

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 9 October 2019 at 7.40 pm in the Village Hall, Witcham

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

In attendance Mrs S J Bell (Clerk)
Cllr M Inskip ECDC

No members of public present

19/194 **Apologies**

Apologies for absence received from County and District Councillor L Duprè.
J Bibby and District Councillor M Inskip would be a little late arriving.

19/195 **Declarations of interest**

Councillors to declare any pecuniary interests in any items on the agenda - none
Councillors to declare any personal interests in any items on the agenda – M Housden: Planning – consultee neighbour Kings site
Councillors to declare any prejudicial interests in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation - none

19/196 **Dispensations**

To note any new Dispensations granted: Nil

19/197 **Public Participation**

There were no members of the public present

19/198 **Minutes Meetings**

Minutes of the meetings held on 11 September 2019 and 1 October 2019 were confirmed as a true record and signed by the Chairman, subject to removal of the following amendment to the meeting of 1 October: Item 19/192 resolution – omit ‘supported by L Holdaway,’ (in the meeting she had advised that she was unable to attend due to prior work commitments). The agendas of the same dates were signed by Chairman as confirmation of the business transacted at that meeting.
Proposed Chairman, seconded K Mackender.

19/199 **Matters arising** from previous minutes (for information only) There were none other than items raised in Clerk’s Report.

19/200 **Reports from District and County Council Representatives**

Chairman proposed that this item be deferred until District Councillor M Inskip arrived. Seconded by J Lucas and agreed.

7.45pm J Bibby arrived.

7.45pm K Mackender took the Chair and M Housden observed

19/201 **Planning Applications**

- a) K Mackender gave verbal report on his attendance at the ECDC Planning Committee meeting of 2 October regarding 19/00125/VAR Kings of Witcham The Slade – increase in land levels/floor levels (facilitate drainage scheme), overall increase 60cm. The application had been approved. District Councillor L Dupre and also spoken up on the concerns of the village. K Mackender and L Dupre were thanked for their attendance. Clerk advised that she had received no further communication from Anglian Water following the visit the previous week. L Holdaway reported that the drain at the bottom of Headleys Lane had been cleared and emptied but the problem had arisen again.

Clerk

- 19/201 **Planning Applications (cont)**
8.02pm M Housden took the Chair
- b) There were no planning decisions received from ECDC.
 - c) Clerk to contact ECDC Planning Manager to organise a meeting for 23 or 30 October in the evening for discussion regarding planning procedures of Planning Officers
- Clerk*
- 19/202 **Cemetery**
- a) Following receipt of the application for housing development on land adj the cemetery, Clerk had now contacted the agent to enquire about Parish Council obtaining some of the land to extend the cemetery as discussed at the previous meeting. She recommended that a working party of 2-3 councillors be formed to work on this project and report back to Council. Clerk was instructed to contact Environment Agency to seek advice and make arrangements for the agent to attend an evening meeting to discuss. K Mackender to prepare map.
 - b) General Maintenance. Clerk reported that the contractor had cut the cemetery hedges and she had sought advice on how to deal with cleaning out the ivy from the failing hedge at the front of the cemetery by the gate and over the far side where it was encroaching on to memorial stones. Clerk instructed to advise the contractor that the ivy should be cut down to ground level at both areas so that top growth died off in the hedge and to repeat as necessary in order to control growth and encroachment of the ivy.
- Clerk*
KM
- Clerk/*
Grass
contractor
- On the arrival of District Councillor Inskip, approx. 8.30pm, Chairman proposed to move back to item 19/200. Agreed.
- 19/200 **Reports from District and County Council Representatives**
The reports had been previously circulated. The Chairman opened the meeting and welcomed District Councillor M Inskip.
District Councillor Inskip gave an update on the District Council monthly report. Chairman asked that the Council be kept informed regarding any progress with the arrangements to install the gates etc at the Elean Business Park.
8.43pm District Councillor M Inskip was thanked and he withdrew from the meeting but stayed to the end of the meeting as an observer.
- District*
Councillor
- 19/203 **Clerk's Report and up-dates**
Clerk confirmed that Wicksteed would be coming out to install new gate at infant area very soon. She advised that she had obtained all the necessary consents for locations and had ordered the two new dog bins. ECDC had confirmed to her that they would install and empty the bins. Noted that the notice inviting applications/letters of interest for filling the Councillor vacancy by co-option had been distributed. The Clerk had received enquiries and was despatching the information packs to interested people. Closing date for receipt of enquiries was 28 October 2019 and closing date for receipt of letters of expression of interest was 5 November 2019. Clerk asked Councillors to ensure that should they be approached by anyone interested in serving on the council then they should be directed to contact her direct as soon as possible to meet the deadlines. Notices were on the website, the Council newsletter, What's On and noticeboard.
- Clerk*
- 19/204 **Finance**
- a) Receipts and payments for October, previously circulated, had been checked by J Lucas and confirmed as correct.
Resolved to approve the receipts and payments as listed at the end of these Minutes. Proposed J Lucas, seconded K Mackender
 - b) Draft preparation of 2020/21 Budget and Precept was discussed and report from Clerk received. Clerk to prepare draft Budget and Precept allowing for up to £3000 for cemetery/play facilities
Resolved to vire total of £872 from cumulative admin budgets to play budget to offset recent necessary repairs and new gate. Proposed J Lucas, seconded Chairman.
 - c) External Auditors Report had been received and circulated. Nil to note or action. Clerk confirmed the Notice of Completion of Audit for 2018/19 had been published by 30 September.
- Clerk*
Clerk
Clerk

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19/205	<p>Recreation Ground and Play Equipment</p> <p>a) Monthly report on weekly inspections given by Chairman. Noted he had needed to move the goalposts back into correct location on the playing field following an event at Village Hall. Clerk confirmed notice was published in Council newsletter that only members of Parish Council or Cricket Club were permitted to move the goals. Councillors to check that apples picked up from village hall car park by contractor</p> <p>b) As reported under Clerk's report repairs at play area (gate) were due to be carried out by the end of October.</p>	<p><i>Clerk</i></p> <p><i>Cllrs</i></p> <p><i>Clerk</i></p>
19/206	<p>Street Lighting and Highways</p> <p>a) Chairman reported that Eon had been confirmed as the Council's contractor for supply of energy for the 5 Parish owned street lights. Estimated costs £347.24 plus 5% VAT, based on 22.1p per kilowatt hour, no standing charge, variable contract, unfixed period/no notice required to transfer to alternative supplier. 4-6 weeks notice given for any proposed increase in charges.</p> <p>b) Street lights and highways requiring attention – none reported</p>	<p><i>Clerk</i></p>
19/207	<p>Community Police No items reported</p>	
19/208	<p>Reports of meetings attended by Councillors: None other than ECDC Planning Committee meeting, previously reported under Planning</p>	
19/209	<p>Correspondence, including invitations to events. The following were noted (previously circulated): ECDC petition regarding climate change. No response from Parish Council CCC Highway Events September/October CCC Incident Reports August CCC Highways Roadworks September/October CCC Cambridgeshire Matters NALC Bulletins, Newsletters NALC Chief Executive Report ECDC Grafitti Removal Rosmini - Settled Status - information pack (Brexit) Rosmini Modern Day Slavery Conference, 6 November - London Police and Crime Commissioner's news and activities. Environment Agency Ouse Washes Bank Works Newsletter September 2019 Cambridgeshire ACRE - New Articles of Association Cambridgeshire Open Art Exhibition 11 October Swavesey Village College Cambridgeshire Local Councils Annual Conference 8 November 2019 Marriot Hotel Huntingdon – No Councillor available to attend Cambridgeshire Highways Open Days 29 October 2019, Witchford, 10am to 3pm</p>	<p><i>Clerk</i></p>
19/210	<p>Community Safety Accreditation Scheme for East Cambs No Councillor available to attend and not thought the Council should engage with this scheme.</p>	<p><i>Clerk</i></p>
19/211	<p>Consultations The following were received and considered:</p> <p>a) East Cambridgeshire District Council's Local Council Tax Reduction Scheme – no comment</p> <p>b) Upgrade of Public Right of Way: Footpath to Bridleway (No 10 The Rushway, and No 9) Definitive Map and Statement – Witcham. J Lucas advised that she had spoken with Witcham Equestrian Centre and they had said these were part of the proposals which they were putting forward for increasing accessibility for vulnerable roadusers. They had made this submission to the County Council to upgrade the above footpaths to bridleways last year. Clerk advised that the County Council were asking if the Council had any information about public use of these routes or of any steps taken now or in the past to prevent public bridleway access (cycle or equestrian) access to the claimed route.</p>	<p><i>Clerk</i></p>

19/211 **Consultations (cont)**

Resolved the Parish Council supported upgrading the said routes to bridleway status. The Council did know that these footpaths were used by horses and was not aware of anyone objecting in the past. Proposed J Lucas, seconded J Bibby.

Clerk

19/212 **Date of Next Meeting:** 13 November 2019

All business, including receipts and payments, to be considered at this meeting must be delivered to the Clerk at least 7 clear days prior to the meeting (Standing Order 9)

Village inspection – no date agreed but needs to be a Saturday

Items for next agenda – Cars for sale Witcham Toll and Mobile flashing speed signs, Budget/Precept, Review policies.

The meeting closed at 9.25pm

October Schedule of Receipts and Payments

		£	£	£
Receipt	Precept	7200.00		7200.00
	VAT Refund		1991.47	1991.47
Payments	001806 Truelink	288.40	57.68	346.08
	001807/8 Admin costs	364.05		364.05
	001809 Reimbursement Clerk's expenses including BKG trophies	217.76		217.76
	001810 PKF Littlejohn External Audit fee	200.00	40.00	240.00