

## WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 14 September 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 Bibby, J Herbert,

*In attendance* Mrs S J Bell (Clerk)  
Cllr A Bailey (ECDC)  
Cllr L Duprè (CCC)

No members of public present during meeting

Action

16/151 **Apologies for Absence** were accepted from J Lucas (work commitments)  
Apologies also received from District Councillor M Bradley

16/152 **Declaration of Interest:**  
The following declarations of interests were made:  
Pecuniary interests - none  
Personal interests - none  
Prejudicial interests - none

16/153 **Dispensations:**  
To note Dispensations: Nil

16/154 **Public Participation:** None

16/155 **Minutes of the meeting** of 13 July 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 M Housden and unanimously resolved.

**Minutes of the meeting** of 25 July 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 J Bibby, seconded J Herbert and unanimously resolved.

16/156 **Matters Arising** There were none.

16/157 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

Reports from the County Councillor and District Councillors had been previously circulated. There were no questions for the County Councillor and she left the meeting.

District Councillor A Bailey drew attention to the proposals for closure of local Minor Injury Units and advised there was a meeting about the unit at the Princess of Wales Hospital on 27 September at 7.30pm at Ely Maltings. Local MPs were meeting the CCG. District Councillor A Bailey left the meeting.

16/158 **PLANNING**

To note the following ECDC decisions:

16/00718/FUL Sid Bibby Turf and Landscaping Ltd Rose Barn Ely Road Change of use to mixed use. Landscaping contractors and events venue – Refused

16/00851/FUL Amberlea Country Kennels and Cattery, Ely Road demolition of part and extension to existing building to increase domestic accommodation and decrease reception and sales area to facilitate change of use to accommodation - Refused

16/00545/FUL Witcham Lodge Headleys Lane Ground and first floor side extension –  
Approved

16/159 **VILLAGE MAINTENANCE**

A letter from a resident regarding cutting of hedge on recreation ground at High Street was considered.

**Resolved** that the Council should write to the resident to re-affirm previous correspondence. Council was concerned that clearing of footpath No 1 by individuals would remove the maintenance responsibilities of the County Council and that it could fall to the Parish Council to take on future financial responsibility.

*Clerk*

Grasscutting contract. It was noted that the cemetery was looking better, and it was noted that Truelink staff had been sweeping the grass off the headstones although this was difficult when the headstones and/or grass was wet.

Arrangements for 2017 grasscutting was not discussed.

It was noted that attendees of the Brass concert had parked on the recreation ground grass. Consent form to be revised to stop this practice.

*Clerk*16/160 **CEMETERY MANAGEMENT**

Correspondence from A&B Jarvis regarding erection of memorial headstone was received and noted.

16/161 **RECREATION GROUND AND VILLAGE HALL FACILITIES**

Chairman reported that there was nothing to report on the weekly inspections of the play equipment and recreation ground. Noted that apples on the car park by village hall needed picking. Note to go in What's On inviting residents to help themselves. Clerk offered to collect up windfalls in a few weeks and L Elbourne kindly offered to arrange for disposal.

*Clerk/  
LE*

L Elbourne advised that to-date £190 had been collected for the purchase of a seat to be placed on the recreation ground in memory of Don and Beryl Saberton as previously discussed. J Bibby to make enquiries regarding costs from Cutlacks.

*JB*

J Bibby reported that the tree she had purchased for the recreation ground earlier in the year was not thriving and that she would arrange for a replacement. A small old tree on Martin's Lane side of the recreation ground had also died off.

*JB*

J Herbert reported that the wall on the recreation ground needed attention. Clerk confirmed this had been picked up at the annual play inspection and the issue flagged with the owners.

**Resolved** that J Bibby would speak to Truelink to enquire about removing the small dead tree and that the Clerk should write to the owner of the wall enclosing a copy of the annual inspection for the play area. Proposed K Mackender, seconded M Housden

*JB  
Clerk*

Concerns raised by Village Hall Management Committee regarding overnight parking on land by the Village Hall were noted and would be monitored.

Request received and considered from the Village Hall Committee to allow dogs on a leash to be brought on to the recreation ground during the annual peashoot. There was concern regarding health and safety of users of the recreation ground for sport and children's play during the rest of the year. Signs around the site ban dogs from the field.

**Resolved** that the Council would not permit dogs on a leash to be on the recreation ground for the annual peashoot. Proposed K Mackender, seconded J Herbert. (4 for, 1 against)

*Clerk*16/162 **TIMEBANKING/COMMUNITY SCHEME**

L Elbourne reported that an item had been prepared for the October edition of the Fen Scene magazine and she hoped this would encourage more people to come forward to participate and set up a scheme that would best serve the village.

*EL*

16/163 **WITCHAM ARCHIVE GROUP**

Request received and considered for payment of Witcham Archive Group web maintenance fee of £100 due later in the year. Noted that the Council had paid the previous year's subscription as a one-off payment and that payment of these subscriptions had not been provided for in the Council's budget. The Council confirmed it would like to see the archived material kept and maintained on the website.

**Resolved** that the Council would contribute £50 towards the web maintenance subscription later in the year subject to the Witcham Archive Group fundraising to reach the remaining £50. Proposed by L Elbourne, seconded J Herbert.

Clerk

16/164 **AUTUMN LITTERPICK**

Clerk reported that the litterpick co-ordinator was proposing to hold a village litterpick in October.

**Resolved** that the Council was very pleased to support this event and thanked the co-ordinator. Proposed Chairman, seconded J Bibby.

Clerk

16/165 **COMMUNITY POLICE**

There were no issues received to report to the Police

16/166 **REPORTS OF MEETINGS**

There were none

16/167 **STREET LIGHTING AND HIGHWAYS**

It was noted that the County Council's contractors had been round and marked up areas for highway repairs, ie potholes etc. Clerk to contact County Council Highways to request that the 30mph signs be repainted on the roads at each end of the village.

Clerk

16/168 **CONSULTATION DOCUMENTS**

Network Rail – Level Crossing closures – No comment

ECDC Buildings of Public Interest – No comment

Proposed Minor Injury Unit closures – noted meeting at The Maltings on 27 September 2016

CCC and Environment Agency – Flood Awareness questionnaire – No comment

16/169 **CORRESPONDENCE**

The following were received and noted

RSPB Lease renewal – further details awaited

ECDC Planning Conditions advice

CCC Community Highways Voluntary Scheme

CCC Local Highways Improvement Scheme

Cambridgeshire ACRE Parish Council Conference 18.11.16 Burgess Hall St Ives

Cambridgeshire ACRE AGM 27 September 2016, Market Street, Ely

CAPALC Bulletin on national developments and meetings

CAPALC DISS 888

Future East-Fit for the Future – finances, fitness and forward planning 17.10.16 at Histon

Fens LEADER event 20.9.16

Devolution Survey and up-dates

ECDC Planning Newsletter

Electoral Boundary Review: Cambridgeshire County Council and East Cambs District Council

Chairman asked for a late request by Mepal Football Club for permission to use the Recreation Ground for under 7s and Under 8s while their home pitches drainage system was sorted out, for matches commencing 17 and 18 September to be considered for approval.

**Resolved** that the Council consent to the Mepal Under7s and Under 8s football teams to use the recreation ground on a temporary basis subject to joint approval with the Village Hall Committee for use of their facilities and events not interfering with Village Hall bookings. To be reviewed on a month to month basis and in compliance with normal requirements for using recreation ground for organised events. The teams would need to sort out storage facilities with the Witcham Cricket Club. Proposed L Elbourne, seconded Chairman.

## 16/170 FINANCE

### **Review and Approval of Quarterly Accounts and Report** (Circulated at July meeting)

The receipts and payments, budget monitoring report and reconciliations to 30 June 2016 were received and discussed. Receipts for period 1 April to 30 June were £9735.58 including Precept and grants, payments £2980.05, giving a total balance of £38465.36 including all reserves.

**Resolved** to accept the quarterly accounts and reconciliations to 30 June 2016. Proposed by Chairman, seconded K Mackender.

### **Receipts and Payments**

The following receipts and payments had been checked by K Mackender

		£	£	£
Receipts:	VAT reclaimed	217.59		217.59
Payments:	001590 Truelink grounds mntnce (Aug)	253.00	50.60	303.60
	001591 Clerks salary (Sept)	221.95		221.95
	001592 CCC LGSS (Sept)	109.55		109.55
	001593 HMRC (Jul-Sept)	168.20		168.20
	001594 JP Wells What's On	11.10		11.10
	001595 F Wells 1on1	31.43		31.43
	d/d Talk Talk	2.88		2.88

The following payment which had been paid since the last meeting had been checked by the Chairman

001585	Cancelled			
001586	J&JA Construction	11950.00	2390.00	14340.00
001587	Truelink grounds mntnce (July)	316.00	63.20	379.20
001588	Clerks salary (Aug)	230.76		230.76
001589	CCC LGSS (Aug)	113.81		113.81

**Resolved** to approve all payments. Proposed K Mackender, seconded M Housden.

### **Purchase of Laptop and Printer**

Clerk presented some information about costs of new laptop and printer which were discussed.

**Resolved** that the Clerk proceed with purchase of laptop and printer after further investigation to a maximum of £500 excluding VAT. Proposed L Elbourne, seconded J Bibby.

### **Internal Auditor**

Clerk reported that she was awaiting responses from internal auditors that she had contacted and this was deferred to the next agenda.

16/171 **DATE OF NEXT MEETING**

Wednesday 12 October 2016 at 7.30 pm.

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

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