

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 8 June 2022 at 7.30 pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk)
2 residents

22/104 **Apologies for absence**

Apologies had been received from J Lucas (hols).

22/105 **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

22/106 **Dispensations**

To note any new Dispensations granted: Nil

22/107 **Public Participation**

Chairman opened meeting to the public and welcomed 2 members of the public who were attending regarding Public Right of Way No 13, (Market Way), additional surfacing to improve access to field.
They had submitted an application to the County Council Public Rights of Way Officer for consent for works. First stage would be completed before erection of stables, which would be early July. Second and third stages to be completed afterwards. Dates to be confirmed. There would not be total closure of the Public Right of Way during the period of works although S Wilkin said that if she was sent the dates for the works, she would advise her horseriders to avoid the byway for the day(s) of the works. They advised that the Public Rights of Way Officer had confirmed earlier in the day that consent for the works had been given.

7.39pm The residents were thanked for attending the meeting and they left.

7.40pm District Councillor M Inskip arrived

22/108 **Minutes**

Minutes of the Annual Meeting of the Council held on 11 May 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 J Bibby and agreed.

Minutes of the extra-ordinary meeting (use of recreation ground City of Ely Cricket 3rd team) held on 25 May 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 L Holdaway, seconded S Wilkin and agreed.

22/109 **Matters Arising**

22/086 22/067 *Recreation Ground – Installation of Cycle Racks*: Noted that installation had not yet taken place.

22/093d) *Dog Signs*. The ECDC dog signs were in respect of the local Order to clear up dog faeces. Confirmed Clerk to order 3 sticky-back 'No Dogs Allowed' signs for mounting on some existing sign boards.

Clerk

22/109 **Matters Arising** (cont)

22/097 22/095 ECDC Community Safety Support and Anti-Social Behaviour Officer: Response regarding ongoing issues affecting Witcham received. Noted that the Officer thought the Council was doing all it could.

22/103 Application for use of recreation ground by City of Ely Cricket Club: Noted that unfortunately the first match had been cancelled as the other team could not get enough players.

22/110 **Reports from District and County Councillors**

The reports had been previously circulated. District Councillor M Inskip advised that the application for crematorium at the old Mepal Outdoor Centre was ongoing and flooding was an item currently being addressed.

Problems with refuse collections had been exacerbated over the Jubilee public holiday period and the teams had undertaken extra work on the days of the public holidays as well as the rostered Saturday working in an effort to improve the situation which had arisen due to driver shortages and illness.

Application at Elean Business Park for Data Centre (considered Minute 22/113) had been submitted to ECDC.

22/111 **“What’s On” village newsletter**

Chairman reported that the June edition of the “What’s On” community newsletter had been prepared and circulated to each house before the Jubilee holiday. Residents had expressed their appreciation that the newsletter was being published again and liked the new format. Invoice for reimbursement to the new editor received. It had been printed on silky paper and in colour making it very much more eye catching. The Council would continue to contribute to printing costs in order to support dissemination of information to the community about village events, sports fixtures, and updates from the Council in between the normal 4 editions of its own newsletter. Printing costs and options provided by the editor for consideration. The Council’s budget (£142) included £120 per annum for “What’s On”. This budget included expenses for Best Kept Garden Competition but this would not be taking place this year so monies could be vired to cover increased costs and reviewed when setting next year’s Precept.

Resolved that the editor be reimbursed for printing costs of £20.19 as per request for June edition. Clerk to contact editor to establish how many people had signed up for electronic copy and how many hard copies would then be required for each edition to establish if printing costs, normally expected to be £28.46 per edition (silky paper, colour), could be reduced. Proposed L Holdaway seconded Chairman.

Clerk

Clerk to write to thank the editor for all her work in providing the publication and distributing to each householder before the Jubilee weekend, and to ask for an electronic copy so it could be posted on the Council’s website. Also to ask for sports events and fixtures, eg cricket and bowls to be published. Clerk to get consent from City of Ely Cricket Club for publication of their 3rd team matches being played at Witcham during current season.

Clerk

22/112 **Planning Applications**

22/00580/RMM Land South Of Straw Burning Plant Elean Business Park Sutton Reserved matters of previously approved 11/00452/OUM for Application to replace extant planning permission (07/01429/OUM) for Outline planning permission for data centre buildings (Class B1) up to 65,000 sqm together with associated services, offices, infrastructure, car parking and landscaping at the Elean Business Park

Resolved to submit response to ECDC Planning Department to advise that there was some concern raised by residents regarding potential increase in noise nuisance from the Elean Business Park from the proposed air conditioning/cooling system and light pollution, and to request that any consent

Clerk

22/112 **Planning Applications** (cont)

would provide for Conditions to cover these concerns and give protection for residents.

22/00622/TRE Yew Tree House Silver Street T1 Yew - Crown lift 3 lowest limbs over low pitched roof and trim back by maximum of 1m near gable end to enable erection of scaffolding and provide working space – noted and no comment.

The following ECDC decision was noted

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 - Approved

22/113 **Public Rights of Way**

Details in respect of an application to Cambridgeshire County Council for surfacing a portion of public right of way near 2 Market Way, entrance to adjoining land, had been previously circulated and referred to under item 22/107

Noted that the County Council Public Rights of Way Department had given permission for works to extend hard surfacing in accordance with the quote and specification provided by the applicant. The road surfacing works and installation of the stables on the adjoining land was expected to commence in the next few weeks. It was understood farm machinery accessed land along the byway from the Coveney end and the area in question was therefore only used by pedestrians and horseriders.

Resolved the Parish Council had no concerns subject to works meeting County Council standards and providing that it did not block access for pedestrian and horses during period of installation works. Proposed L Holdaway, seconded Chairman.

Clerk

District Councillor M Inskip left the meeting

22/114 **Neighbourhood Plan**

Chairman reported that District Councillor M Inskip, the Clerk and himself had attended the inaugural meeting of the working party the previous evening.

Noted:

- A positive meeting with more interested people coming forward to help.
- The 6 residents present had agreed to be on the working party. (A further 7 were also interested but were not present at the meeting).
- Appointment of a leader of the working party had been deferred to next meeting.
- Next meeting Tuesday 28 June 2022 at 7.30pm in the Village Hall. Report to be submitted by leader to Council meeting on 13 July.
- One member undertook to circulate a map of the village for members to review for submission of the application to ECDC to designate the Neighbourhood Area for the Plan.
- DCllr M Inskip to forward details to Parish Council of possible specialists who might be interested in helping - for forwarding to the working party. Also Clerk to forward everyone the ECDC electronic links for Neighbourhood Plan again, which included Plans for other villages and details of specialists engaged.
- One member suggested setting up a time line and booking the next 6 meetings at the next meeting. She also suggested people contact her to give details so a log of skills and interests could be compiled.
- The Clerk advised she was still awaiting confirmation from some people regarding sharing email addresses to comply with data protection requirements.

22/114 **Neighbourhood Plan (cont)**

- It was suggested that a tab be set up on the Council's website so that documents and progress were accessible for everyone in the village. It could also be promoted on the "What's On" and Council's newsletters from time to time.

<https://locality.org.uk> – grant and technical support

<https://www.eastcambs.gov.uk/local-development-framework/neighbourhood-planning> - District Council - advice and information/samples other villages

<http://sutton-in-the-isle.org.uk/history> – Neighbourhood Plan sample website and method

Councillors were pleased to hear that some progress had been made and supported the suggestions.

J Bibby said she would accompany M Housden to the next meeting.

Parish Council would be accountable and would receive recommendations via the leader of the working party on behalf of the group for approval at council meetings, including incurring and payment of items of expenditure. The Clerk would not be required to attend the meetings but any work that was undertaken eg providing information, attending and setting up the inaugural meeting to be separately recorded on timesheet.

22/115 **Recreation Ground**

- a) Annual Play Inspection Report.

The report, previously circulated by email with hardcopy presented at meeting, was reviewed and discussed.

Resolved that the report be noted; only items of concern were due for replacement and not high risk. Proposed L Holdaway, seconded M Housden.

Clerk to contact ECDC regarding the 3 litterbins around the recreation ground which were owned by them and had been flagged in the report.

Clerk

- b) Tree Officer Report, December 2021, previously circulated was reviewed again.

Resolved to obtain quotes for works on trees in infant play area as recommended by the Tree Officer, for action Autumn 2022, and to advise the adjoining landowner accordingly. Proposed L Holdaway, seconded J Bibby.

Clerk

- c) Chairman had completed usual weekly inspections of recreation ground and play equipment and there was nothing to report. He advised he had lowered the dog signs at the entrances and clarified that the little footpath across the recreation ground and roadway were included. J Bibby said she would provide some new ties for new trees on the recreation ground. The trees now all appeared to be getting established and the Cherry tree had improved. Clerk confirmed she was still awaiting some documents from Witcham Cricket Club.

JB

- d) Land Registry - Recreation Ground

Response from Land Registry regarding northern boundary of the recreation ground received.

Resolved to proceed with granting Licence to Witcham Village Hall Management Committee for parking spaces on Council owned land for peppercorn rent of £1, and to note the response from Land Registry regarding northern boundary of the recreation ground. Proposed Chairman, seconded S Wilkin

Clerk to advise Chairman of Village Hall Management Committee accordingly.

Clerk

- 22/116 **Play and Outdoor Fitness Refurbishment Project**
 Advice regarding planning consent for refurbishment reported by LH and she would check on height of tower when final selection made to ensure it was a 'Permitted Development'.
 Advice regarding tender document previously circulated.
Resolved working party would prepare tender document to submit to the Contracts Finder website. It had been estimated that the project would exceed £25000 (probably £35-50k). They would inform the 3 companies which had provided the first stage suggestions for new equipment. Proposed J Bibby, seconded S Wilkin
Work-Ing Party
- 22/117 **Cemetery Management**
 Clerk advised that the plaque and interment of ashes at the Garden of Remembrance was expected to take place around August, Correspondence from family regarding alleged damage to kerbing was received and it was noted they had resolved the matter with the funeral directors.
Resolved to write to family advising that the Council was pleased to learn that the issue had now been resolved to their satisfaction. The Council would continue to monitor the cemetery before and after interments and memorial works but in future the Clerk would also take photographs in order to try to assist in any issues arising. Proposed J Bibby, seconded Chairman.
Clerk
- 22/118 **Finance**
- a) The June 2022 schedule had been circulated. Invoice from Truelink which had arrived earlier in the day was added. Cheque also raised to reimburse editor of "What's On" in accordance with Minute 22/011. Cheques and supporting documents, checked by J Bibby and S Wilkin, were confirmed correct. (Listed at foot of Minutes).
Resolved to approve the receipts and payments for June 2022 and release cheques. Proposed L Holdaway, seconded J Bibby.
Clerk
- b) Renewal of Lease with RSPB for drove land at Ouse Washes
 Clerk advised that she had chased but was still awaiting confirmation from RSPB regarding costs.
Clerk
- 22/119 **Police**
- a) There were no issues to report.
- b) Monthly speed data had been previously circulated. Clerk advised she had been progressing arrangements for additional brackets for streetlights in High Street and Silver Street. Quote from Westcotec 2 brackets and fixings £115.50. She had contacted streetlighting to see if they would consent to the lights near 20 High Street and between 16 and 18 Silver Street, and further advice regarding consent was awaited.
Resolved that Chairman visit the homeowners near the said street lights to explain proposals and Clerk to prepare letter. Subject to all being well Council approved expenditure for purchase of 2 brackets and fixings as per quote. Proposed Chairman, seconded S Wilkin
Chair-man
Clerk
- 22/120 **Consultations**
 Greater Cambridgeshire Partnership – A new road classification for Cambridge
 Details about this review of the way people and vehicles move around Cambridge and taking into account climate change, health and well-being, air pollution, access to work, schools, leisure and green spaces. Closing date for online survey 18 July 2022.
www.greatercambridge.org.uk/RoadClassification2022
Resolved to post up details on Council's website and noticeboards to encourage people in the village to partake. Also to contact editor "What's On" to request inclusion on next edition. Proposed L Holdaway, seconded S Wilkin.
All
Clerk

20/121 Street Lights and Highways

Noted that the current Local Highways Officer was retiring. Chairman advised that the public right of way linking High Street and Back Lane had not yet been cut back and was now overgrown. He had reported to street lighting that there was some slight movement of the column following recent works at The Slade (L5EKG)
Street light issues on the two carparks at Westway Place were still being pursued by the local Housing Officer at Sanctuary Housing. It was noted that the old lamp on the bottom carpark had been disconnected and it was understood the galvanised column had been connected but was not working for some reason – which was being investigated.

Clerk

22/122 Correspondence

The following correspondence had been circulated:

Parish & Community Forum - notes for tackling poverty and note next meeting 20 July 2022 2pm (no one appointed to attend)

Explore East Cambs <https://www.exploreeastcambs.co.uk/>

ECDC Community Eyes and Ears 19 July 2022 online 7-8pm

ECDC Jubilee Celebrations across the district

ECDC Parish Council Conference feedback (3.5.22)

CCC 2022 Cambridgeshire Micro Asphalt Phase 1 and Gripfibre Program Update

CCC Community Support updates

Cambridgeshire ACRE Building Affordable Homes

CAPALC and NALC newsletters/bulletins and Neighbourhood Planning event

Also noted:

CCC Traffic Management Centre May Incident Report

CCC Highway Events

CCC Highways - Gripfibre Micro Programme and Surface Dressing – updates for upcoming works

CAPALC Carbon Literacy Course

CAPALC Training Courses for Councillors

Greater Cambridge Partnership – works Mill Road Cambridge

C.Cllr L Dupre – Flood hotspots - funding

22/123 Reports of any Meetings/Seminars attended by Clerk and Councillors

J Bibby and Chairman reported that the Village Hall Management Committee had held their AGM and had advised the 3 new benches had been ordered, together with plaques. They had asked about who to contact to get a sign put at the end of the roadway indicating the location of the Village Hall. Clerk suggested they contact County Council Highways and would forward details to J Bibby.

22/124 Date of next meeting: 13 July 2022

Arrangements for annual village inspection – Agreed J Bibby to check cemetery, Chairman would do recreation ground and surrounding area and L Holdaway would check bins etc at Headleys Lane. Clerk to forward the checklists for completion

Review Actions – omitted

Meeting closed at 9.50pm

JB/LH
Chairman**Schedule of Receipts and Payments**

	£	£	£
Receipts:			
Co-op new plaque for add'l inscription			
Gdn Remembrance	70.00		70.00

Payments	001991	Wicksteed Annual Play Inspection	120.00	24.00	144.00
	001992	Clerks salary (Jun)	355.02		355.02
	001993	LGPS	126.75		126.75
	001994	HMRC 448.56 less adjustment 164.60	283.96		283.96
	001995	Truelink Ltd	307.20	61.44	368.64
	d/d	IONOS (May)	22.03	4.41	26.44
	001996	Reimburse What's On editor, printing	20.19		20.19

Signed..... Dated