

WITCHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 8 May, 2007 at 7.30 pm in the Village Hall, Witcham

Present: D A Bamforth (Chairman), D J Saberton, C Watson

In attendance Mrs S J Bell (Clerk)

Members of the public: 1

Public question time opened at 7.15 pm – 1 member of the public
Verification of payments and receipts took place by Chairman
Full Council business commenced at 7.50 pm
One member of public present during meeting.

Declaration of Acceptance of Office and Code of Conduct had been circulated and completed by Councillors prior to the meeting.

Action

07/001 **ELECTION OF CHAIRMAN**

Mr D A Bamforth: Proposed Mr C Watson, seconded Mr David Saberton and there being no other nominations agreed unanimously.

07/002 **DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Mr Bamforth completed the Declaration of Acceptance of Office and Code of Conduct form as Chairman

07/003 **Apologies for Absence.** There were none.

07/004 **Declaration of Interest:** D A Bamforth, personal interest. Minute 07/023 Ash trees.

07/005 **COUNCIL SEATS VACANT**

Co-option of 3 Councillors to be arranged. Notice of vacancies posted on noticeboards. If there is no request from 10 electors for an election the Council plans to invite applications to fill the 3 vacancies which will be considered and selections made at the June meeting. 6 parishioners had already indicated an interest. Clerk to progress.

Clerk

07/006 **COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT, NOTIFICATION OF FINANCIAL AND OTHER INTERESTS AND REGISTRATION OF GIFTS AND HOSPITALITY**

Forms received by Clerk who will hold on record, and forward copies as required to the Monitoring Officer at ECDC.

Clerk

07/007 **ELECTION OF VICE-CHAIRMAN**

Mr D Saberton: proposed by Mr C Watson, seconded Mr D A Bamforth and there being no other nominations agreed unanimously. Mr Saberton completed the Declaration of Acceptance of Office and Code of Conduct form as Vice-Chairman.

07/008 ELECTION OF REPRESENTATIVES

The following appointments were made en-bloc, to be reviewed when 3 new Councillors appointed. Proposed Chairman and agreed unanimously:

Burial Board: All Councillors

Village Hall Committee: Mr D A Bamforth

Cambridgeshire Association of Local Councils: Mr D A Bamforth and Mr David Saberton

East Cambridgeshire Parish Forum: Mr D A Bamforth

Ely Sector Police Local Liaison Group: Mr C Watson

Strawburner Parish Forum: Mr David Saberton and Mr Chris Watson

Mepal Outdoor Centre: Mr David Saberton

Cambridgeshire ACRE Parish Plan Working Group: Mr D A Bamforth, Mr C Watson and Mr David Saberton (to be reviewed as Parish Plan progresses)

Citizen's Advice Bureau Trustee Board: Mr D A Bamforth

Play Area: Mr David Saberton responsible for weekly inspections of equipment

07/009 CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))

The allowance for 2007/8 was set at £50. An increase was made as there is expected to be additional expenses over the coming year. Proposed Mr D Saberton, seconded by Mr C Watson and agreed unanimously.

07/010 PAYMENT OF ANNUAL SUBSCRIPTIONS

Citizen's Advice Bureau – Approved £25. LGA 1972 s142. Proposed Mr D Saberton, seconded Mr C Watson and agreed unanimously. (Noted Chairman on Trustee Board see Minute 07/008)
Victim Support and Dial-a-Ride – to be reviewed at future meeting
Vitalise (disabled) - declined

07/011 Minutes of the meeting of 17 April 2007 had been circulated, and were approved and signed. Proposed by Mr D Saberton and seconded by Mr C Watson, and agreed unanimously.

07/012 Matters Arising

490 Seepage of water, Westway Place/Silver Street. Mr Watson was asked to monitor the situation and report to Clerk. *CW*

497 Quality Parish Council. Arrangements for presentation to be made. *Clerk*

07/013 RETIRED COUNCILLORS

The Chairman proposed a letter of thanks be sent to Mr Paul Chambers and Mr Mark Wilkin, and to Mr Don Saberton who originally joined the Council over 20 years ago. Letters also to be sent to the retiring District Councillors, Mrs Brenda Daters and Mr Alan White. Alan had served the parish as District Councillor for several decades. Understood retired County Councillor had left area. *Clerk/Chairman*

07/014 PLANNING APPLICATIONS

The following ECDC decisions were noted:

07/00278/FUL New crossover and driveway. 2 Martins Lane. Approved.

07/015 RECREATION GROUND

RoSPA Annual Inspection Report received. Chairman opened meeting to public to discuss options for cleaning and weeding safety surface. Mr D Saberton said he had removed weeds in the tile gaps. Chairman reconvened the meeting and an action plan for medium and low risk issues was agreed. *DJS*

Groundsman's duties and equipment. Mr D Saberton reported the mowers working at present. Groundsman's timesheet for 11 hours for period March to 26April was approved for payment. *Clerk*

07/015 RECREATION GROUND (cont)

Applications for use of recreation ground:

9 June 2007 – Church Fete – approved

1 July 2007 – Village Rounders match – approved

*Clerk**Clerk*

Application for Village Hall Committee for Annual Peashoot to be checked and approved by Chairman subject to adequate insurance cover. Proposed Mr David Saberton, seconded Mr C Watson and agreed unanimously. Application for use for archery was also expected.

Mr David Saberton reported that there were no issues to report on play equipment other than those already covered in the RoSPA inspection.

07/016 PARISH PLAN

Result of survey had been presented at Annual Parish Meeting and a consultation process was underway after which the Focus Group will put together final document. Clerk to obtain up-date from Darren Hill regarding settlement of invoices including Focus Group.

*Clerk***07/017 YOUTH SERVICES**

Chairman reported that Cambridgeshire Youth Services was organising events for the coming weeks at the Village Hall. Clerk had sent application form to organisers to complete in the event they needed to use recreation ground.

07/018 CEMETERY MANAGEMENT

Clerk reported new plan expected end of May. Clerk authorised to make necessary arrangements with Diocese Legal Department for Act of Consecration to be drawn up, and plan arrangements for service and to report back to June meeting.

Complaint regarding uncut grass received and noted Groundsman was planning to mow again on Wednesday evening. Request for rose to be planted was approved subject to being planted by wall in allocated area.

07/019 PUBLIC RIGHTS OF WAY

Clerk had written to Senior Rights of Way Officer requesting site meeting. Date still to be set. Chairman reported that correspondence from County Council to nearby landowners blamed the Parish Council for not informing the Parish. The Clerk had evidence of communication with County Council and parish to demonstrate it had taken steps to protect the droves and wildlife and inform the parish. Chairman and Clerk to liaise.

*Chairman**Clerk***07/020 ANNUAL PARISH MEETING**

The Clerk circulated the draft minutes. Matters for the Council were:

Noise nuisance at Elean Business Park – car and motorcycle racing – to be raised with Community Policeman. Proposed Chairman and agreed unanimously.

Clerk

Strawburning Power Station Energy Audit. Clerk to follow-up her letter of 2 March 2007 to obtain information and keep resident informed.

*Clerk***07/021 INSURANCE RENEWAL REVIEW**

Clerk recommended increasing fidelity guarantee to £30,000 and amend park seats to reflect 2 new seats and disposal of broken seat at cemetery. Chairman proposed acceptance, seconded Mr C Watson and agreed unanimously.

*Clerk***07/022 COMMUNITY POLICE**

No issues other than car and motorcycle racing (Minute 07/020)

07/023 CORRESPONDENCE

ECDC 3 The Orchards – fell Cyprus trees and 4 Silver Street - fell Ash trees - noted
 ECDC Recruitment of Parish Council Members of Standards Committee - declined
 ECDC Revised Model of Code of Conduct – Local Authority (Model Code of Conduct)
 Order 2007. Copy circulated and will be for adoption by 1.10.07
 ECDC Hackney Carriage Bye-laws – received
 CCC Heavy Commercial Vehicles Newsletter – received
 East of England Regional Assembly – Regional Gypsy and Traveller public engagement
 Event – 21 May Robinson College Cambridge, 7.00 pm. Options document to be
 published 8 May 2007 - noted

07/024 REPORTS OF MEETINGS

There were none

07/025 STREET LIGHTING AND HIGHWAYS

Quote from CCC for new street light at bottom of Headley's Lane awaited.

07/026 FINANCE

The following Receipts and Payments were approved.

		£	£	£
Receipts	Ely Funeral Service Headstone King	5.00		5.00
	Precept	4500.00		4500.00
	EDF Wayleaves	16.23		16.23
Payments	000841 CALC Annual membership 113.71 & Local Council Review subscription £13.50	127.21		127.21
	000842 DJ Saberton reimbursement strimmer parts – G&J Peck £2.68 & petrol for mower/trimmer £10 (deferred)	11.19	1.49	12.68
	000843 Westley & Huff Professional fees	200.00	35.00	235.00
	000844 Mepal Stores Ltd Copying Annual Parish Meeting flyers	7.00	1.22	8.22
	000845 Playsafety Ltd (RoSPA inspection)	69.00	12.08	81.08
	000846 J Lucas delivery of flyers and Annual Report	12.00		12.00
	000847 Clerk Salary additional hours (deferred) d/d Talk Talk	5.22	0.91	6.13
	000848 Citizen's Advice Bureau	25.00		25.00
	000849 Groundsman 11 hours March to 26Apr07	88.00		88.00

Clerk advised that the internal audit was underway and she would attend a meeting with Mr Bowd on 9 May for return of books and the report. External audit: 1 July 2007. The accounts will be available for inspection between 1 and 28 June. Notices to be posted on noticeboard. Clerk circulated the Risk Assessment report which formed part of the Statement of Assurance on the Annual Return to the external auditors, which had been completed at the previous meeting. Cheques for the above payments to be raised and signed, and confirmed at next meeting as old cheque book with auditors and new one not received from bank in time for this meeting. Agreed.

Clerk

All

Clerk and Chairman to review budgets and present recommendations at June meeting.

*Clerk/
Chairman*

Clerk had worked additional 80 hours over previous year (paper circulated), of which 40.5 had been for preparation of Quality Parish Council portfolio. Chairman signed letter to CALC applying for reimbursement of additional hours for portfolio.

Chairman

07/027 **DATE OF FUTURE MEETINGS**

Calendar of dates for 2007/8 circulated and agreed to commence public open forum and finance checks at 7.30pm, with full council business commencing at 7.45pm. Meetings to be limited to finish by 9.30pm. To try to be more effective in meetings the Council will nominate lead councillors for various subjects/consultation documents.

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|-------------------|---|
| 12 June 2007 | 10 July 2007 |
| 11 September 2007 | 9 October 2007 (16 th) |
| 13 November 2007 | 4 December 2007 |
| 8 January 2008 | 12 February 2008 |
| 11 March 2008 | 15 April 2008 |
| 13 May 2008 | |

Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 6 clear days prior to the meeting.

All

Noted ECDC/CALC Parish Forum meeting on 4 June 2007.

There being no further business the Chairman declared the meeting closed at 9.40pm

Signed Dated