

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 13 November 2019 at 7.35pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk)

19/213 **Apologies**

Apologies for absence were received from District Councillor M Inskip.

Noted that the County and District Councillor L Duprè, and L Holdaway would be a little late arriving.

19/214 **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 – K Mackender: Planning - consultee Pond Farm 21 High Street.

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.

19/215 **Dispensations**

To note any new Dispensations granted: Nil

19/216 **Public Participation**

Chair welcomed member of the public who was present as one of the candidates putting their name forward for co-option to fill the vacancy following uncontested election in May 2019.

Chair invited the candidate to introduce himself and outline his interest in serving on the Council together with any particular skills, abilities and experience for the role. There were further questions from the councillors and a question from the candidate.

The Chair thanked the candidate and he left the meeting, approx. 7.55pm.

19/217 **Minutes**

Minutes of the meeting held on 9 October 2019 were confirmed as a true record and signed by the Chairman, and agenda of the same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed J Bibby, seconded K Mackender and unanimously resolved.

19/218 **Matters arising** from previous minutes (for information only) There were none.

19/219 **Reports from District and County Council representatives**

The reports were received and Councillors were pleased to note that the gates had been installed at the Elean Business Park.

19/220 **Reports of meetings attended by Councillors**

J Lucas had attended the Eyes and Ears seminar at Ely Cathedral but the sound system was so bad it was difficult to hear and she had eventually left early but she did have leaflets which she would circulate to Councillors. JL

Meeting with ECDC Planning Manager 23 October 2019. K Mackender and M Housden gave a verbal report of the meeting which they had attended, together with J Lucas, and J Bibby. It had been a useful meeting with the Planning Manager who had explained the planning system, including working with Lead Local Flood Authority (LLFA) and Cambridgeshire County Council, as part of the planning consultation process. The Planning Manager had forwarded the Clerk contact details and confirmed ECDC Planning Officers worked closely with the LLFA and discussed applications with them even if they were not required to be consulted on them. They had discussed the Kings of Witcham planning application with LLFA.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/flood-risk-management/>

19/220 **Reports of meetings attended by Councillors**

M Housden reported that the litterpick had been well supported by residents and although a similar volume had been collected in comparison to other years, there had been a lot less bottles. Chair proposed letter of thanks be sent to organiser which was unanimously agreed. The Clerk would be including a note in the Xmas newsletter.

Clerk

8.10pm County and District Councillor L Duprè arrived to see if there was any questions or help required following circulation of her reports. There was none but Councillors appreciated that the gates had gone up at the Elean Business Park. They thanked her for calling in and helping with the aforementioned issue. She left 8.11pm.

19/221 **Clerk's Report and updates**

Report noted. Anglian Water's responses to issues previously raised were noted in respect of sewers and water supply and the Council made no further comment.

Clerk

8.14pm K Mackender had declared an interest in the following item and withdrew

19/222 **Planning applications**

19/01170/FUL Pond Farm 21 High Street Proposed garage including a 1.8m boundary brick wall
Resolved that there were no concerns regarding this application. Proposed Chairman, seconded J Lucas.

Clerk

8.17pm K Mackender returned to the meeting.

There was currently no further up-dates regarding development at Kings of Witcham.

The following ECDC decision was noted:

19/01003/OUM 15 Martins Lane Witcham Demolition of bungalow and erection 10 dwellings – Refused
19/01341/FUL 11A The Orchards Witcham Garage conversion - Approved

The following Tree works applications were noted

19/00425/TRE 30A The Old School High Street T1 Ash - Reduce Crown by 25%

19/00194/TRE 2A The Slade Crown lift row of conifers by 2m (rear/side of property)

19/01394/TRE Witcham House, Headleys Lane Fell Eucalyptus trees front and Eucalyptus tree rear. Wall replacement/damage; Replant 2-3 Pyrus Calleyrana at front after wall repairs.

19/00158/TRE 4 The Slade Reduce 4 lower main branches by approx. 1-2m Walnut

19/223 **Finance**

- a) Receipts and payments for November, previously circulated, had been checked by J Bibby and confirmed as correct.

Resolved to approve the receipts and payments as listed at the end of these Minutes. Proposed J Lucas, seconded J Bibby.

Clerk

- b) Quarterly accounts and reconciliations to 30 September 2019, prepared by the Clerk and previously circulated. Bank statements presented and checked against reconciliation report by Chairman in the meeting.

Resolved to approve the quarterly accounts and reconciliations to 30 September 2019. Receipts to-date £11855.52 including first half of the Precept and CIL payments, payments £7311.60, balance £47688.98 including all earmarked reserves for projects etc. Proposed J Lucas, seconded Chairman.

8.30pm L Holdaway joined the meeting

- c) Review of draft 2020/21 Budget and Precept, prepared by Clerk and previously circulated. Clerk presented documents including report on grounds, play and cemetery expenditure, speed sign expenditure and income, and earmarked reserves.

Resolved that £3059 for cemetery path 2019 to be vired from general reserves Proposed J Lucas, seconded K Mackender, unanimously agreed.

Clerk

Resolved that £7350 for new lychgate and costs of metal gate refurbishment be taken from CIL money. Proposed K Mackender, seconded J Lucas.

Clerk

Resolved that £523 for 2 new dog bins be taken from CIL money. Proposed J Lucas, seconded K Mackender.

Clerk

The draft budget and Precept were examined and adjustments made. Precept to include £1000 for earmarked reserves for cemetery and £1000 for earmarked reserves for play equipment. General expenditure £14,320. Forecast income for 2020/21 £1017, Precept of £15,300 required.

- 051/.....
- 19/223 **Finance**
 Review of draft 2020/21 Budget and Precept (cont)
Resolved to set budget at £16320 including increasing existing reserves for cemetery by £1000 and play refurbishment £1000, and to set the Precept at £15300. Proposed K Mackender, seconded J Lucas. *Clerk*
- 19/224 **Newsletter** – draft circulated and additional items added. To be completed for distribution before Christmas. *Clerk/
Chair*
- 19/225 **Cemetery**
- a) Update regarding land for proposed cemetery extension noted.
- b) Engagement of agent to lead project for cemetery extension deferred pending further investigation.
- c) Formation of working party – cemetery extension discussed.
Resolved that a **working party** comprising Chairman, K Mackender and L Holdaway be formed to progress enquiries with obtaining land for **cemetery extension** and to report back to council regularly for further direction. Proposed J Lucas, seconded J Bibby *Chair/
KM/LH*
- d) Clerk reported that contractor would be removing lychgate shortly. The new one would be erected in the New Year. Quote for refurbishing metal gates at same time received.
Resolved that the quote for £200 to complete refurbishment of metal gates and re-erect with new lychgate was approved. Proposed K Mackender, seconded J Lucas. *Clerk*
- 19/226 **Recreation Ground and Street Furniture**
- a) Chairman reported that there was nothing of note on the weekly inspections and that the new parts had been installed on the gate by Wicksteed.
- b) Clerk reported that the dog bins had been delivered for Headleys Lane and Back Lane but the correct posts were awaited. Arrangements for installation by East Cambs District Council to be confirmed. *Clerk/
JL*
- 19/227 **Correspondence**
 The following correspondence was noted:
 Cambridgeshire & Peterborough Combined Authority www.smartsurvey.co.uk/s/FutureBus/ Transport Services (Buses) Survey
 ECDC Tree Officer retirement, new Tree Officer
 Roadworks & events report 1st - 15th November 2019
 NALC Chief Executive Bulletin
 NALC Newsletter
 Cambridgeshire Local Councils Conference 8 November 2019, Marriott Hotel, Huntingdon
 Community Safety Accreditation Scheme for East Cambs
 Cambridgeshire Highways Open Days - October 2019
~~ECDC~~ CCC Operation London Bridge
 ICO Newsletter
 East Cambridgeshire Parish Conference
 ECDC Community Fund Grant
 NHS The BIG Conversation – how to shape the NHS - survey
- 19/228 **Street lights and highways matters**
 Cars for Sale at Witcham Toll grass verges. Cars had been moved and Councillors to monitor. Noted District Council has powers to remove abandoned cars and the Police were responsible for dealing with untaxed vehicles. *Cllrs*
- 19/229 **Community Police**
 No items reported
- 19/230 **Exclusion of the Press and Public**
 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 19/231 and 19/232, namely quotations and correspondence from candidates for co-option to council, 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.

19/231 Mobile Flashing Speed Sign

Product details and quotes for purchase of flashing speed signs for The Slade and Mepal Road/Martins Lane had been previously circulated together with information from other parishes. Clerk reported on enquiries with County Council Highways Department and had the Request for Assessment for Mobile Vehicle Activated Signs ready for completion. Chairman and K Mackender would be volunteers for managing the equipment, and J Lucas also had details of a volunteer. Councillors wanted more time to consider this information and agreed item be deferred to January.

*All Cllrs***19/232 Parish Councillor Vacancy – for co-option**

L Holdaway declared an interest as one candidate was a neighbour and withdrew. Letters of expression of interest had been circulated and one candidate had been unable to attend as expected during the public participation session earlier in the evening. Agreed item be deferred to next meeting. L Holdaway rejoined the meeting.

19/233 Date of next scheduled meeting: 8 January 2020

Clerk to make provisional arrangements for an extra meeting to be held 9 December 2019 subject to further information being available regarding cemetery extension.

The meeting closed at 10.05pm

November schedule of Receipts and Payments

		£	£	£
Receipt	ECDC CIL	2055.33		2055.33
Payments	001811 Truelink September	298.60	59.72	358.32
	001812/3 Admin costs	363.85		363.85
	001814 What's On (Oct & Nov)	24.00		24.00
	001815 Royal British Legion Poppy wreath	30.00		30.00
	001816 K&M Lighting	45.22	9.04	54.26
	001817 Wicksteed	479.00	95.80	574.80
	001818 Glasdon Dog bins and fittings	523.76	104.76	628.52
	(subject to satisfactory receipt of outstanding part of order – posts)			

Signed

Dated