

## WITCHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 13 January 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.

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**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 as 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

- 21/001 **Apologies for absence:** S Wilkin (unable to Zoom – noted and that this would continue to be a likely problem during strict Covid-19 lockdowns and would be reviewed as we face exceptional circumstances).  
County and District Councillor L Dupré – attending another meeting.
- 21/002 **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 Slade Farm (neighbour) but was only an item of note  
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
- 21/003 **Dispensations:**  
To note any new Dispensations granted: Nil
- 21/004 **Public Participation:**  
No members of the public present
- 21/005 **Minutes**  
Minutes of the meetings held on 11 November 2020 and 9 December 2020 were confirmed as a true record and would be signed by the Chair. The agenda of the meetings of 11 November 2020 and 9 December 2020 would also be signed by the Chair as confirmation of the business transacted at the meetings. Proposed JB, seconded MH.
- 21/006 Matters arising from previous minutes (for information only)  
20/205 Arrangements for Office 365 and banking arrangements to be completed.

- 21/007 **Reports from District and County Councillors**  
 The reports, previously circulated, were received. M Inskip to get further details for J Lucas regarding changes to pedestrian crossing on roundabout at Lancaster Way, Ely.  
 Noted that racing had been heard on the Elean Business Park over the Christmas period and people were encouraged to report on 101 or on-line to the Police immediately heard – to ensure logged even if Police unable to attend immediately – important that it is monitored. Police able to use Dispersal Order. Reporting procedures to be published on website and next Witcham newsletter.  
 Recent weather conditions revealed plume from strawburner stack was low over villages and burning could be smelled so thought to be smoke and not just steam as had been previously assured. Clerk to follow-up. M Inskip said he thought that with Covid restrictions, the public liaison meetings with their management had lapsed.  
*Clerk*
- 21/008 **Planning**  
 20/01193/FUL – Hillcrest Mepal Road 2 No dwellings (phased development Plot 1 & 2) (19/01045/OUT) Amendments to site plan and design of dwellings: moved trees to amend turning area and parked car in garage, and reduced height of buildings.  
 8.11pm Zoom break. All re-joined at 8.14pm except M Inskip, J Bibby and J Lucas. Problem with re-joining for J Lucas and J Bibby who rejoined discussion at 8.18pm and 8.23pm respectively.  
*Clerk*  
**Resolved** that the Council would like clarification in respect of drainage provision; risk of exacerbating existing conditions at neighbouring properties. Proposed Chair, seconded J Lucas.  
 The following were noted:  
 19/01592/DISA Slade Farm, The Slade – discharge Conditions 3 (Foul & Surface Water) and 7 (Biodiversity) of decision 19/01592/FUL dated 17 January 2020 for Change of use from grass paddock field to caravan and camping  
 20/01405/FUL Chestnut Lodge 3 Martins Lane – single storey rear extension, garage conversion and loft conversion approved by ECDC  
 20/01496/FUL 8 Silver Street Single apex dormer in first floor extension approved by ECDC  
 An item be included on next agenda to talk about planning and robustness of enforcement procedures by ECDC.  
*Agenda  
 Feb 21*
- 21/009 **Website**  
 Update on progress with new website received. First stage migration to standard template viewed in meeting and options discussed for feeding back to designer.  
*Chair/  
 KM/  
 Clerk*
- 21/010 **Finance**  
 a) Receipts and payments for January 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 January and cheques to be signed and despatched. Proposed J Lucas, seconded K Mackender  
 b) 2021/2 Precept (Minute 20/192)  
 8.48pm Zoom break. All rejoined the meeting at 8.49pm except J Lucas  
*Clerk*

- 21/010 **Finance (cont)**  
**Resolved** to approve the Precept at £15,300 as provisionally agreed at earlier meeting. Proposed J Bibby, seconded Chairman.  
 Clerk
- Chair proposed moving to 21/012 and 21/013 as L Holdaway needed to leave the meeting at 9pm and this was unanimously agreed.
- 21/012 **New Play Equipment**  
 L Holdaway reported she had investigated what was required in terms of obtaining grants. Due to Covid-19 restrictions she was unable to arrange for play equipment suppliers to come out to site visits for planning and devising play scheme to get costs for preparation of grant applications.
- 21/013 **Review of Council land**  
 Report on progress with registration of land noted. Further work taking place for RSPB leased droves. Further updates to follow.  
 9.05pm L Holdaway left the meeting.
- Resolved** documentation and despatch with fees to be progressed. (Cheques to be signed between meetings). Proposed Chairman, seconded J Bibby.  
 Clerk
- 21/011 **Recreation Ground**
- a) Monthly report on weekly inspections received and nil of note. Implication of Covid-19 restrictions reviewed and agreed to continue with current arrangements subject to immediate review if there was any further changes to restrictions issued by Government to control the spread of the virus.
  - b) Grasscutting Recreation Ground  
**Resolved** to accept the quote of £450 from Witcham Cricket Club for cutting recreation ground. Proposed K Mackender, seconded Chairman  
 Clerk
  - c) Grasscutting and grounds maintenance contract, to be effective from 1 March 2021 reviewed.  
**Resolved** to proceed with issuing schedule as presented at meeting for quotes for a 2 year contract. Proposed K Mackender, seconded J Bibby.  
 Clerk
  - d) Tree Management and replacement of trees at Recreation Ground  
 Clerk confirmed she was seeking advise on species and best practice planting and maintenance procedures from tree specialist and she was asked to also contact the District Council Tree Officer.  
 Clerk
- 21/014 **Consultations**  
 Highways Service Stakeholder Survey. All councillors were encouraged to do the on-line survey.  
 Cllrs
- 21/015 **Correspondence**  
 The following were received and noted. (previously circulated)  
 Cambridgeshire and Peterborough Combined Authority to launch Electric bikes in Cambridge and Peterborough from January 2021.  
 Combined Authority Draft Budget 2020/21 survey  
 ECDC Activity Opportunities  
 ECDC Arrangements for the next Census  
 CCC Covid-19 volunteers, vaccination events  
 Cambridgeshire Home Energy Support Service (CHESS).

- 21/015 **Correspondence** (cont)  
 Middle Level Commissioners (Drainage) update Bye-laws  
 CCC Vision Zero Partnership - relaunch of the Cambridgeshire and Peterborough  
 Road Safety Partnership and appointment of officer  
 Fens Biosphere Conference 13 January 2021  
 CCC This land (trading company update)  
 Carbon Neutral Cambridge - reduce carbon emissions and improve health in your area  
 Ouse Washes Project update (section 10)  
 Calendar – CAPALC training opportunities for Councillors  
 Youth & Community Coordinator Newsletter  
 NALC Chief Executive Bulletins and newsletter  
 LGPS Important update on the statutory cap on exit payments to the LGPS  
 ECDC/CCC hubs/NALC Covid-19 updates  
 East Cambs Parish and Community Forum + Digital Inclusion meeting – December  
 The Good Councillor's guide to community business  
 ACRE - Cambridgeshire Home Energy Support Service - launching in East Cambs
- 21/016 **Street Lights and Highways**  
 Clerk reported that a lamp was missing from the pole on the middle car park at Westway Place. This was owned by Sanctuary and they had issued instructions to their contractors before Christmas for execution of repairs.  
 TTRO 21/103 - Mepal Road, Witcham February 2020 road closure noted together with notice that Mepal/Witcham Road scheduled for traffic control for works by Anglian Water 18-20 January 2021
- 21/017 **Date of next meeting** – 10 February 2021  
 Review any actions arising from the meeting – not done  
 Meeting closed at 9.26pm

**December January Schedule of Receipts and Payments**

		£	£	£
Receipts	Nil			
Payments				
	001892 Truelink grounds duties (Dec)	61.20	12.24	73.44
	001893 Clerks salary (Jan)	239.16		239.16
	001894 LGPS (Jan)	85.42		85.42
	001895 TEEC	240.00	48.00)	
	TEEC	440.00	88.00)	816.00
	001896 e-on streetlight energy (Headleys Lane and village hall roadway) Oct-Dec 20	87.52	4.38	91.90
	d/d IONOS 1&1domain renewal Nov20-Nov22 and basic fee(15Dec-15Jan)	34.98	7.00	41.98

MVAS signs ordered, delivery date to be confirmed but may need to settle invoice before next meeting. Clerk authorised to make payment £3350 if necessary before next meeting.

Signed..... Dated .....