

WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 10 February 2021 at 7.30 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, J Lucas

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

Clerk read the Zoom notice and it was confirmed all were zooming in quiet private place and no one else was present; therefore no details of members of the public required recording. Noted that Zoom does collect some data of users – Zoom Policy/Notice and all confirmed happy to proceed.

No members of public present

21/018 **Apologies for absence:** S Wilkin (unable to Zoom), J Lucas (illness)
County and District Councillor L Dupré – attending another meeting.

21/019 **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 – L Holdaway – tree works Witcham House (which had already received ECDC consent)
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

21/020 **Dispensations:**
To note any new Dispensations granted: Nil

21/021 **Public Participation:**
No members of the public present

21/022 **Minutes**
Minutes of the meeting held on 13 January 2021 were confirmed as a true record and would be signed by the Chair. The agenda of the meeting of 13 January 2021 would also be signed by the Chair as confirmation of the business transacted at the meetings. Proposed LH, seconded JB.

21/023 **Matters arising from previous minutes**
21/007 County and District Councillor Reports. Clerk confirmed she had spoken to management at the strawburner on the Elean Business Park regarding stack plume over Sutton. No issues had been identified with the plant on the dates concerned but people were advised to contact the strawburner immediately anything was spotted that gave cause for concern.

All

- 21/024 **Reports from District and County Councillors**
 The reports, previously circulated, were received.
 M Inskip reported that drift drivers had met at the Elean Business Park the previous Saturday evening. Police had been informed but on this occasion were unable to attend. However alternative options were being considered to control activities.
 Flooding problems at Westway Place bottom car park, due to large tree roots in the ditch that blocked flow, had been reported to the District Councillors. Trimming of roots was not a feasible option as this would affect the stability of the tree. Noted that work had started on the Lancaster Way roundabout and the traffic lights in place were causing delays. Concerns HGVs were therefore diverting through villages served by narrow roads, eg Witcham, Wardy Hill, Coveney. Chair recalled that the County Councillor had once spoken of erecting signs advising drivers that these routes were not suitable for HGVs. M Inskip said he would pass on to the County Councillor.
 M Inskip left the meeting at 7.46pm and was thanked for attending.
- DCllr
CCllr
- 21/025 **Exemption of the Public**
Resolved that in accordance with section 1(2) of the Public Bodies (admission to meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at agenda item 21/026 namely quotes for grasscutting, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw. Proposed by Chair, seconded J Bibby and agreed unanimously. No one present.
- 21/026 **Grasscutting and Grounds Contract 2021-2023**
 Report previously circulated.
Resolved to accept the quote from Truelink at £2822.30 per annum for grasscutting and ground works, including bins. Proposed K Mackender, seconded L Holdaway and unanimously agreed.
- Clerk
- 21/027 **Finance**
- a) Receipts and payments for February 2021 had been circulated. Cheques and supporting documents had been checked by Chairman before the meeting (coronavirus protection measures were being complied with).
Resolved to approve the receipts and payments for February, including payment for MVAS if required before the next meeting; cheques to be signed and despatched. Proposed Chairman seconded J Bibby.
- b) Quarterly accounts and budgets to 31 December 2020 had been circulated at the end of January. Set including bank statements deposited by Clerk for checking.
Resolved to accept the quarterly accounts to 31 December 2020, and the monitoring budgets reports be noted. Proposed K Mackender, seconded L Holdaway.
- Chairman
Clerk
- 21/028 **Website**
 Notes had been previously circulated and Councillors feedback noted. The website was shared and reviewed on Zoom.
 8.12pm Zoom break
 8.15pm meeting resumed with everyone except J Bibby who was having technical problems and rejoined 8.26pm
 Pictures discussed and further sections discussed and it was agreed Clerk should proceed with making final arrangements with designers so the site could go live as soon as possible.
- Working Party

21/029 **Recreation Ground**

- a) Monthly report on weekly inspections received and Chair confirmed he would replace the signs on the fence relating to Covid guidelines as the original ones were now spoiled.
- b) Tree Management and replacement of trees at Recreation Ground

Chairman

Very helpful advice and guidance on suitable trees and arrangements for planting had been received from tree surgeons and the District Council Tree Officer.

Agreed J Bibby would get more information and costs on all the trees suggested, including pictures and advice on soil condition and type. The Council would then review at the next meeting and discuss where to plant which species. Tree programme to then be publicised and an opportunity given for residents to assist with engaging with the project so that orders could be placed July/August and be ready for planting early Autumn.

JB

Some antisocial behaviour nearby was noted and would be appropriately followed up.

21/030 **Planning**

The following tree works had been advised by ECDC:

21/00012/TRE Witcham House, Headleys Lane T1 - T7 Lime Trees - Crown lift to approx. 5 metres from ground level and remove deadwood to reduce excessive shading T9 - T11 Lime Trees - Crown lift to approx. 6 metres from ground level and remove deadwood to reduce excessive shading

Additional T11 Lime Tree - Additional reduction of one branch by approx. 4 metres which is growing horizontally back to new vertical growth.

All approved 5.2.21

Since preparation of the agenda the following ECDC decisions had been received:

20/01548/FUL Stairfree, Bury Road – rear extension. Approved

The following submission for treeworks was also noted (received 5.2.21)
 21/00129/TRE The Hall, High Street T1 Mulberry - Crown thin by 30%, reduce lateral heading toward recreation ground by 2 metres - to reduce the risk of end loading and improve form; T2 Prunus - Reduce and shape by 1.5 metres, remove internal water shoots - to maintain in its current location; T3 Cherry - Formative prune and shape by 1 metre - to maintain in its current location; T4 Yew - Crown thin by 25%, formative prune in width by 1-1.5 metres where necessary - to maintain in its current location; T5 Yew - Reduce to 15 feet in height - to improve form and make a feature piece; T6 Lime - Remove lowest lateral growing through Yew - to improve aesthetics of entrance gateway trees; T7 Eucalyptus - Remove lowest lateral heading over recreation ground – to remove the risk of damage to the wall; T8 Leylandii (This tree belongs to the Parish Council and is situated on the boundary of the recreation ground) - Cut back to the boundary - to minimize the risk of damage to the wall; T9 Leylandii - Cut back from recreation ground by a maximum of 30cm – to minimize the risk of damage to the wall; T10 Bay - Cut back from wall giving a 30cm clearance - to minimize the risk of damage to the wall; T11 Yew - Cut back from wall giving a 30cm clearance - to minimize the risk of damage to the wall; G12 2x Horse Chestnuts - Crown raise over electricity box to 3-3.5 metres in height - to minimize the risk of damage to the electricity box.
 No objection.

- 21/031 **Planning**
 Discussion regarding ECDC Planning and robustness of enforcement procedures.
 Clerk to write to ECDC regarding concerns and ask for an outdoor meeting. *Clerk*
 Also assurances required that replacement wall of similar materials and style to be re-erected following unauthorised removal of existing at High Street, and CCC Highways to be notified of road repairs required at junction High Street/Headleys Lane. *Clerk*
- 21/032 **Consultations**
 Local Validation List Requirements, compliance with The Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018, requires change to documents, including for example those associated with the Cambridgeshire and Peterborough's Emerging Mineral Waste Plan and the normal biannual review of items such as application forms, certificates and site location plans. Noted.
- 21/033 **Correspondence**
 Letter from District Council regarding proposed Mepal Crematorium survey (former Mepal Outdoor Centre). Some Councillors had approached completing the survey and reported that the content of the survey was disappointing and did not permit adequate response to meaningfully complete. <https://www.eastcambs.gov.uk/consultations/current-consultations>
Resolved that Clerk write to ECDC and District Councillors expressing this concern. Proposed Chairman, seconded L Holdaway. *Clerk*
- The following had also been received and were noted
 NALC and CAPALC bulletins
 IHMC roadworks & events bulletin February 2021 and December Incidents report
 Cambridgeshire ACRE Event – Cambridgeshire Home Energy Support Service
 Coronavirus updates
 East Cambs Local Community Newsletter
 East Cambs Community Safety Partnership - Eyes and Ears training and awareness
 Environment Agency - Ouse Washes Welney Flood Barrier Road Closure Consultation
- 21/034 **Street Lights and Highways**
 Clerk reported that the lamp was still missing from the pole on the middle car park at Westway Place. Sanctuary had been re-contacted and Clerk had been advised that their contractors had been out and further quotes were awaited.
 Drains at High Street and The Slade were blocked and causing flooding and it had been logged and inspected by Highways who would return but was not high priority at the moment due to other pressing emergencies to deal with in the current extended wet period of winter. There was also a water leak at The Slade in the verge opposite recent new building and Anglian Water would return as soon as they could. There was concern about this now that temperatures were expected to dip to -9C over coming days. Chairman and Clerk to contact Anglian Water again. *Chairman & Clerk*
- 21/035 **Date of next meeting – 10 March 2021**
 Review any actions arising from the meeting – not done
 Items for next agenda to include Year-end preparations
 Meeting closed at 9.23pm

February Schedule of Receipts and Payments

		£	£	£
Receipts	UK Power Networks lease	63.89		63.89
	UK Power Networks lease balance	3.23		3.23
Payments	Truelink grounds duties (Jan)	61.20	12.24	73.44
	Truelink Tree works	930.00	186.00	1116.00
	Cancel Nov cheque (not received)			-214.21
	Reissue cheque to cover 001886			214.21
	001898 Truelink total			1403.65
	001899 Clerks salary (Feb)	239.16		239.16
	001900 LGPS (Feb)	85.42		85.42
	d/d IONOS 1&1(Jan)	15.00	3.00	18.00
	001897 Cambs Acre Membership fees	47.50	9.50	57.00
	(confirmed paid after last meeting as membership due for renewal – standing requirement)			

MVAS signs not yet delivered but expected within next 7/10 days. Settlement of invoice may be required before March meeting and Clerk sought reconfirmation for approval to make payment of £3350.00 if necessary.

Signed..... Dated