims Trust Annual Report
 NALC Ofcom review of Postal Regulations
 Covid updates (various)
 ACRE Safeguarding Conference 10 March 2022
 Greater Cambridgeshire Partnership Joint Assembly meeting 17 Feb 2022

- 22/039 **Date of next meeting:** 9 March 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.

Annual Parish Meeting 27 April 2022. Items for Annual Report to be collated for draft document for March Council meeting.

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

Meeting closed at 9.40pm

Schedule of Receipts and Payments

		£	£	£
Receipts:	RSPB (arrears)	210.45		210.45
	R King Memorials	170.00		170.00
	UKPN	3.23		3.23
Payments	001967 TEEC	120.00	24.00	144.00
	001968 Clerks salary Feb	302.56		302.56
	001969 LGPS	85.42		85.42
	001970 Truelink grounds maintenance	62.40	12.48	74.88
	d/d IONOS (Jan)	22.03	4.41	26.44

Signed..... Dated