

**WITCHAM PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held on Wednesday 11 May 2022 at 7.35 pm

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

*In attendance* Mrs S J Bell (Clerk)

No Covid-19 protection measures required at this meeting.

22/075 **Election of Chairman**

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

22/076 **Chairman's Declaration of Acceptance of Office and Code of Conduct**

Declaration of Acceptance of Office and Code of Conduct form completed and signed by M Housden and witnessed by the Clerk.

22/077 **Apologies for absence**

Apologies received and accepted from J Lucas (sick)  
County and District Councillor L Dupré and District Councillor M Inskip were unable to attend as they were attending an Annual Parish Meeting in another of their constituent parishes.

22/078 **Declarations of Interest**

Chairman reminded Councillors that they were required to review their Registrations of Interests regularly and notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of any 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

22/079 **Dispensations:**

To note any new Dispensations granted: Nil

22/080 **Election of Vice-Chairman**

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

22/081 **Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct**

Declaration of Acceptance of Office and Code of Conduct form completed and signed by K Mackender and witnessed by the Clerk.

22/082 **Public Participation**

There were no members of the public present.

**22/083 Election of Representatives**

The following appointments were discussed and representatives elected en-bloc. Proposed Chairman, seconded L Holdaway 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 Working Party:** L Holdaway,  
K Mackender, M Housden

**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 – appoint as and when meetings called. Advise Manager that day meetings impossible for Witcham Councillors as all working during the day.

**Policy Development:** No one

**East Cambs Parish Forum:** (No Councillors available to attend meetings during the day)

**Planning applications:** Chairman confirmed he would continue to examine applications for reporting to Council meetings.

**Neighbourhood Plan Village Working Party** (see item 22/089 below)

**22/084 To fix Chairman's Allowance (LGA 1972 S.15(5))**

**Resolved** that the Chairman's Allowance for 2022/23 be set at £50.00. Proposed J Bibby, seconded K Mackender

**22/085 Minutes**

Minutes of the meeting of 13 April 2022, previously circulated, were confirmed as a true record and signed by the Chairman as confirmation of the business transacted at that meeting. Proposed K Mackender, seconded Chairman.

**22/086 Matters Arising from previous minutes**

*22/067 Recreation Ground – Installation of Cycle Racks.*

Cambridgeshire County Council had begun installing the cycle racks in villages. It was confirmed installation in Witcham was still outstanding. Clerk to monitor and make necessary arrangements for taking over as agreed at previous meeting.

*Clerk*

Memorial works at cemetery scheduled over coming weeks and Village Hall Committee Chairman to be forwarded Land Registry information so that arrangements could proceed with the Licence as discussed last year. Clerk advised she had not yet heard back from Land Registry regarding amendments put forward at last meeting.

*Clerk*

**22/087 Reports from District and County Councillors**

The reports had been circulated and Councillors would contact County and District Councillors direct regarding any points they sought further information on.

**22/088 Annual Parish Meeting 2022**

Draft Minutes of the Annual Parish Meeting held on 27 April 2022 had been previously circulated. The following items were noted:

“What’s On” - new editor had put a note on the village facebook page advising that an edition for June was being prepared and would be published by the end of May, together with contact email and the offer of a copy being available by email or hardcopy letterbox drop.

Neighbourhood Plan (see agenda item 22/089)

Circulation of Annual Report – confirmed a covering letter as drafted would go to each household with the report drawing resident’s attention to key items and providing updates.

*Clerk***22/089 Neighbourhood Plan**

There had been interest and support from residents for a Neighbourhood Plan and two more people had come forward at the Annual Parish Meeting, making a total of 12 people willing to help by forming a working party. Agreed getting feedback from the residents on the future shaping of the village and needs of the community would be extremely helpful to the Parish Council over the coming years.

**Resolved** that the Parish Council would assist in setting up the working group and initiate the inaugural meeting. Proposed K Mackender, seconded L Holdaway and unanimously agreed.

Clerk to get dates for village hall availability for the next 6 weeks to set up this first meeting. M Housden and K Mackender would attend the first meeting. Other Councillors would be available to rotate support and report back to Council. Clerk to ask M Inskip if he would be able to attend the first meeting.

*All***22/090 Planning Applications**

22/00498/TRE 7 High Street T1 Norway Spruce - Remove to ground level as exceptionally close to boundary wall, now causing damage, poor form and now too large for location. Noted

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) The amendment involves changes to the materials and bulk of the proposed garage, as well as the provision of tree protection details to enable the Tree Officer to appropriately assess the proposals – no response required and noted now Approved by ECDC on 5.5.22

21/00870/DISA Land West Of Hillcrest Mepal Road To discharge condition number 4 (Contamination), 7 (Tree Protection Scheme), 10 (Surface Water Disposal Scheme) of Decision dated 31.1.22 for 1no. dwelling (phased development Plot 3) following outline consent 19/01045/OUT – no response required

The following ECDC decisions were noted:

22/00200/FUL Land East of 2 Market Way Change of use to paddocks, erection of stables and associated works – Approved

22/090 **Planning Applications** (cont)

22/00090/VAR Kings of Witcham, The Slade Variation of conditions 1 (approved plans) and 3 (external materials) of previously approved 17/00689/FUL for Demolition of existing motor vehicle garage and construction of 6No 4-bed dwellings, 2No 3-bed dwellings, garaging, access road and associated works – Approved

22/00188/FUL 10A The Slade Change of use of existing timber cabin from garden room to bar associated with caravan and camping site – Approved

22/00163/FUL Land South West of Ely Model Aircraft Club Hive Road Proposed agricultural barn open fronted to store straw size 27m x 8.7m – Approved

22/00289/TRE Glebe Lodge 18 High Street T1 Prunus – re-pollard to previous points removing 3m growth, T2 Lime – fell due to excessive decay as reported by tree surgeon – Approved

21/01699/VAR Hillcrest, Mepal Road (as above) – Approved

Also noted

21/01546/DISA Pond Farm 21 High Street. To discharge Condition 11 (Archeology) of decision dated 11/3/2022 for 21/01546/FUL Demolition of existing agricultural barn structure, construction of new dwelling, single storey extension, carport and amenity land – No response required

22/091 **Finance**

- a) **2021/22 Internal Auditor's Report** (previously circulated)  
**Resolved** to receive and note the Internal Auditor's Report of 22 April 2022. Proposed J Bibby, seconded S Wilkin
- b) **AGAR 2021/22 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 2021/22 Section 1 – Annual Governance Statement, as completed in the meeting be approved, and signed by the Chairman. Proposed J Bibby, seconded K Mackender.
- c) **AGAR 2021/22 Section 2 – Statement of Accounts**  
AGAR Section 2 had been previously circulated. Details confirmed.  
**Resolved** that the AGAR 2021/22 Section 2 – Statement of Accounts be approved, and signed by the Chairman. Proposed J Bibby, seconded S Wilkin.
- d) **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 K Mackender, seconded J Bibby.  
Clerk confirmed she would despatch forms to external auditor and post up notices for the public *Clerk*
- e) **Renewal of Insurance**  
**Resolved** to renew insurance with Zurich £495.11. Proposed *Clerk*  
K Mackender, seconded Chairman.

22/091 **Finance (cont)****f) Receipts and Payments May**

Receipts and payments schedule for May 2022 had been circulated. Cheques and supporting documents had been checked by J Bibby and K Mackender.

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

*Clerk***g) Appointment of Internal Auditor for 2022/23**

**Resolved** to appoint MiJan as Internal Auditor for 2022/23. Proposed Chairman, seconded L Holdaway

*Clerk*22/092 **Reports of Meetings attended by Parish Councillors**

ACRE Seminar Food, Farming and Countryside April 2022 (online). J Lucas had attended this and in her absence this item was deferred.

*JL*22/093 **Recreation Ground**

a) Monthly report on weekly inspections. Chairman reported that the Cricket Club representative had undertaken to take down cricket net structure. J Bibby to follow-up. Chairman had no issues to report on any of the equipment. He had removed the old Covid signs and presented a draft for a new sign regarding use of equipment and the recreation ground which was approved.

*Chairman*

b) Installation Cycle Racks (see agenda item 22/086 above) Agenda Item 22/093d) was taken next.

d) Dog signs for recreation ground: Additional 'No Dogs Allowed' signs to be displayed on first post on driveway to village hall and outside children's play area. Complaints of dog fouling on site. Sign at entrance on High Street side of recreation ground to be lowered so more eye-catching. Clerk had circulated details of the District Council's Public Spaces Protection Order/Anti Social Behaviour.

*Chairman*

**Resolved** Clerk to organise getting 2 more dog signs (1 with bracket for 75mm post) from the dog warden at ECDC or if not Seaton signs. Proposed Chairman, seconded S Wilkin.  
Notice also to go up in bus shelter.

*Clerk*

c) Report of working party on play and fitness equipment project. Clerk had forwarded NALC LTN87 Procurement ,and information from other parish councils sharing experience of doing play areas to members of the working party in March. L Holdaway asked that the Clerk contact Haddenham Parish Clerk for guidance on their procurement arrangements and then she would draft document and contact suppliers on behalf of the working party. She had been asked by a neighbour near the recreation ground for update on felling/maintenance of trees at recreation ground/infant play area. She asked that comments from the ECDC Tree Officer be passed on. Agreed.

*Clerk*22/094 **Consultations**

a) CCC Transport Strategy (Fenland, Huntingdon and across Cambridgeshire) 9 May to 19 June 2022

Details previously circulated. **Resolved** that the Council had no response to make. Proposed L Holdaway, seconded Chairman

b) East Cambridgeshire Local Plan Single Issue Review (SIR) 3 May to 13 June 2022. Details previously circulated.

L Holdaway drew attention to the Queen's Speech and new proposals to give communities a greater say in development in their areas. It was not yet clear how this would be implemented and its effect on principal authorities' Local Plans and parish/town councils' Neighbourhood Plans.

*LH*

22/094 **Consultations** (cont)

**Resolved** the Parish Council noted the Single issue Review of the Local Plan and had no comments to make. Proposed M Housden, seconded S Wilkin

22/095 **Police**

Clerk advised that the East Cambs Neighbouring Policing Team had said no speed checks had been held at Witcham during March and that any concerns should be reported on Cambs Police website at the time.

<https://www.cambs.police.uk>

ECDC had recently appointed a Community Safety Support and Anti-Social Behaviour Officer and Parish Councils were invited to discuss local issues of concern. Agreed Clerk make contact regarding speeding and antisocial behaviour on Mepal-Witcham road, incidents picked up on MVAS equipment of people driving at 55mph through village and flag issues with antisocial driving at Elean Business Park.

*Clerk*

Reports received that the junction of High Street and Headleys Lane was blocked from time to time with parked vehicles on both sides of the road and this presented a safety hazard for all vehicles and a particular problem for larger vehicles like refuse lorries, emergency service vehicles, horse boxes etc. Clerk was asked to flag with Highways to see what could be done; otherwise forward to Police. Noted that Rule 243 of the Highway Code states **“you must not park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space.** This is to allow drivers emerging from, or turning into, the junction a clear view of the road they are joining. It also allows them to see hazards such as **pedestrians or cyclists at the junction.”**

It was also noted that frequently there are vehicles parked on the bend at the junction Westway Place/Silver Street. Rule 243 of the Highway Code applied. Stopping or parking on a bend is classed as leaving your car in a dangerous position as it can cause unnecessary obstruction of the road; therefore, you should avoid doing this where possible.

22/096 **Street Lights and Highways**

Cambridgeshire County Council Highway Maintenance Service Review - Local Highway Officers – Clerk and Chairman to complete online survey. K Mackender reported poor condition of highway surface at High Street and Clerk confirmed this had been reported to County Council who were reviewing.

Chairman reported that a hedge (field side) in Market Way had very recently been cut back hard and an application was being made to Cambs County Council to extend concrete road at Market Way. Clerk to get more information and advise consent rested with County Council.

*Clerk*

22/097 **Correspondence**

The following had been received and circulated:

ECDC Appointment and introduction of Community Safety Support and Anti-Social Behaviour Officer - Clerk to contact as per Minute 22/095).

*Clerk*

EPR Ely Power Station Community liaison Meeting 20 May 2022 and Minutes of October 2021 - Clerk to give apologies and advise that day meetings not suitable for Witcham Parish Council as all members were at work during the day.

*Clerk*

ECDC Parish Council Conference: Climate Change 3 May 2022 – subsequent correspondence including survey received and Clerk to complete advising evenings better option for Witcham Councillors to attend.

*Clerk*

**22/097 Correspondence (cont)**

Community Safety Partnership Newsletter No3 – noted.  
 Lloyds Bank customer information - noted  
 Cambs ACRE- Safeguarding information noted.  
 East Cambs Community Support for Ukrainian Refugees meetings + Covid Clinics 26 April 2022, with updates on Soham Carnival and Library – noted.  
 Environment Agency - Ouse Washes - bank raising works - Virtual Exhibition Room 23 April 2022 – noted.  
 East Cambs Community Safety Partnership Pilot at Littleport Field Theatre Group – Sister Safe 22 July 2022 – noted.  
 NALC and CAPALC Bulletins and Newsletters – noted.  
 CCC Highways - Updated 2022 Micro Asphalt / Gripfibre Carriageway Surface Treatment Program Phase 1 – none for Witcham, noted.  
 Cambridgeshire Crimestoppers – appointment new Chairman of Committee [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org) noted.  
 TMC - IHMC Incidents report and events report – noted.  
 ECDC Annual Council meeting and representation - noted  
 Cambs ACRE Safeguarding event – no councillors available  
 CAPALC Newsletter including CEO report, NALC legal topic notes and training courses for Councillors

**22/098 Date of next meeting 8 June 2022**

Review any actions – not done  
 There being no further business the Chairman closed the meeting at 9.15pm

**Schedule of Receipts and Payments**

		£	£	£
Receipts:	Precept	8000.00		8000.00
Payments	001983 K&M Lighting (Mntnce May-Oct)	18.17	3.63	21.80
	001984 Cartridgesave	86.70	17.34	104.04
	001985 Clerks salary May incl 25 extra hours (worked March)	632.00		632.00
	001986 LGPS	225.77		225.77
	001987 Truelink tree works cemetery and Rec and grass and grounds (Apr)	530.00	106.00	
		307.20	61.44	1004.64
	001988 TEEC Planning tracker	24.00	4.80	28.80
	001989 MiJan Ltd	75.00		75.00
	d/d IONOS (Apr) d/d	22.03	4.41	26.44
	001990 Zurich insurance	495.11		495.11

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