

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 9 September 2020 at 7.35 pm
This was a remote* meeting using the Zoom video conferencing platform system

*The Coronavirus Act 2020 s.78 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, and Zoom Policy Notice.

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

In attendance Mrs S J Bell (Clerk)
Cllr M Inskip (ECDC)
No members of public present

- 20/142 Apologies for absence were received from J Lucas (holiday) and District and County Councillor L Dupré (previous engagement)
- 20/143 To receive any 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 (Agenda Item 20/156b Flooding The Slade)
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
- 20/144 Dispensations:
To note any new Dispensations granted: Nil
- 20/145 Public Participation
M Housden reported on the flooding that had occurred at The Slade on 16 August after a heavy 20 minute rain storm, the drainage system once again being unable to take the flows. He and neighbours had reported the incident to Anglian Water and ECDC Planning Department as had been suggested when representatives had attended a Council meeting (1 October 2019). The water had soon subsided and Anglian Water had responded well. 7.41pm K Mackender dropped out of meeting – technical problems
- 20/146 Minutes of the meeting held on 8 July 2020 were confirmed as a true record and would be signed by the Chair. The agenda of the meeting of 8 July 2020 would also be signed by the Chair as confirmation of the business transacted at the meeting. Proposed
L Holdaway, seconded Chair.
7.43pm K Mackender re-joined the meeting.
- 20/147 **Matters arising from previous minutes** - none
- 20/148 **Reports from District and County Councillors**
Reports, previously circulated, were noted and District Councillor M Inskip gave update on Mepal Outdoor Centre proposals for crematorium ECDC.
- 20/149 **Planning Applications**
The following decisions were noted:
20/00702/FUL 5 Silver Street Single storey flat roof rear extension following removal of existing single storey conservatory style room – approved by ECDC
20/00577/OUT 15 Martins Lane, outline application (all matters reserved except access) for the erection of one bungalow with a new access from Martins Lane – approved by ECDC
20/00952 Witcham House works to Walnut, Hazel, Small Acer, Small Cedar and young Beech – approved by ECDC
Planning Inspectorate 19/01086/FUL, APP/V0510/D/20/3246531 One Way Headleys Lane, extensions – Appeal – dismissed

20/150 **Cemetery Management**

Details of application for erection of plaque at Garden of Remembrance had not yet been received. Item deferred.

Cemetery fees discussed and Clerk to update.

Resolved that arrangements for the appropriate refund in respect of accidental overcharge for headstone earlier in year be carried out. Proposed K Mackender, seconded Chair.

Clerk

20/151 **Village Inspection**

Report previously circulated. KM apologised for not being able to attend. Some grit bins and dog bins still to be checked and streetlights Headleys Lane. Grit bins to be monitored to ensure CCC refill for winter.

Resolved to accept the report and the recommended actions be carried out. Proposed L Holdaway, seconded J Bibby.

Clerk
Cllrs20/152 **Recreation Ground**

- a) Monthly report on weekly inspections: Chairman confirmed all was well. No concerns reported regarding use of play equipment under Covid-19 restrictions.
- b) Annual play inspection report, previously circulated. Arrangements were in hand for consulting with the village for refurbishment/renewal of play equipment which would solve problem regarding items now appearing on the report that required work. Other minor recommendations, all low cost, to be completed by Chairman. **Resolved** Clerk to get estimates for signs at play area. Proposed K Mackender, seconded S Wilkins
- d) Risk assessments for cricket club return to play under Covid-19 restrictions received and accepted. (template based on recommendations of cricket association).

Clerk

A break was taken between 8.08 and 8.11pm. All members rejoined the meeting

- c) New play equipment survey. Confirmed distribution to be carried out with delivery of the annual report next week. Completed surveys to be returned to delivering councillors. Electronic copies to go on website and copy forwarded to administrator running the community facebook page with a request asking if it could kindly be published. L Holdaway said she would start looking for funding streams and advised that on her recent Councillor training session advice had been given that the parish should bid for CIL monies on new builds at the planning application consultation/response stage of the process, including developments on land in adjoining parishes, for infrastructure projects such as play areas.

LH

20/153 **Finance**

- a) Quarterly accounts and reconciliations to 30 June 2020, together with budget review, previously circulated. **Resolved** to accept the quarterly accounts and reconciliations to 30 June 2020 and noted budget on track. Proposed J Bibby, seconded Chairman.
- b) Receipts and payments August-September 2020, previously circulated. Cheques and supporting documents had been checked by J Bibby and Chairman (in August for August payments) and before the meeting (coronavirus protection measures were being complied with). They confirmed all was in order **Resolved** to approve the receipts and payments for August and September. Proposed L Holdaway, seconded S Wilkin
- c) Clerk and Chairman gave an update on repairs and painting of K6 telephone kiosk. Additional work for replacement glazing in door and 'Telephone' (4No) in top of kiosk had been recommended. Clerk advised that the contractor's supplier for the paint was offering free BS381C Currant Red paint under their K6 scheme, a reduction of £99.52 which was very much appreciated. **Resolved** to approve continuation of the work with the adjustments to the original quote, bringing it to the sum of £1376.47 plus approve acceptance of a further estimate of £108.96 for the 4 new 'Telephone' glazed signs. Budget for project reviewed, and amended to take in additional costs and make provision for Clerk to proceed in consultation with Chair as necessary. Invoice to be settled and

Clerk

- reported at next meeting, subject to Councillors' inspection on completion in next few days. *090/...
Cllrs*
- d) 2019/20 Audit report previously circulated.
Resolved to accept Internal Auditor's Report. Proposed L Holdaway, seconded J Bibby
Resolved to re-appoint MiJan as Internal Auditor for 2020/21. Proposed Chairman, seconded J Bibby. *Clerk*
- e) 2020 National Pay Award
Resolved that the Council accept the NJC Annual Pay Award package and that the Clerk's salary be lifted in accordance with the recommended rate for her spine point (2.75%) with effect from 1 April 2020. Proposed K Mackender, seconded L Holdaway. *Clerk*
- f) Review of arrangements for working under Covid-19 restrictions
Arrangements for administrative roles and meetings, and play equipment were working fine and the Council would continue to review regularly and comply with Government guidelines. Zoom meetings to continue. *Clerk*
- g) Upgrading laptop software. New email system for Clerk to be further investigated. Further advice to be sought regarding Microsoft Office 365 subscriptions
- 20/154 **Consultation Documents**
Cambridgeshire Pension Fund – Funding Strategy Statement Consultation, previously circulated. The Council had no comments to submit and awaited further national advice. *Clerk*
NALC Planning White Paper Consultations. Changes to the Planning System and Planning for the Future. The Council had no comments to submit and awaited further national advice. *Clerk*
- 20/155 **Website Development and WCAG2.1**
Clerk presented guidelines for Draft WCAG2.1 Notice/Policy. The Council was working with a website designer, who was checking that existing documents and features of the website were compliant with WCAG2.1. Whilst the Council believed that most of the documents were already compliant, it might involve stripping the site right back and reloading with compliant documents and adapted documents, text and pictures, ie suitable size text, colours, etc. Where changes would be a disproportionate burden these would be noted and reviewed with the intention of compliance wherever possible in due course. The Council would advise users where some parts of the website were not fully accessible, for example, text will not reflow in a single column when users change the size of the browser window; or user cannot modify the line height or spacing of text; or forms are difficult to navigate using just a keyboard; or user cannot skip to the main content when using a screen reader.
A break was taken between 8.50pm and 8.53pm. All members rejoined the meeting. *MH LH*
The Council had a further meeting planned with the website designer in the middle of next week. The Clerk had also discussed amending the design of the website to provide areas for specific documents, ie pages. Item for further discussion at next meeting. *KM
Clerk*
- 20/156 **Street Lights and Highways**
- a) Chairman reported that the broken path on the bend near cemetery (Martins Lane/Mepal Road) and the road surface at Hive Road were scheduled for repairs following his reporting of works required on the CCC website after the village inspection last month. *CCC*
- b) Flooding at The Slade. Drainage system problems following heavy rainfall was discussed.
Resolved Clerk to write to Anglian Water drawing their attention that despite recent assurances there was still a serious problem for some residents in The Slade and ask for further review and remedial actions. Proposed K Mackender, seconded L Holdaway *Clerk*
- c) Improvements at Witcham Toll Junction. Noted that meeting arrangements with neighbouring village representatives was still deferred due to Covid-19 restrictions. *Cllrs*
- d) Update from landowner regarding CCC works on Bury Road noted. A request that the village might form a 'Friends of Bury Drove' group was received.

- 20/156 **Street Lights and Highways** (cont)
 Agreed to include as an agenda item on the Annual Parish Meeting was agreed.
 S Wilkin to speak to colleagues to see if any of the horseriders would be interested. *Clerk SW*
- 20/157 **New Foundation Unit for 2½ - 11 year olds at Mepal and Witcham C of E Primary School.**
 Request for financial support from local parish councils and charities was received.
 Update to further questions raised by Clerk noted. Agreed to defer and consider when setting Precept.
- 20/158 Correspondence noted:
 NALC Amendments to Temporary Regulations 2020 - L01-20 Local Authorities and Police and Crime – Covid-19
 CCC Stagecoach bus service changes
 CCC Asphalt and Gripfibre programme of works
 CCC Roadworks & events bulletin
 CCC Surface dressing programme of works Westway Place, Silver Street, The Orchards 19-21 October
 CCC Roadworks and events newsletters
 CCC Highlights from the Hubs and updates on Covid-19
 Cambridgeshire ACRE AGM 30 September 2020
 Promotion What3Words – emergency services, App
 CCC - Future Parks – Review of Open Space Data - Village green/recreation ground confirmed
 CCC Community Gritting Scheme applications for Winter 2020 – 2021 – Volunteer scheme
 CCC Library at Home scheme
 CCC 2021/22 Local Highways Improvement Scheme
 CCC Cambs Recovery Fund – Covid-19
 NALC Chief Executive Bulletins and newsletters
 NALC Rebuilding communities
 NALC Covid-19 updates
 NALC Health and Wellbeing week – October 2020
 CAPALC Bulletins and Newsletters
 CAPALC Planning Development Webinars (4) for Councillors
 ICO Newsletter
 East Cambs Parish and Community forum updates
 Cambridgeshire and Peterborough Clinical Commissioning Group BMI Can Do It – health: www.bmicandoit.co.uk
 ECDC Governments’ Emergency Active Travel Fund – cycle parking
 Environment Agency – Ouse Washes Project update
 EPR Ely Power Station Annual Maintenance shutdown 3 August 2020
 CAPALC Parish Councils Carbon Footprinting Tool
 Natural Cambridgeshire Survey
 CCC/IHMC Incidents report
 Invite -update from the Acting Police and Crime Commissioner: Parish Council briefings 11 January 2021 (no one offered to attend)
- 20/159 **Village Hall Car Park**
 Clerk to make site meeting arrangements for Chairman, J Bibby, L Holdaway and Clerk to meet with representative from the Village Hall on Saturday 19 September 2020.
 Clerk to forward documents to L Holdaway.
- 20/160 **Annual Parish Meeting 30 September 2020**
 Confirmed that item for proposals and consultation of new play equipment be included and the request for formation of a group of volunteers to be formed to help with managing by-ways. *Clerk*

20/161 **Community Police**

No matters for the Council to report although apparently there had been some thefts and fooling about on the streets the week before.

20/162 **Reports of any meetings, training etc attended by Councillors**

L Holdaway advised that the two-evening sessions of Councillor training had been very useful and she recommended others to attend. She would circulate summary but particular areas of interest, apart from CIL monies mentioned earlier, was recommendations regarding management of emails, responding to planning applications and grants

LH

20/163 **Date of next meeting:** 14 October 2020

The meeting closed at 9.32pm

August Schedule of Receipts and Payments

		£	£	£
Receipts	None			
Payment	001864 EON	86.57	4.33	90.90
	001865 Truelink Ltd (July)	301.60	60.32	361.92
	001866/7 Admin Costs	316.62		316.62

September Schedule of Receipts and Payments

		£	£	£
Receipts	Dignity Funeral interment of ashes	85.00		85.00
	RS Memorials plaque and headstone	294.00		294.00
	RS Memorials	42.00		42.00
Payment	001868 CAPALC Councillor training	75.00		75.00
	001869 Mijan Internal Audit	70.00		70.00
	001870 Admin Costs incl reimbursement of expenses	562.16		562.16
	001873 Wicksteed play inspection	60.00	12.00	72.00
	<i>Truelink invoice awaited</i>			
	<i>Brushworks invoice awaited</i>			
	d/d IONOS (July)	15.00	3.00	18.00
	d/d IONOS (August)	15.00	3.00	18.00

Signed Dated