

## WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on 10 October 2018 at 7.35 pm in the Village Hall, Witcham

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**Present:** K Mackender (Vice Chairman), J Bibby, J Herbert, J Lucas

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

No members of public present  
K Mackender took the Chair

Action

18/185 **Apologies for Absence** were accepted from M Housden.  
Apologies for absence were received from District Councillors M Bradley and A Bailey.

18/186 **Declaration of Interest:**  
The following declarations of interests were made:  
Pecuniary interests - none  
Personal interests - none  
Prejudicial interests – none

18/187 **Dispensations:**  
  
To note Dispensations: Nil

18/188 **Public Participation:** There was none

18/189 Clerk pointed out error on agenda, stating minutes of 5 September should be 12 September  
**Minutes of the meeting** of 8 August and 12 September 2018 had been circulated.  
Item deferred to next meeting as only 3 people had attended each of these meetings, of which only 2 people currently present (quorum 3).

18/190 **Matters Arising**

*18/175 Councillor Vacancy:* Clerk advised that to-date two requests had been received for an information pack. Confirmed applicants must submit expression of interest letters setting out interests, skills and abilities by 7 November. Applicants to be invited to attend November meeting to introduce themselves and give short presentation.

*Clerk*

*18/170 Planning - Land at Witcham Meadlands, Block Fen, (18/02011/CCA):* Email from Mepal Parish Council thanking the Council for its support, and their comments on the application regarding concerns in respect of additional 'unrestricted' 80,000 cubic metres of clay per day, transported on highway rather than separate access to haul road for Ouse Wash bank reinstatement, had been previously circulated, and was noted.

*18/172 Best Kept Garden Competition:* J Herbert reported that the judge had made the presentations to winners and runners up on 15 September and she had taken photographs.

*18/176 Neighbourhood Watch:* J Lucas advised that the Neighbourhood Watch signs had been installed, email addresses circulated, consent forms were being signed by participants and thanked the Clerk for organising the photocopying. Neighbourhood Watch co-ordinators had been found for each area of the village and each had taken on responsibilities for ensuring coverage on a village Facebook, the What's On village newsletter, the Council's website, and J Lucas would liaise with Clerk for any items to go in the Parish Council newsletter. The Council was very pleased that the new Neighbourhood Watch scheme was now up and running and J Lucas and the team was thanked for all their work on this.

18/191 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

Reports from County and District Councillors, previously circulated, were noted. County Councillor L Dupré gave further update on the Extraordinary General Meeting in respect of This Land development company, and the County Council's projected overspend and negative revenue support grant.

County Councillor L Dupré left the meeting at 8.05pm

Email from District Councillor M Bradley received. Noted that there was no further update on red telephone box funding for painting at present and probably best to wait until better weather in the spring. He supported getting mobile speed monitor and thought funding could be available from ECDC. He requested purchase of 3 speedwatch signs at £70 each and may be more horse triangle warning signs.

Clerk

18/192 **PLANNING**

18/01024/FUL The Bungalow, Hive Road Construction of office building on site of former pole barn.

**Resolved** that the Council had concerns about this application:

1. Vehicular access to this site from Hive Road is not by a proper metalled road
2. Application includes training room and expectation of visitors - no proper car parking facilities in proposals
3. This site has no mains electricity and no mains sewerage/drainage system
4. Concerns about possible environmental impact, including unique wetlands habitat nearby
5. Sets precedent as outside of 'development envelope' for residential and business developments
6. Should the planning authority be minded to approve the application, a restriction should be imposed on the site to ensure the site is for small business use and no further expansion or change of use, including that the building to never become a habitable dwelling, at any time in the future.

Proposed by J Lucas, seconded J Herbert, unanimously agreed.

Clerk

The following ECDC decision was noted

18/00531/FUL Witcham Lodge, Headley's Lane, part 2-storey and part single storey extension with access to roof terrace – Approved

18/193 **VILLAGE SPEED LIMIT 30/40MPH SPEED SIGNS**

Photoshoot on 21 September 2018 and presentation of cheque from community fundraising team on 30 September was noted. Clerk advised there would be no press coverage of the cheque presentation because local newspapers had attended the photoshoot of the horse and new signs with the Horse Society and County Council on 21 September but pictures and report would be published in the Council's newsletter and Annual Report. The Clerk had thanked the proprietor of the White Horse for hosting the presentation and providing nibbles, and it had been a very enjoyable well-attended occasion.

The chevron signs and flashing speed signs were discussed. Clerk had circulated quotes and information about the flashing speed signs prior to the meeting.

**Resolved** that the County Council should go ahead with installation of 3(No) 2-arrowed chevrons and that the Parish Council preferred the two in Martins Lane to be installed near existing streetlights, and the one on the land at the entrance to Hive Road be near the existing grit bin. Proposed by K Mackendar, seconded J Lucas.

Clerk

**Resolved** that Clerk contact District Councillor to get his assistance in obtaining ECDC grant for flashing speed signs. The Parish Council would review at the next meeting, including identifying someone to be responsible person for managing the signs, eg keeping batteries charged, moving the signs etc. Proposed by K Mackendar, seconded J Lucas.

Clerk

18/193 **VILLAGE SPEED LIMIT 30/40MPH SPEED SIGNS (cont)**

The Council would review purchase of 3 speedwatch signs (£210) in due course.

Clerk to inform community fund raising team organisers, Witcham Equestrian Centre, that the donation of £873.55 would be welcomed as a contribution towards flashing speed sign. They had offered to organise fundraising events in the community to make a donation towards other village facilities.

*Clerk*18/194 **2018 AUTUMN LITTERPICK**

Clerk reported that the village litterpick organiser had offered to arrange an Autumn litterpick.

**Resolved** that the Council was very pleased to learn that a litterpick would be organised and to thank the litterpick organiser. Proposed by J Lucas, seconded J Herbert.

*Clerk*18/195 **FINANCE**

The October receipts and payments had been checked and recommended for approval by J Bibby.

**Resolved** to confirm approval of the receipts and payments for October. Proposed by J Lucas, seconded J Herbert.

2019/20 Budget and Precept was discussed in terms of projects/anticipated expenditure for large maintenance issues etc. Clerk provided information for existing earmarked reserves for cemetery, play equipment, streetlight replacement etc. Clerk was asked to prepare draft budget for next meeting based on £1000 each for flashing speed signs, cemetery footpath and play equipment.

*Clerk*

Remembrance Sunday Poppy Wreath

**Resolved** to approve the purchase of wreath at £25 from Chairman's Allowance so that the Chairman or Vice-Chairman could attend the ceremony and lay a wreath on Remembrance Sunday. Proposed K Mackender, seconded J Bibby

*Clerk*18/196 **CONSULTATION DOCUMENTS**

Draft Statement of Community Involvement had been previously circulated. There were no comments.

*Clerk*

Review of Polling District had been previously circulated and there were no concerns about existing facilities for Witcham. Clerk to complete questionnaire accordingly.

*Clerk*18/197 **REVIEW OF POLICIES**

Clerk had reviewed NALC recommended Standing Orders for Parish Councils and had previously circulated draft together with old adopted Standing Orders and NALC template. The draft document was reviewed and discussed and the Clerk's recommendations accepted.

**Resolved** that the proposed Standing Orders be adopted with immediate effect. Proposed K Mackender, seconded J Lucas.

*Clerk*

The Clerk was thanked for all her work on this matter.

Clerk to carry out review of all other policies over the coming months.

18/198 **WEBSITE**

Clerk had met web designer and screen prints were examined. It was noted that a link had been provided from the old website by the webmaster and agreed Clerk to continue working with new web designer and J Herbert to provide further information for the website. Contact details and councillor responsibilities to be amended. Clerk confirmed the website would be

*Clerk  
JH*

18/198 **WEBSITE (cont)**

developed to provide information required under current transparency requirements, ie Agenda: Minutes, Finance/Audit, and occasional news items. She confirmed the recent notice about road closures for Witcham Toll later in the month had been posted on the website and village noticeboard. Councillors to visit website and provide feedback to Clerk *All*

18/199 **CEMETERY MANAGEMENT**

The ditch adjacent the cemetery had been partly cleaned back from the grid/culvert and further work was expected; and then it was hoped the County Council would attend to clear the culvert and pipe outside the field on the road verge. Clerk to contact County Councillor for support as remedial action was urgent before the onset of wet weather. *Clerk*

Clerk had contacted contractors for removal of existing cemetery path and replacement with concrete path but due to holidays the quotes had not yet arrived. Item deferred.

Clerk reported that some of the graves needed topsoil to level and improve appearance. J Bibby very kindly offered to take some soil to the cemetery and spread where needed. She was thanked for her assistance with this matter. Councillors to carry out site inspection 3/4 November. *All*

18/200 **RECREATION GROUND**

MH had reported that there was nothing to report on the weekly inspections of the play equipment and recreation ground.

18/201 **CORRESPONDENCE**

The following were received and noted:

Cambridgeshire Collective Energy Switch  
 ECDC Re-surfacing Schemes October 2018: Witcham Toll 22-29 October 2018 road closed nights 8.30pm until 6.00am  
 ECDC New Legislation for the Licensing of Houses in Multiple Occupation effective 1 October 2018  
 Parish Councils' Energy Scheme Opportunities  
 IHMC Roadworks & Events Bulletins October  
 Dept Transport Made Order E/3451: stopping up of highway at Witcham Lodge, Headley's Lane, Witcham, Ely, Cambs  
 NALC newsletter  
 CCC Stay Stronger for Longer older people initiative – posters to be put on noticeboards  
 Mepal and Witcham School Governors' meeting reports: Clerk to confirm the Council would be pleased to receive minutes. *Clerk*

18/202 **STREET LIGHTING AND HIGHWAYS**

Report of potential encroachment on drove between Hive Road and Witcham Gravel received.

**Resolved** that this looked like PROW No 5 and should be reported to the Public Rights of Way Officer at Cambs County Council. Proposed J Lucas, seconded K Mackender. *Clerk*

18/203 **COMMUNITY POLICE**

There were no issues reported

18/204 **REPORTS OF MEETINGS**

There were none

18/205 **DATE OF NEXT MEETING**

Wednesday 15 November 2018 at 7.30 pm.

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*)

Items for agenda: Clerk reported that she was having to do more hours to cope with the workload in recent months. She confirmed she was keeping a log for review and claiming of overtime if it didn't balance out by the end of the financial year.

There being no further business the Chairman declared the meeting closed at 9.30pm

#### October Schedule of Receipts and Payments

		£	£	£
Receipt	Precept (2 <sup>nd</sup> instalment)	7000.00		7000.00
Payments	Amendment to Chq No 001730 Clerk's expenses omitted			
	001735 Clerk's expenses Apr - September	241.94	10.00	251.94
	001736 Clerk salary Oct	228.24		228.24
	001737 CCC LGSS Oct	122.55		122.55
	001738 Truelink September	178.00	35.60	213.60
	001739 EC Neighbourhood Watch Association (signs) Min 18/176	60.00		60.00
	001740 Royal British Legion Remembrance Sunday wreath (Chairman's allowance) Min 18/195(c)	25.00		25.00

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