

WITCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 10 May 2017 at 7.30 pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk)
Cllr L Dupré (CCC)

No Members of the Public present

Action

17/084 **ELECTION OF CHAIRMAN**

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

17/085 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Declaration of Acceptance of Office and Code of Conduct form completed.

17/086 **Apologies for Absence:** There were none

17/087 **Declaration of Interest:**

The following declarations of interests were made:
Pecuniary interests: K Mackender Minute 17/098d insurance quotes
Personal interest: None
Prejudicial interests: None

The Clerk reminded Councillors that they should regularly review their Registration of Financial and Other Interests as any changes must be notified to ECDC Monitoring Officer within 28 days.

17/088 **Dispensations:**

To note Dispensations: None

17/089 **ELECTION OF VICE-CHAIRMAN**

Mr K Mackender: Proposed Chairman, seconded J Lucas and there being no other nominations unanimously resolved.

17/090 **VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Declaration of Acceptance of Office and Code of Conduct form completed.

17/091 **Public Participation:** No members of the public present.

Chairman proposed that the meeting move to agenda item 17/097 for the County Councillor's report so that she could leave early. Unanimously agreed.

17/097 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

County Councillor Dupré was congratulated on her success of being re-elected as the County Council representative for Witcham under the Sutton Division. She confirmed she had forwarded her monthly report and advised that James Palmer had been elected Mayor for Cambridgeshire and Peterborough. There would be changes in managing the County Council, and appointment of County Councillors to the Committee structure was being organised.

County Councillor Dupré was thanked and she left the meeting at 7.50pm

17/092 **ELECTION OF REPRESENTATIVES**

The following appointments were discussed and representatives elected en-bloc.
Proposed K Mackender, seconded J Bibby and unanimously resolved:

Burial Board: All Councillors

Speedwatch Co-ordinator: No longer required as to be undertaken by District Councillor M Bradley

Public Rights of Way Liaison: J Lucas

Village Hall Committee: J Bibby, J Herbert

CAPALC: M Housden, K Mackender

Play Areas/Recreation Ground, including Weekly Inspections: M Housden

Strawburner Parish Liaison Group (to be confirmed for each meeting)

Time Bank/Voluntary Helper Scheme – L Elbourne and J Herbert

Review of Policies/Procedures/Risk Assessments – Lead Councillor to support Clerk: L Elbourne. Proposed J Lucas, seconded M Housden and agreed unanimously.

Finance – Lead Councillor to support Clerk – role to be undertaken on a rolling basis of all Councillors as during previous year.

17/093 **CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))**

Resolved that the Chairman's Allowance for 2017/18 remain at £75. Proposed J Lucas, seconded K Mackender.

17/094 **PAYMENT OF ANNUAL SUBSCRIPTIONS**

Clerk confirmed that renewal of membership for CAPALC had been due for renewal and approved at the previous meeting. She confirmed that membership to SLCC had been renewed at £67 as discussed at the previous meeting. ACRE was not due for renewal until January 2018.

17/095 **Minutes of the meeting** of 12 April 2017 had been circulated, were confirmed as a true record and signed by the Chairman, and agenda of same date signed by Chairman as confirmation of the business transacted at that meeting. Proposed J Herbert, seconded J Bibby and unanimously resolved.

17/096 **Matters Arising** There were none

17/098 **FINANCE**a) **Internal Auditor's Report 2017**

A copy of the report had been previously circulated and reviewed by councillors.

Resolved that the Report of the Internal Auditor for 2016/17 be accepted and the content noted. Proposed L Elbourne, seconded M Housden and agreed unanimously.

Clerk

b) **Annual Return 2017 Section 1 – Annual Governance Statement**

Clerk presented Annual Return Section 1 for completion by the Councillors (information for completing the form previously circulated). The form was reviewed and completed in the meeting.

Resolved that the Annual Return 2017 Section 1 – Annual Governance Statement, as completed in the meeting be approved and signed by the Chairman. Proposed L Elbourne, seconded M Housden and agreed unanimously.

c) **Annual Return 2017 Section 2 – Statement of Accounts**

Clerk presented Annual Return Section 2, copy circulated at previous meeting.

Resolved that the Annual Return 2017 Section 2 – Statement of Accounts be approved, and signed by the Chairman. Proposed L Elbourne, seconded M Housden and agreed unanimously.

Clerk

d) **Renewal of Insurance**

D Mackender had declared an interest and left the meeting.

Details of quotations from Came and Company (best of 3) and Zurich were considered. Clerk advised that she had twice requested a quote from Aon but this had still not been received.

Resolved that the Council accept the quotation from Zurich at £437.17 (3yr Long Term Agreement) be accepted. Proposed J Lucas, seconded L Elbourne and unanimously agreed.

Clerk

D Mackender returned to the meeting.

e) **Renewal of Street Light Maintenance Contract**

Clerk advised that she was still awaiting a quote from the old contractor, Balfour Beatty Living Places. She had received a quote from K&M Lighting, St Ives, but had had difficulty finding another contractor as they all appeared to come from a long way away, eg Essex, London, Midlands, and of course the contract was only for 5 streetlights. In view of the fact that the old contract had expired and there was still no response from Balfour Beatty Living Places the Council decided to make a decision based on information to hand. Noted that the K&M quote was competitive to the Balfour Beatty Living Places charges for the previous year.

Resolved that the Council accept the quote from K&M Lighting at £95.20 plus VAT and to take up the option of the 3-year contract which brought the 2017/18 fee down to £90.44 plus VAT. Proposed L Elbourne, seconded J Lucas.

Clerk

f) **May Receipts and Payments**

The May receipts and payments had been checked by K Mackender.

Resolved to approve the receipts and payments as listed at the end of these Minutes, including confirmation of April salary and payment to SLCC. Proposed Chairman, seconded J Bibby.

Clerk

17/099 ANNUAL PARISH MEETING

The Minutes of the Annual Parish Meeting of 28 April 2017 had been previously circulated.

Anti-social behaviour - driving at Elean Business Park: Clerk had circulated emails from District Councillor regarding work of East Cambs Community Safety Partnership. Clerk to arrange for note to go in newsletters and What's On encouraging residents to gather data for inputting to East Cambs Community Safety Partnership.

Clerk

Telephone kiosk, High Street. A request had been made that the kiosk be re-painted and a glow light installed. Clerk to obtain up-dated quote for painting to kiosk.

Clerk

17/100 **VILLAGE SIGN**

Clerk advised that she had made enquiries about grants from Heritage Lottery (response awaited), Amey Community Fund (response awaited) but both of these seemed unlikely and in any case the applications had to go through a quarterly panel system which meant work could not be undertaken for some time. Cambridgeshire Fensleader (not eligible but he would look to see if he could source any other organisations that might help). Chairman confirmed the sign was being monitored and there appeared to be no further deterioration. Noted that in time ECDC policy might successfully be reviewed to include village signs but again not an immediate solution. It was agreed everyone liked the village sign at Sutton which had been supplied by Signs of the Times.

Resolved that the Clerk contact Signs of The Times to confirm quote and arrangements regarding removal and delivery/re-installation, and report back to next meeting. Proposed L Elbourne, seconded K Mackender

*Clerk*17/101 **RECREATION GROUND**

Weekly inspections of play equipment and recreation ground
Chairman reported that there were no issues to report.

2017 Annual Inspection

Wicksteed had completed the Annual Inspection on 4 May 2017. The report had been circulated prior to the meeting. The report was reviewed and discussed.

Resolved that the Wicksteed Annual Inspection of the play equipment be noted and monitoring of all areas to continue. Proposed J Luca, seconded L Elbourne.

Grasscutting and grounds works

Grasscutting and general maintenance for April was reviewed and Councillors confirmed that they were happy with works.

*Cllrs*17/102 **COMMUNITY POLICE**

There were no issues raised.

17/103 **REPORTS OF MEETINGS**

No reports received

17/104 **STREET LIGHTING AND HIGHWAYS**

Noted that CCC planned a number of road/bridgeworks for East Cambs and Fenland, including Mepal Bridge which was expected to be closed from 24 July to 5 August between 2030hrs and 0600hrs, and from 7 August to 15 September two-way traffic lights to be in operation as required between 0930hrs and 1530hrs. Details to be confirmed and public and road notices to be issued by County Council in due course.

Noted that a resident had complained to the Chairman about cars being parked on the green, obstruction and removal of bollards at Westway Place. He had been referred to Sanctuary Housing and ECDC who owned the land. Chairman had put back the 'resident parking only' sign.

The County Council had re-surfaced The Slade and Martins Lane highway this week. There had been some inconvenience to residents as the roads in and out of the village had been closed during some of the works. Clerk reported that the County Council had confirmed that the studs would not be put back and that not all road-markings would be re-installed as part of the County Council's ratification of street works; despite the Parish Council's request that markings and studs be reinstalled.

17/105 **2017 BEST KEPT GARDEN COMPETITION**

Judging had been organised for 9 June, morning and evening. Clerk to arrange for note to go in What's On inviting residents to let Julie and Jane know if they wanted their garden to be included. The judge had suggested that a this was his third consecutive year of judging would it be possible to have an extra class for him to award 'Best Improved' over the last 3 years.

JB/JL

Resolved to approve an extra class this year to recognise best improved garden over the last 3 years, and Clerk to organise purchase of medium shield and inscriptions. Proposed J Bibby, seconded J Lucas.

Clerk

Clerk flagged that the Best Overall Garden Shield was probably filled last year and agreed this would need to be reviewed before inscriptions ordered this year.

17/106 **CORRESPONDENCE** The following were received:

ECDC – trees in conservation area Acer 30% crown reduction at 15A High Street approved. Coveney Habitat meeting 16.5.17. J Lucas confirmed she would be attending and asked members for any issues that they wanted raising but there was none.

JL

Letter from resident dissatisfied with grasscutting contractor was discussed. **Resolved** that the Clerk should respond, letter drafted. Proposed by J Lucas, seconded K Mackender.

Clerk

Came and Co Spring Newsletter – noted
LGPS Newsletter - noted

17/107 **DATE OF NEXT MEETING**

Wednesday 14 June 2017 at 7.30pm

Business at the next meeting to be kept to a minimum so that an early finish could be achieved to enable the Councillors to carry out inspection of parish property, street furniture etc at the end of the meeting.

Any business, including receipts and payments, to be considered at Parish Council meeting must be delivered to the Clerk at least 7 clear days prior to the meeting. (*Standing Orders 4 and 5*)

All

There being no further business the Chairman declared the meeting closed at 9.10pm

Signed Dated

May Schedule of Receipts and Payments

Receipts	UKPN Wayleaves	20.93		20.93
	Precept	6550.00		6550.00
	RSPB Lease rent Ouse			
	Wash Drovers Apr '17	950.00		950.00
Payments				
	001636 SLCC membership fees (confirmation – approved at previous meeting)		67.00	67.00
	001637 Clerks Apr salary		224.46	224.46
	001638 CCC LGSS Apr		115.44	115.44
	001639 Truelink Apr		296.00	59.20 355.20
	001640 Clerks May salary		224.46	224.46
	001641 JP Wells What's On LGA72s142		11.10	11.10
	001642 CCC LGSS May		115.44	115.44
	001643 Insurance renewal		437.17	437.17