

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 5 December 2018 at 7.30 pm in the Village Hall, Witcham

Present: M Housden (Chairman), K Mackender (Vice Chairman), J Bibby, J Herbert, L Holdaway,

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

No members of public present

Action

18/224 **Welcome New Councillor**

Chairman welcomed Laura Holdaway to her first meeting. The Clerk confirmed that the Declaration of Acceptance of Office form, and the Registration of Interests form had been completed.

18/225 Clerk apologised for being unable to attend the November meeting, and thanked members for their support and K Mackender for kindly providing notes for her to complete the minutes.

Apologies for Absence were accepted from J Lucas (attending Mepal and Witcham School meeting) and it was noted that County Councillor L Duprè would be a little late as she had several parish meetings on the same evening.

18/226 **Declaration of Interest:**

The following declarations of interests were made:
 Pecuniary interests - none
 Personal interests - none
 Prejudicial interests – none

18/227 **Dispensations:**

To note Dispensations: Nil

18/228 **Public Participation:** There was none

18/229 **Minutes of the meeting** of 14 November 2018 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 K Mackender, and resolved.

18/230 **Matters Arising** There were none

18/231 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

Reports from County and District Councillors, previously circulated, were noted.

The meeting was opened and District Councillor A Bailey asked if there were any questions arising from her report or on any District Council activities, and there were none.

District Councillor M Bradley summarised his report drawing attention to Ouse Wash Flood Risk Management. The Environment Agency now had the funding to move forward with the next phase, 18 months to two years, with a visualisation project covering all of the Fens. There was now a mechanism to raise the money via the RFCC (Regional Flood and Coastal Committee) levy.
 Speedwatch sessions had been carried out on 1 December at Witcham Equestrian Centre –

- 18/231 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES** (cont)
 high visibility so little chance of catching speeding vehicles. 4 December at Martins Lane, 8am, 114 vehicles of which 16 speeding, with 2 over 40mph and one that got away. More volunteers needed. He was talking to the Chief Constable about approval of flashing speed signs for Speedwatch purposes.
 He had attended the Planning Committee meeting for Rose Barn, Ely Road and consent had been given to vary condition 4 (Use Class) - 12 events per year with no more than 6 being evening events, attendees limited to 55 etc.

7.51pm Chairman thanked District Councillors A Bailey and M Bradley, and they left the meeting. Meeting closed.

18/232 **PLANNING**

18/01024/FUL The Bungalow, Hive Road, Construction of office building on the site of a former pole barn Amendment – additional information received – Tree Method Statement.

7.52pm At this point Councillor L Dupré arrived and the Chair proposed the meeting return to Item 18/231 and be opened, and this was agreed.

18/231 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES** (cont)

Councillor L Dupré apologised for delay in arriving and also that her report had been a little late coming out this month due to work commitments. She gave a summary of her report which was noted, including that the Sutton to Witcham Toll cycleway improvement scheme was due to be considered for funding in 2019/20 on 6 December, and there were road closures through Sutton Gault to Chatteris where roads were being repaired over the next two weeks.

8.09pm Councillor L Dupré was thanked for attending and she left the meeting. The meeting closed and resumed with the planning application.

18/232 **PLANNING** (cont)

The amendment (18/01024/FUL) was reviewed.

Resolved that the Council's previously submitted comments on this application still stood.
 Proposed K Mackendar, seconded Chairman

Clerk

18/233 **FINANCE**

Review of budget, quarterly accounts and reconciliations to 30 September 2015

A copy of the receipts and payments for the quarter together with bank reconciliations had been circulated on 11 November 2018 but the item deferred at the November meeting due to the absence of the Clerk.

Receipts for the quarter £7161.55 including second half of the Precept. Payments for the quarter £3175.73.

Total receipts for the half year to 30 September, including Precept, £14375.33, total payments £6395.42. Balance at bank and cash book £44385.01 including earmarked reserves of £13230. Expected revenue expenditure to year end was £13208 which included payment of grasscutting by Witcham Cricket Club for 2017 and 2018 seasons due to late receipt of 2017 invoice. Payment of 30/40mph speed signs £1250 outstanding together with receipt of cheque for £5000 from community fundraising for this project.

The Chairman had inspected and checked off bank statements and the reconciliation sheet together with receipts and payments reports before the meeting commenced.

Resolved to approve the accounts to 30 September 2018 and noted that the budgets were on target. Proposed J Bibby, seconded J Herbert.

2019/20 Budget and Precept

The draft summary of the budget and forecast expenditure for 2018/19 with comparison for actual in the previous 3 years had been circulated on 11 November 2018 but the item deferred at the November meeting due to the absence of the Clerk. Expected income for 2018/19 was £16961, plus £5000 community fundraising donation to 30/40mph speed signs. Expected expenditure £13208 (excluding payment for 30/40mph speed signs, final invoice and costs awaited, approx. £6000 plus VAT).

The proposals for the 2019/20 budget and Precept included earmarking £1000 each for capital projects of cemetery, play equipment and flashing speed signs. It was understood there was nearly another £900 from community fundraising to go towards the flashing speed signs. In addition £4480 CIL monies had been received from ECDC for residential development on the Kings of Witcham old site in The Slade, which was earmarked to be put to capital projects in accordance with the terms of CIL monies.

Expected revenue expenditure for 2019/20 was £12595 plus £3000 capital projects, and expected income from RSPB rent at Ouse Washes, wayleaves and interest etc £1138 giving a requirement of £14457 for the 2019/20 Precept.

Resolved that the proposed budget be accepted and the Precept be set at £14,400. Proposed K Mackender, seconded Chairman. (The balance to be taken from savings over the year or general reserves)

*Clerk***November Receipts and Payments**

The November receipts and payments had been checked by the Chairman and confirmed as correct.

Resolved to approve the receipts and payments as listed at the end of these Minutes. Proposed Chairman, seconded J Bibby

*Clerk***Pensions Discretion Policy 2018**

The Pensions Discretion Policy, based on LGPS template, had been circulated on 9 November 2018 and deferred at the November meeting due to the Clerk's absence. Clerk advised that she had teamed up with other local clerks to form working party to prepare the draft. She had made a pre-submission to LGPS and it had been accepted subject to approval by the Council. The document was reviewed.

Resolved to approve the Pensions Discretion Policy 2018, and that the Clerk forward a copy to LGPS. Proposed K Mackender, seconded L Holdaway

*Clerk*18/234 **CEMETERY MANAGEMENT**

Cemetery Guidelines review. The proposed guidelines had been circulated on 6 November 2018.

Resolved that the revised Cemetery Guidelines be approved and the Clerk to obtain a case for displaying a copy of the document, to be installed on the inside of the lychgate. Proposed Chairman, seconded K Mackender.

Clerk

Ditch adj cemetery. Chairman reported that there was nothing further to report on this at present.

Chair

New Cemetery Path Construction. Noted that contractors were due on site on 10 December 2018 and that it would take about a week, during which time there would be no access to the cemetery.

Clerk had quotes for removing grave spoil from by the hedge.

Resolved that J&JA Construction's quote for removal of grave spoil at same time as undertaking path works be accepted. Proposed J Bibby, seconded J Herbert.

Clerk

| | | |
|--------|--|---------|
| 18/234 | CEMETERY MANAGEMENT (cont) | 372/... |
| | It was agreed to review setting up an arrangement whereby spoil was removed by the funeral director's gravedigger on a grave by grave basis rather than storing by the hedge. It was noted that the last time the spoil was removed was 2009 | All |
| 18/235 | RECREATION GROUND | |
| | Weekly Inspections Chairman reported that there was nothing to report on the weekly inspections of the play equipment and recreation ground. | |
| | Grasscutting Noted that the existing grasscutting contract would be completed on 28 February 2019. | |
| | Resolved that Clerk make arrangements for obtaining quotes for grasscutting and grounds maintenance from 1 March 2019 to 28 February 2021. Proposed Chairman, seconded L Holdaway | Clerk |
| | Cricket Club quotation for cutting recreation ground 2019 was received at £450, no increase. | |
| | Resolved to accept the quote from the Cricket Club to cut the grass at the recreation ground, at £450 for the season. Proposed K Mackender, seconded J Bibby | Clerk |
| 18/236 | CONSULTATIONS | |
| | Sutton Neighbourhood Plan , previously circulated. | |
| | There were no comments. | Clerk |
| 18/237 | STREET LIGHTING AND HIGHWAYS | |
| | Noted that the County Council had repaired potholes at The Orchards following further report by J Lucas | |
| | Clerk to remind County Council Highways that action was required regarding flooding at the mouth of Back Lane (public right of way) across the footpath in Martins Lane. | Clerk |
| | There were reports of damage to public right of way at Headleys Lane/Market Way where construction work was going on that mean the area was often flooded. Noted | All |
| | Clerk asked Councillors to keep an eye on roads, paths and street lights so that they could be reported as necessary. | All |
| 18/238 | COMMUNITY POLICE | |
| | There were no issues reported | |
| 18/239 | REPORTS OF MEETINGS | |
| | There were no reports received | |
| 18/240 | CORRESPONDENCE | |
| | The following were received and noted | |
| | Sutton Scouts Santa Sleigh – offer to visit village 15 December 2018, 6-8pm. Council suggested parking up on village hall drive so as to be off the main through road, and to drive down High Street and Silver Street down to The Orchards. | Clerk |
| | ECDC Local Plan Examination stage 2 Inspectors Further Written Questions ECDC Planning Newsletter ECDC Growth Delivery newsletter 1&1 IONOS merger Ouse Washes Barrier Banks Works Drop in sessions | |

CCC Roadworks and Events Bulletins November
 CCC Cambridgeshire Matters
 CCC Bikeability Cycle training – Chairman asked for further information.
 NALC newsletter
 NALC Chief Executive’s Bulletin
 NALC How can all tiers of Local Government work together to achieve effective service

18/241 **DATE OF NEXT MEETING**

Wednesday 9 January 2019 at 7.30pm

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*)

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

December Schedule of Receipts and Payments

| | | | £ | £ | £ |
|----------|--------|------------------------------|--------|-------|--------|
| Receipts | | Nil | | | |
| Payments | 001747 | Cartridge Save toners | 157.13 | 31.43 | 188.56 |
| | 001748 | Clerks salary (Dec) | 228.04 | | 228.04 |
| | 001749 | HMRC (Oct-Dec) | 171.20 | | 171.20 |
| | 001750 | CCC LGSS (Dec) | 122.55 | | 122.55 |
| | 001751 | Truelink Nov groundwork | 178.00 | 35.60 | 213.60 |
| | 001752 | Reimbursement What’s On s142 | 11.70 | | 11.70 |
| | d/d | Talk Talk | 0.08 | | 0.08 |
| | d/d | 1&1 website | 39.56 | | 39.56 |

Signed Dated