

Approved

## WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 12 October 2016 at 7.30 pm in the Village Hall, Witcham

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**Present:** M Housden (Chairman), K Mackender (Vice Chairman), L Elbourne, J Herbert

*In attendance* Mrs S J Bell (Clerk)  
Cllr M Bradley (ECDC)  
Cllr L Duprè (CCC)

No members of public present during meeting

The meeting started at 7.37pm due to the late arrival of the Clerk who had been sorting out keys to lock up.

- Action
- 16/172 **Apologies for Absence** were accepted from J Bibby (family commitment) J Lucas (illness)  
Apologies also received from District Councillor A Bailey
- 16/173 **Declaration of Interest:**  
The following declarations of interests were made:  
Pecuniary interests - none  
Personal interests - none  
Prejudicial interests - none
- 16/174 **Dispensations:**  
To note Dispensations: Nil
- 16/175 **Public Participation:**  
Cllr M Bradley reported that a tree was overhanging the path across the recreation ground causing an obstruction
- 16/176 **Minutes of the meeting** of 14 September 2016 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 K Mackender, seconded L Elbourne and unanimously resolved.
- 16/177 **Matters Arising**  
*16/161 Recreation Ground: Bench in memory of Don and Beryl:* L Elbourne reported that Cutlacks had very kindly offered a seat at cost price. Positioning of the bench was discussed and it was agreed to site it on the recreation ground between two existing benches on the Martins' Lane side. L Elbourne to arrange for installation and it was agreed the Council would help arrange an unveiling event. LE
- 16/178 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**  
Reports from the County Councillor and 2 District Councillors had been previously circulated. The County Councillor gave an up-date on events since the report was published including scrutiny of the Clinical Commissioning Group by the CCC Health Committee in respect of Minor Injury Units, A14 improvement scheme, on-line payments for library services, Definitive Map and Statement of Rights of Way, rogue traders and asbestos disposal. There were no questions.  
  
District Councillor M Bradley gave an up-date on his report in respect of the meeting at the Elean Park Strawburning power station, Devolution and Local Plan. There were no questions.  
  
The County and District Councillors left the meeting

16/179 **PLANNING**

16/01201/FUL Witcham Lodge, Headleys Lane Proposed extensions revised design to previous application – No objection

Clerk

16/01202/FUL Witcham Lodge, Headleys Lane Proposed sun-lounge and works to boundary wall – amended – No objection

Clerk

16/01267/FUL Rear 12A Martins Lane Construction of 4bed 2-storey detached dwelling (access Back Lane PROW)

**Resolved** that the Council objects due to concerns regarding a) loss of amenity for neighbouring properties: loss of sunlight, overlooks, overshadows privacy; b) the proposed building is directly behind No 12a, access is over grass drove (Public Right of Way known as Back Lane). This is historically a green drove and still used by farmers, horseriders, walkers. It is an area rich in wildlife and a conservation area. It is not a metalled road, not a fully functioning public highway; c) there has been persistent problems with litter, dumping of garden waste, construction materials and vehicles causing an obstruction as can be verified by CCC Rights of Way Officer records; d) we seek confirmation from the CCC regarding accuracy of the plan showing dimensions of the public right of way and adjacent grass verge; e) consent for the house to be built will set a precedent to build outside the building line of the existing street scene and may encourage further development along the length of this historic grass drove. Proposed K Mackender, seconded Chairman.

Clerk

16/01239/Tre Trees works within conservation area at the The Hall High Street: horse chestnuts, limes, holly, mulberry, yew and ash noted

16/180 **PUBLIC RIGHTS OF WAY**

Consolidated Definitive Map and Statement of Public Rights of Way in Cambridgeshire – Notice, received and noted.

Complaints about bags of dog faeces left on Bury Road and closure of gates for forthcoming winter season received and noted. Sadly someone was still hanging used bags in hedgerows and trees despite items in newsletters asking dog owners to be responsible and use one of the 4 dog bins provided, or take it home for the refuse sack.

16/181 **FUTURE ARRANGEMENTS FOR VILLAGE WEBSITE**

Clerk reported that sadly Mr Wells had advised that he wanted to give up looking after the village website. L Elbourne advised that Mr Wells had spoken to a resident who was very keen to take on managing the site on behalf of the village on a voluntary basis.

There was lengthy discussion about future arrangements for the website and the inclusion of a section for the Parish Council. Two volunteers had come forward to look after the website for the village. The Clerk advised that although Mr Wells had included the Council's agendas, minutes and other documents on the website, for which the Council now contributed just over £120 pa under LGA '72 S.142 to 1on1 the website provider, it was now compulsory under the Transparency Code for Smaller Authorities that such information must continue to be posted on a Council website. CAPALC/NALC could offer funding to support Parish Councils in setting up a website for this purpose (equipment, software and staffing costs to March 2017- details and application notes previously circulated to all Councillors).

There was consensus that the website should continue as a village community website and not a separate one for the Council. J Herbert suggested a working party and undertook to meet with Mr Wells and the resident he had been discussing the transfer with, to discuss further and would report back to Council.

JH

16/182 **RECREATION GROUND**

**Weekly Inspections:** Chairman reported that there were no items of concern to report on the weekly inspections of the play equipment and recreation ground. He would deal with the overgrown shrub overhanging the footpath across the recreation ground.

MH

16/182 **RECREATION GROUND (cont)**

**Removal of Dead Tree (Cotoneaster):** Three quotes had been requested for removal and grinding out of stump of (Cotoneaster) on recreation ground/Martins Lane.

**Resolved** to accept the quote from Truelink for £150 plus VAT. Proposed K Mackender, seconded L Elbourne.

*Clerk*

**Grasscutting 2017** Clerk to obtain quotes for a 2-year term. Note to go in What's On.

*Clerk*

**Use of recreation ground:** Noted that someone had been reported coaching on a one to one basis on the recreation ground. L Elbourne to investigate and report back to Clerk.

*LE*16/183 **VILLAGE LITTER PICK AUTUMN 2016**

Noted the village litterpick would take place on Saturday morning, 15 October, meeting at the bus stop. Everyone invited to join in. Clerk confirmed she had been over the previous Saturday to clear up the apples on gravelled car park at village hall.

*All*16/184 **APPOINTMENT OF INTERNAL AUDITOR**

The appointment of the internal auditor was discussed (details previously circulated to all Councillors).

**Resolved** that the Council appoint Mijan Ltd as Internal Auditor to the Parish Council. Proposed K Mackender, seconded Chairman.

*Clerk*16/185 **COMMUNITY POLICE**

The Police and Crime Plan survey had been previously circulated and there was no comment. There were no issues received to report to the Police

16/186 **REPORTS OF MEETINGS**

There were none.

16/187 **STREET LIGHTING AND HIGHWAYS**

Noted that the County Council had not been round to do the repairs that they had marked up the previous month. No reports on street lights.

16/188 **CORRESPONDENCE**

The following items were received and noted:

East Cambs Local Plan – next stage delayed. Now to go before November District Council meeting.

RSPB Lease had now been signed by RSPB and copy together with invoice would be released soon. Clerk awaiting rent for 2016.

Cambridgeshire Alliance for Independent Living Partnership Boards: details forwarded for What's On and website – no other action

Princess of Wales Ely and Doddington Hospital Outpatient Services to be provided from Peterborough and Stamford Hospitals NHS Foundation

Tesco Bags of Help – funding grants

Cambridgeshire and Peterborough Devolution Partnership Press Release

ACRE, following CCC tendering opportunities for Voluntary and Community Sector

Infrastructure Support funding, had formed a partnership with Hunts Forum and Cambridge Council for Voluntary Service for greater collaboration to provide support and advice

services to communities, charities, village halls and town and parish councils

Royal British Legion Remembrance services

CCC Winter Health packs available for residents

The Hearts of The Fen Conference 9 November 2016 at Ely Maltings (JL had offered to attend)

EPR Site Visit 6 October 2016 11am to 2pm (reported on by District Cllr Bradley)

16/188 **CORRESPONDENCE** (cont)

Camquit Campaign – information distributed to noticeboards etc  
Cambridgeshire Parish Council Conference Burgess Hall St Ivo St Ives 18 Nov 9-1pm

16/189 **FINANCE****a) Conclusion of 2016/16 Annual Audit**

Clerk presented the Annual Return for the year ended 31 March 2016 which had been returned from the External Auditors, and the certificate discharging their responsibilities under the Local Audit and Accountability Act 2014 for the year ended 31 March 2016 had been completed. She confirmed that the statutory notice and copy of accounts had been posted on the website and village noticeboard. It was noted that the external auditor had been in touch with the Clerk for further details about the variance between the two years in Box 6 and the response had been accepted. There were no matters for the Council to consider

**Resolved** the Council accepted the completed Annual Return for the year ended 31 March 31 2016 and the Clerk was thanked. Proposed Chairman

**b) Review of budget, quarterly accounts and reconciliations to 30 September 2016**

A copy of the receipts and payments spreadsheet with the annexed quarterly budget report, analysis of reserves and notes, and copy of the bank reconciliation had been circulated with the agenda.

Clerk reported an adjustment of 1p in the previous quarter's reconciliations, being 48p in respect of Talk Talk instead of 47p in the cash book making the balance at 30 June 2016, £38465.35. The total receipts for the half year to 30 September 2016 was £26458.38, payments £19713.67. With the balance carried forward at 1 April 2016 of £31,709.83 the balance at 30 September 2016 was £38,454.54 as per cashbook and bank statements. This figure was inclusive of the second half of the precept for the year and all general and earmarked reserves.

**Resolved** that the Council accept the quarterly accounts, bank reconciliation and review of budget to 30 September, and that the Chairman sign the report and bank statements as accurate. Proposed by L Elbourne, seconded J Herbert

**c) Proposed Items of Expenditure/Projects for 2017 Precept**

Clerk drew the Council's attention to the recent correspondence from SLCC regarding Government proposals to cap the Precept at 2% pa and introduce council tax referendum principles to parish councils in England.

In addition to usual revenue items of expenditure the Council will consider increasing the budget for projects such as play equipment, including adult fitness, tree works, painting and repairs to assets such as telephone kiosk, bus shelter, noticeboard, benches, village sign and cemetery. Lychgate to be checked.

Clerk advised that the Lloyds fixed rate deposit of £10,000 would mature on 31 October and asked about reinvestment.

**Resolved** that the monies would not be reinvested immediately but would be considered with the budget/Precept review next month. Proposed L Elbourne, seconded Chairman. (Noted maximum interest was 1% for one year).

Clerk

Clerk

**d) Approval of Receipts and Payments for October**

The following receipts and payments were checked by K Mackender. Chairman had late invoice for What's On copying for payment which was added to the list. Noted that the monthly grounds maintenance contract invoice for September had not been received. Clerk requested consent to pay this upon receipt which was expected in the next few days.

**Resolved** to approve the following receipts and payments, including grounds maintenance contractor, Truelink, on receipt of invoice. Proposed L Elbourne, seconded J Herbert

			£	£	£
Receipts:	Nil				
Payments:	001596	PKF Littlejohn External Audit fees	100.00	20.00	120.00
	001597	Clerks salary and reimbursement Expenses Apr to Sept			417.42
	001598	CCC LGSS (Oct)	109.55		109.55
	001599	RBL Remembrance Wreath	25.00		25.00
	001600	JP Wells Reimbursement What'sOn	11.10		11.10

**16/170 DATE OF NEXT MEETING**

Wednesday 9 November 2016 at 7.30 pm.

All items for the agenda including invoices for November payment 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 9.35pm

Signed ..... Dated .....