

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 11 November 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) (to 20/193a)
J Bibby, L Holdaway, J Lucas

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

No members of public present

20/183 **Apologies for absence:** S Wilkin (IT problems)

20/184 **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 - none

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

20/185 **Dispensations:**

To note any new Dispensations granted: Nil

20/186 **Public Participation**

No members of the public present

20/187 **Minutes**

Minutes of the meeting held on 14 October 2020 were confirmed as a true record and would be signed by the Chair. The agenda of the meeting of 9 September 2020 would also be signed by the Chair as confirmation of the business transacted at the meeting. Proposed MH, seconded KM

20/188 **Matters arising from previous minutes**

None other than items covered on the agenda

20/189 **Reports from District and County Councillors**

The reports, previously circulated, were received and noted. M Inskip had nothing further to update.

L Duprè advised that the work on the A142 Lancaster Way roundabout was being reviewed to make user friendly for horses, cycles and pedestrian and Pegasus crossing should be included. Concerns the roundabout did not have the capacity to accommodate traffic generated by community approved plans.

L Duprè was thanked and she left the meeting

- 20/190 **Planning applications**
 20/01193/FUL Hillcrest Mepal Road 2 No dwellings (phased development Plots 1 & 2) (19/01045/OUT)
Resolved to support the concerns expressed by Highways regarding turning on site and lack of footway to the site. Proposed J Lucas, seconded K Mackender. *Clerk*
- 20/01204/FUL Oneway Headleys Lane First floor extension & garage conversion
Resolved No objection. Proposed L Holdaway, seconded K Mackender. *Clerk*
- 20/01405/FUL Chestnut Lodge 3 Martins Lane Single storey rear extension, garage conversion and loft conversion
Resolved no objection. Proposed J Lucas, seconded Chairman *Clerk*
- 18/01487/NMAB 8 Silver Street, Non-material amendment to previously approved 18/01487/FUL for Proposed single storey and first floor extension
Resolved no objection. Proposed J Lucas, seconded Chairman *Clerk*
- 20/191 **Website**
 Update received.
 M Inskip left the meeting
 A break was taken and Zoom meeting resumed at 8.11pm with Chairman, J Bibby, L Holdaway, J Lucas, K Mackender and Clerk present.
- Resolved** that a working party be formed to examine details for a designer who could provide site that was compliant with WCAG2.1, GDPR and transparency requirements. Zoom meeting to be arranged Wednesday 18 November 2020 – Chairman, Vice-Chairman, L. Holdaway and Clerk. Proposed Chairman, seconded L Holdaway. *Chairman
ViceChair
LH Clerk*
- Clerk to prepare summary of information acquired for the working party to examine. An extra-ordinary meeting would then be called for Working Party to make recommendations to appoint a suitable company to oversee arrangements for the website, November/December. *Clerk*
- 20/192 **Finance**
- a) Receipts and payments for November 2020 had been circulated. Cheques and supporting documents had been checked by Chairman and J Bibby before the meeting (coronavirus protection measures were being complied with). Chairman reported that he had corrected typing errors in respect of cheque numbers and Truelink, and this was confirmed (as amended below). Donations for kiosk works and also tree works had been received, and Clerk was asked to write to the donators expressing the Council's appreciation on behalf of the community.
Resolved to approve the receipts and payments for November and send letters to donators. Proposed Chairman, seconded L Holdaway. *Clerk*
- b) Quarterly accounts to 30 September 2020 had been previously circulated for checking and approval.
Resolved to approve the quarterly accounts and Chairman to sign, together with bank statements after the meeting. Proposed J Lucas, seconded J Bibby *Chairman*
- c) 2021/2 Budget and Precept reports had been previously circulated for review by Councillors.
 Items reviewed and discussed, and amendments made to reflect expected requirements for expenditure for 2021/22.

20/192 **Finance (cont)**

Resolved preliminary Precept be set at £15300, same as previous year to take account of Covid-19 and financial restraints for community; to be reviewed and confirmed January ready for submission to East Cambs District Council. This would include allowing £1300 to be added to existing play refurbishment and £1500 towards costs of upgraded website and hosting/maintaining etc. Proposed J Lucas, seconded Chairman.

Clerk

A break was taken and Zoom meeting resumed at 8.52pm with Chairman, J Bibby, L Holdaway, J Lucas, K Mackender and Clerk present.

- d) Bank mandate. As discussed earlier in year, the mandate required amendment to allow for the two new councillors to be signatories. Arrangements had now been put in hand to effect this arrangement and Clerk was awaiting further confirmation of the bank. In addition the Clerk had investigated and started the preliminary process for internet banking facilities, details provided to meeting. Forms required signature by usual signatories (3) to confirm.

Clerk/
signatories

Resolved to approve the changes to the bank mandate from November 2020 as soon as able to become effective, and likewise approval for completing arrangements for internet banking to facilitate payments as required, and in particular to allow direct payments for pension, computer software licenses such as Microsoft etc. subject to compliance with the Council's Financial Regulations and robust procedures. Proposed J Lucas, seconded Chairman.

20/193 **Recreation Ground**

- a) Monthly report on weekly inspections: Piece of wood for back of mobile goalposts still to be dealt with, otherwise all in order. Chairman advised that the tree contractor had been on site the day before to remove the Ash and plum trees that the Tree Officer had recommended urgent removal of due to safety concerns as a result of disease causing failure of the trees. Unfortunately, with much regret, there had been an error in removing the plum tree as the tree beside it, a cherry, had been mis-identified from the plan and consequently removed. It was noted that this cherry tree, itself was due for work. The Chairman had advised the contractor to liaise with the tree officer direct and further response awaited. The Ash tree in the children's play area had been felled and the remaining stump left in the shape of seat for users of the play area. It was hoped the stumps of the two trees on the Martins Lane side of the recreation ground could be shaped similarly, at least for short-term use but this would be reviewed and the stumps ground out as and when necessary depending on further advice.

Chairman

As was reported to Councillors at the previous meeting, the survey on 30 September had revealed that a number of the trees, both around the edges of the recreation ground and in the play area required close monitoring as they were beginning to deteriorate, for example fungal disease and decay, and in time sadly felling would be necessary. Meanwhile, once the appropriate consents had been received from East Cambs District Council, the Horsechestnut tree outside the play area near the Village Hall would be felled (significant points failure in the crown) and other trees would be crown-lifted and dead branches removed.

The Council would replace trees and indeed had planted 5 in most recent years but many had failed; further advice especially regarding watering requirements and tree species would be sought when planting

- 20/193 **Recreation Ground (cont)**
up the next phase of replacement trees to ensure successful succession to enhance the area for future years.
- The meeting adjourned for a few minutes as it was the end of the Zoom session and time for VDU break at 9.31pm
9.38pm meeting resumed with Chairman, J Bibby, L Holdaway, J Lucas and Clerk present
- b) **New Play Equipment**
L Holdaway had updated survey results following late responses. These would be put together and a report submitted to Clerk for inclusion in Xmas newsletter to be circulated early December, including posted on website. She would contact play equipment companies to draft potential design with costings. She was looking into grant match-funding. *LH*
- Request for herb garden discussed and possible site off roadway and round to apple tree. The proposals would also look at further tree planting and seats *All*
- 20/194 **Review of Council land**
Arrangements for voluntary registration by Land Registry noted. L Holdaway would support Clerk in organising documentation.
- Licence for Village Hall – carpark areas. Grant of Right of Way document required and Clerk to contact Village Hall Chairman again. Confirmed L Holdaway to assist with Licence process. *Clerk/LH*
- Ouse Wash Drovers – Clerk to contact solicitors to request search for legal documents. *Clerk*
- 20/195 **Consultations**
Cambridgeshire and Peterborough Minerals and Waste Local Plan - Proposed Main Modifications Consultation. No comments
- East Cambs Draft Supplementary Planning Document (SPD): Climate Change. No comments
- 20/196 **Correspondence**
The following were received and noted:
Supplementary Planning Document (SPD): Natural Environment and Custom and Self-Build Housing SPDs
Briefing Note on planning policy matters - for PCs and TCs
Cambridgeshire Pension fund news
CCC Micro Asphalt, Roadworks and Events updates
NALC Chief Executive Bulletins and newsletters
Cambs ACRE Annual Conference
ECDC/CCC hubs/NALC Covid-19 updates
Youth & Community Coordinator Newsletter
- 20/197 **Street Lights and Highways**
Noted that The Slade was scheduled to be closed for water and gas works on 15 December 2020
- 20/198 **Date of next meeting:** 13 January 2021 (unless urgent business to be dealt with earlier)
The meeting closed at 10.01pm

November Schedule of Receipts and Payments

		£	£	£
Receipts	Donation – Kiosk	250.00		250.00
	Donation – Kiosk	250.00		250.00
	Donation – tree works recreation ground	300.00		300.00
Payment				
	001880 RBL Wreath	30.00		30.00
	001881 Brushworks -Kiosk	1485.43		1485.43
	001882 K&M Lighting St lights Mntnce	45.22	9.04	54.26
	001883 Clerks salary (Nov)	239.16		239.16
	001884 LGPS (Nov)	85.42		85.42
	001885 Truelink (Oct)	181.40	36.28	217.68
	d/d IONOS (Nov)	15.00	3.00	18.00

Signed..... Dated