

WITCHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 11 May 2016 at 7.30 pm in the Village Hall, Witcham

Present: M Housden (Chairman), J Bibby, L Elbourne, J Herbert, J Lucas

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

No Members of the Public present

Action

16/082 **ELECTION OF CHAIRMAN**

Mr M Housden: Proposed L Elbourne, seconded J Herbert and there being no other nominations unanimously resolved.

16/083 **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

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

16/084 **Apologies for Absence:** K Mackender (work commitments) District Councillor A Bailey

16/085 **Declaration of Interest:**

The following declarations of interests were made:

Pecuniary interests: None

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.

16/086 **Dispensations:**

To note Dispensations: None

16/087 **ELECTION OF VICE-CHAIRMAN**

Chairman proposed K Mackender. Clerk informed the meeting that K Mackender had advised that if he were to be nominated he would be happy to serve as Vice-Chairman for the forthcoming year.

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

16/088 **VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT**

Completion of the Declaration of Acceptance of Office and Code of Conduct to be arranged

Clerk/
KM

16/089 **Public Participation:** No members of the public present.

16/090 **ELECTION OF REPRESENTATIVES**

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

Burial Board: All Councillors

Speedwatch Co-ordinator: K Mackender, J Lucas

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

Finance – Lead Councillor to support Clerk: K Mackender (to be asked/confirmed)

Development/Planning/Local Plan to support Clerk – no nominations

Consultation documents to support Clerk – no nominations

16/091 **CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))**

Proposed J Lucas, seconded K Mackender and unanimously resolved that the allowance for 2016/17 remain at £75.00.

16/092 **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 2017.

16/093 **Minutes of the meeting** of 20 April 2016 had been circulated, were confirmed as a true record and signed by the Chairman. Proposed Chairman, seconded by L Elbourne and unanimously resolved

16/094 **Matters Arising**

16/073 Best Kept Garden Competition 2016 Clerk gave an up-date and was asked to continue *Clerk* with arrangements to find a judge.

16/095 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

The report from the County Councillor had been previously circulated. She gave a further update on Devolution and the Total Transport meeting, and advised that the Electoral Boundary Review had just commenced. She was a member of the ECDC Local Plan Working Party and arrangements for the new Local Plan were progressing. The next meeting was 20 May after which further information on proposals and maps would be available. This would mean there would be little to report at the Annual Parish Meeting on 18 May.

16/096 **PLANNING**

16/00397/FUL Witcham Lodge, Headleys Lane. Proposed sun lounge and works to boundary *Clerk* wall. **Resolved** that there were no objections. Proposed J Lucas, seconded M Housden

15/01477/FUL Rose Barn, Ely Road Retrospective application for part change of use of existing offices/showrooms/garden area and ancillary parking to events venue had been withdrawn.

16/097 **EAST CAMBRIDGESHIRE LOCAL PLAN**

No further information available, nor any potential proposals for Witcham available for discussion at the present time.

16/097 **EAST CAMBRIDGESHIRE LOCAL PLAN**

The Clerk advised that the 2nd Parish Conference on the Local Plan was scheduled for 2 June 2016. J Lucas confirmed that she would attend the 6pm session.

JL

Confirmed the Clerk should take up the Planning Manager's offer to attend a Parish Council meeting to discuss the planning process, material planning considerations and general queries as part of their planning review to improve the service they offered.

*Clerk*16/098 **CEMETERY MANAGEMENT**

Clerk was still awaiting response regarding recently re-erected headstone and it was confirmed she should make arrangements to have the heap of spoil by the hedge removed. Ruts on verge outside lychgate to be topped up with soil. Clerk requested that the lychgate be inspected to ensure no maintenance work required.

*Clerk
Cllrs*

J Lucas reported that rubbish had been seen blowing out of the dustcart as it travelled down Mepal Road.

16/099 **RECREATION GROUND**

Application for use of recreation ground: Village Fete 11 June 2016
Request for use of recreation ground for Church Village Fete on 11 June 2016 had been previously circulated.

Resolved that consent be given for use of the recreation ground for the Village Fete by the Church, on 11 June 2016 as per details on the application form and supporting documents. Proposed J Lucas, seconded J Bibby and agreed unanimously.

Clerk

Chairman reported that he had moved the foot step on the apparatus as discussed at the previous meeting and there were no issues to raise from the weekly inspections. The annual inspection by Wicksteed was expected in the next few weeks.

16/100 **COMMUNITY POLICE**

Complaints were received about vehicles parked on side of Witcham Road which were causing a hazard, particularly in the dark and fog during the winter. Clerk to report to Mepal Parish Council.

*Clerk*16/101 **REPORTS OF MEETINGS**

None

16/102 **STREET LIGHTING AND HIGHWAYS**

Chairman reported that the tarmac had dropped around the street light near first bungalow in The Slade following works by Balfour Beatty last year. He would get lamp reference number so that the Clerk could report to CCC.

*MH*16/103 **PARISH ASSETS**

Clerk asked Councillors to review maintenance of bus shelter, telephone kiosk, noticeboard and village sign. Agreed she should make enquiries and obtain quotes for refurbishment of village sign. J Herbert to make enquiries about repairs to bus shelter and painting of telephone kiosk and Clerk to go back to re-affirm original quotes.

*JH
Clerk*

16/104 **CORRESPONDENCE**

East Cambridgeshire Parish Conference Emergency Planning Arkenstall Haddenham on 15 June 2016 12 pm (emailed 3.5.16) J Herbert said she would try to attend
 ECDC Planning Review of Services – offer to attend Parish Council meeting (emailed 3.5.16) Clerk to arrange for June meeting if possible (see Minute 16/097)
 NALC DIS newsletter (emailed 3.5.16)
 CCC Transforming Lives – stakeholders briefing – Older People’s care etc (emailed 3.5.16)
 CCC Safeguarding Adults & Mental Capacity Act newsletter (emailed 26.4.16)
 Coveney Habitat Scheme Local Liaison Group meeting notes (emailed 23.4.16)
 ECDC Prevent 3R (Radicalisation Prevention posters and info campaign w/c 16.5.16 (emailed 9.5.16)
 Cambridgeshire ACRE Community Fair 7 June 2016 (emailed 9.5.16)
 Environment Agency - Flood Re briefing note (emailed 10.5.16) (a not for profit reinsurance body, run and managed by the insurance industry) <http://www.floodre.co.uk>
 HEY Solicitors RSPB Lease up-date (emailed 10.5.16)
 Electoral Boundary Cambridgeshire Review Consultation 10 May to 20 June 2016 (emailed 10.5.16) see <https://consultation.lgbce.org.uk/node/4143> for maps and guidance to respond - to be discussed at June meeting

JH

16/105 **FINANCE****a) Internal Auditor’s Report**

A copy of the report had been previously circulated.

Resolved that the Report of the Internal Auditor for 2015/16 be received and accepted.
 Proposed L Elbourne, seconded J Lucas and agreed unanimously.

b) Annual Return 2016 Section 1 – Annual Governance Statement

Clerk presented for 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 2016 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 2016 Section 2 – Statement of Accounts

Clerk presented Annual Return Section 2, copy circulated and approved as draft minutes at previous meeting, and the details were checked.

Resolved that the Annual Return 2016 Section 2 – Statement of Accounts be approved and signed by the Chairman. Proposed J Lucas, seconded J Bibby and agreed unanimously

d) Review of 2016/17 Budget

This item was deferred to the June meeting

e) Receipts and Payments

The following receipts and payments had been checked by J Bibby
 Proposed J Lucas, seconded L Elbourne and unanimously resolved to approve the following:

		£	£	£
Receipts	ECDC Precept and Grant	6400.00		6400.00
	DCLG Additional funding 16/17	102.00		102.00
	Dignity EFS (BS)	105.00		105.00
	Wm Kent Memorials (DK)	158.00		158.00
	UK Power Networks	20.71		20.71

16/105 **FINANCE (cont)**

Payments	001570	Internal Audit Fees	65.00	65.00
	001571	Clerks salary (May)	219.84	219.84
	001572	CCC LGSS	108.49	108.49
	001573	*Came & Co Insurance renewal	521.56	521.56

*New dog bin to be excluded from schedule as Came and Co had advised the excess was more than the cost of the bin, and the basketball hoop to remain as not yet dismantled.

16/106 **DATE OF NEXT MEETING**

Wednesday 8 June 2016 at 7.30pm

There being no further business the Chairman declared the meeting closed at 9.05pm

ITEMS for next agenda: L Elbourne advised that a collection had been started to purchase a commemorative bench in memory of Beryl and Don Saberton, for recreation ground

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

There being no further business the Chairman declared the meeting closed at 9.05pm

Signed Dated

PROPOSED CALENDAR OF DATES 2016/17

8 June 2016

13 July 2016

14 September 2016

12 October 2016

9 November 2016

14 December 2016

11 January 2017

8 February 2017

8 March 2017

12 April 2017

26 April 2016 (Annual Parish Meeting) tbc

10 May 2016 (Annual Meeting of Council) tbc