

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 29 April 2020 at 7.30 pm.

This was a remote meeting using the Zoom video conferencing platform system, following changes in Statute [The Coronavirus Act 2020 s.78] and supporting Regulations [The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020]. Members of the public were welcome to attend this 'virtual' meeting and there was provision for public participation using the Zoom video conferencing system.

This was a short meeting to cover urgent items of business during the coronavirus pandemic and in compliance with Government instructions during the coronavirus pandemic.

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

In attendance Mrs S J Bell (Clerk)

No members of public present

20/073 **Apologies** for absence were received from S Wilkin.

Resolved to accept S Wilkin's apologies for this and future meetings while the Coronavirus pandemic was running due to difficulties with equipment compatible with Zoom and other video conferencing facilities. The Clerk would keep her up-to-date. Proposed Chairman, seconded J Bibby.

Clerk

The District and County Councillors had other meetings to attend but had offered to Zoom in for their reports if required and it had been agreed with the Clerk and Councillors beforehand that for this first remote meeting they would take the option of contacting the County and District Councillors by email if further information was required on the reports.

20/074 **To receive any declarations of interest**

Councillors to declare any pecuniary interests in any items on the agenda.

Councillors to declare any personal interests in any items on the agenda – J Bibby Cemetery headstone,

L Holdaway – Planning 20/00482/TRE

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.

20/075 **Dispensations:**

To note any new Dispensations granted: Nil

20/076 **Public Participation**

There were no members of the public present

20/077 **Minutes**

Minutes of the meeting held on 11 March 2020 were confirmed as a true record and would be signed by the Chairman at the next face to face meeting. The agenda of the meeting of 11 March 2020 would be signed at the next face to face meeting as confirmation of the business transacted at the meeting on the 11 March 2020. Proposed L Holdaway, seconded J Bibby. K Mackender abstained as he was not present at the meeting

Chairman

20/078 **Matters arising from previous minutes**

Clerk had circulated a report which was accepted. Proposed Chairman, seconded L Holdaway. Points of note.

20/055, 20/032, 20/019 *Mobile Flashing Speed Signs*. Clerk to progress.

Clerk

20/042 Street Lights and Highways – Westway Place – bottom car park. Old bracket still not removed but no confirmation on whether new street light working yet.

All

20/062 *CIL: Witcham Toll* Meeting deferred due to Coronavirus restrictions at the moment.

Clerk/All

- 072/.....
- 20/078 **Matters arising from previous minutes** (cont)
 20/065 *Fordham – Dog Controls*. No further details received regarding District wide Public Spaces Protection Order for keeping dogs on leads/anti-social behaviours.
 20/068 *Street Lights and Highways* Westway Place signs still not installed. *All*
- 20/079 **Reports from District and County Council representatives**, previously circulated, were accepted. **Resolved** that Councillors would contact the District and County Council representatives if there was any points for clarification. Proposed J Lucas, seconded J Bibby *Cllrs*
- 20/080 **Planning applications**
 The following ECDC decisions were noted
 20/00323/FUL plot 2 Site West of Coach House Mepal Road erection of dwelling and garage on land benefiting from extant outline permission 18/01698/OUT - approved
 20/00302/OUT site South of 10 The Slade outline application for a single dwelling - refused
 The following notice of tree works was noted
 20/00482/TRE Witcham House, Headleys Lane Fell Buckthorn tree (boundary wall damage) and replant with plum tree away from the wall. Reduce crown of a fruit tree, taking off one main branch but leaving main tree.
 Community Led Development – Wilburton – correspondence from Save Wilburton from Over Development, previously circulate.
Resolved to note the correspondence. Proposed Chairman, seconded K Mackender. *Clerk*
- 20/081 **Finance**
 To comply with Government instructions regarding social distancing during the Coronavirus/Covid-19 pandemic, all documentation relating to the following finance items had been circulated prior to the meeting. The receipts and payments schedule with invoices, receipts and cheque book had been forwarded to the signatories for checking and cheque signature the day before and returned to the Clerk on the day of the meeting for release of cheques following resolution to approve payment as follows:
- a) **Receipts and payments for period 11 to 31 March**, as agreed at the previous meeting, had been previously circulated and checked, and signed by the signatories to complete payments for the year ending 31 March 2020. Noted that adjustment had been made for IONOS following issue of credit note and an adjusted direct debit. This payment would, under the new contract, now be taken each month rather than quarterly. (£15 plus VAT per month) Remittance advice for RSPB rent received and confirmed on the bank statement.
Resolved to confirm the payments as detailed on the schedule. Proposed J Lucas, seconded J Bibby. *Clerk*
 - b) **Renewal of SLCC membership, details previously circulated.**
Resolved to approve payment of 2020/21 SLCC membership (part-payment) £80. Proposed L Holdaway, seconded Chairman *Clerk*
 - c) **Receipts and payments for April 2020**
Resolved to approve the receipts and payments for April 2020 as detailed on the previously circulated schedule, (excluding Cheque No 001851 Zurich Insurance) Proposed J Bibby, seconded L Holdaway *Clerk/
Cllrs*
 - d) **Year-end accounts.** Receipts and Payments spreadsheets, Reconciliation sheets and Summary of Receipts and Payments (for the Council's Annual Report) had been circulated on 23 April 2020 for Councillors to examine. Total receipts for the year including Precept, rents and grants was £24132.01. Total payments £21706.58. Bank statements confirmed balances of £46650.98 less £1080.49 (unpresented cheques) giving a balance to carry forward to 1 April 2020 of £45,570.49 inclusive of all earmarked and general reserves. The Receipts and Payments spreadsheets reconciled with the bank statements, £45,570.49. Copies of the bank statements had been previously circulated. All original documents would be signed off at the next face to face meeting (in compliance with Coronavirus restrictions)
Resolved that the accounts for the year 1 April 2019 to 31 March 2020 be accepted and approved. Proposed J Luas, seconded L Holdaway *Clerk*

- 20/081 **Finance (cont)**
 e) **2020 Internal and external audits arrangements** previously circulated. It was noted that the usual schedule of dates for undertaking the audit processes had been amended due to the Government instructions regarding social distancing for the Coronavirus pandemic.
 The Clerk advised that as neither receipts or payments exceeded £25,000 the Council could consider whether to opt for a Certificate of Exemption (as had been done in 2017/18) ie Annual Governance and Audit Return (Part 2).
 Noted that due to Coronavirus, internal auditors would not be making visits to Parish Council premises to conduct the internal audit. Additional work required by Clerks to facilitate internal audit process this year, including linking up by video conferencing. *Clerk*
Resolved to note the necessary changes in arrangements for the audit process this year and to complete the Certificate of Exemption of the Annual Governance and Audit Return (Part 2). Proposed J Lucas, seconded K Mackender.
 f) **Renewal of insurance.** Details had been previously circulated and the options regarding Long Term Agreements were discussed. *Clerk*
Resolved to take the Long Term Agreement of extending the current 3 year term for another 2 years. Renewal fee for 2020/21 was £464.98. Proposed K Mackender, seconded J Lucas
- 20/082 **Cemetery Management**
 Request from RS Memorials for installation of new headstone and plaque for Garden of Remembrance wall had been received and previously circulated. Clerk confirmed the request complied with Cemetery guidance notes and recommended approval.
Resolved that approval be given for the two requests. Proposed J Lucas, seconded K Mackender. J Bibby, who had declared an interest, made no comment and abstained from voting. *Clerk*
- 20/083 **Recreation Ground**
 Chairman reported that notices advising the public that the play equipment was out of use during the Coronavirus pandemic had been installed immediately after the Government's instructions. J Lucas advised that she had seen no children using the facilities since the signs had been put up. *MH*
 The Chairman reported that grasscutting had been undertaken and the recreation ground was looking good.
- 20/084 **Appointment of Parish Council Nominee to Village Hall Committee (Trustee)**
Resolved that J Bibby be re-nominated as Parish Council Nominee on the Village Hall Committee for 2020/21. Proposed J Lucas, seconded Chairman. J Bibby accepted the role as Parish Council Nominee. *Clerk*
- 20/085 **Correspondence**
 Cambridgeshire and Peterborough Minerals and Waste Local Plan and associated Policies
 Map Submission to the Secretary of State
 NALC Bulletins, CEO newsletters, Corona virus
 NALC extension PC role in community re dementia support
 CAPALC Bulletins and newsletters
 CCC, ECDC, Age UK – Corona Virus updates and advice
 CCC IHMC Incident Report and Highway Events
 CCC TTRO 20/372 - Various Roads, East Division
 CCC Micro Asphalt Program 2020 – suspended
 Morris Education Trust: Proposed Merger
 Local Electricity Bill update
 Straw plant meeting Thursday 16 April 2020 deferred due to Covid-19 restrictions
 Environment Agency Ouse Washes Barrier bank works update – 2020
Resolved that the above items had been circulated and were noted. Proposed L Holdaway, seconded J Bibby
- 20/086 **Items of Note Arising from Coronavirus – Covid-19**
Best Kept Garden Competition *Clerk/Website*
Resolved to cancel the competition this year. Proposed J Bibby, seconded Chairman

20/086 **Items of Note Arising from Coronavirus – Covid-19 (cont)****Annual Parish Meeting**

J Bibby, seconded Chairman. However it had been hoped to launch the consultation process for the new play equipment programme so this will be kept under review in the hope that later in the year a public meeting could be held at the Village Hall.

Clerk/
Website**Village Hall Fund-raising Event – 2020 Peashoot – 50th Anniversary**

Noted that this had been cancelled by the Village Hall due to Coronavirus pandemic restrictions

Annual Report of the Council

Agreed to proceed with this for later in the year when it could be delivered to each household as usual.

Cllrs

Clerk reported that just before the meeting had started she had received an email advising that the **TRO closure of the gates on the Byways (Droves) had been extended until further notice** and landowners would be responsible for keeping the gates locked during this period as per the usual arrangements.

Cllrs

East Cambs District Council had asked for details of any closed ‘open spaces’ or cemeteries within the parish, excluding play areas.

20/087 Items for the Next Agenda and to note date of next meeting: 13 May 2020, 10 June 2020, 8 July 2020

Clerk

Request Webmaster attend next meeting (by Zoom)

Chairman advised that a member of the public had reported deep ruts on the byways and this had been reported as required on the CCC ‘Report It’ website but the Parish Councillors would also monitor for reporting at next meeting.

Cllrs

Approve Policies – Zoom and Standing Orders (Coronavirus pandemic) requirements

Clerk

The meeting closed at 8.23pm

April Schedule of Receipts and Payments

		£	£	£
Items for year-end.				
Receipts	RSPB	950.00		950.00
Payments	001840 HMRC	175.00		175.00
	001841)Admin costs (March)			
	001842)including reimbursement expenses	138.24		502.09
	001843 Cartridgesave toners	79.50	15.90	95.40
To note: adjustments by 1&1	cr IONOS 1&1	-17.59	-3.52	-21.11
	d/d “ “	15.00	3.00	18.00
(note contract change wef 6.2.20, monthly payment £15.00 including discounts) plus VAT				

Items for April

Receipts	ECDC Precept	7650.00		7650.00
Payments	001844 J Wells What’s On Reimbursement (Apr)	12.00		12.00
	001845/6 Admin costs (April)	316.82		316.82
	001847 SLCC membership fee (Minute 20/081 b)	80.00		80.00
	001848 Truelink (Mar)	211.40	42.28	253.68
	001849 CAPALC £246.12 +£50(DPO scheme)	296.12		296.12
	001850 K&M Lighting Services	45.29	9.04	54.26
	001851 Zurich insurance (Minute 20/081 f)	464.98		464.98
	d/d IONOS 1&1 (15.4.20-15.5.20)	15.00	3.00	18.00

Signed

Dated