

# WITCHAM PARISH COUNCIL



**CLERK:**

*Mrs S J Bell  
17 Astley Close, Sutton  
ELY, Cambs CB6 2PG  
Tel: 01353 778147*

## To All Members of the Council

**You are hereby summoned to attend a Meeting of the Parish Council to be held on Wednesday 1<sup>st</sup> December 2021 at 7.30 pm\* in the Village Hall, Witcham, for the purpose of transacting the following business:**

MEMBERS: 6 QUORUM 3

## A G E N D A

### **Welcome from Chairman and instructions regarding Council's risk assessments and compliance with coronavirus protection measures for this meeting**

- 21/207 To receive and accept any apologies for absence 7.30pm
- 21/208 To receive any declarations of interest  
Councillors to declare any pecuniary interests in any items on the agenda.  
Councillors to declare any personal interests in any items on the agenda.  
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.
- 21/209 Dispensations:  
To note any new Dispensations granted: Nil
- 21/210 Public Participation  
**To allow up to 15 minutes for any members of the public, and Councillors declaring the existence and nature of a prejudicial interest, to address the meeting in relation to the business to be transacted at this meeting. (3 minutes each to combined maximum of 15 minutes total for this agenda item (Standing Orders 3f) and 3g))**
- 21/211 To approve and sign the minutes of the meeting held on 10 November 2021, and confirm agenda of same date. 7.46pm
- 21/212 Matters arising from previous minutes (for information only)
- 21/213 To receive reports from District and County Council representatives
- 21/214 Planning Applications  
21/01484/TRE 32 High Street T1 Conifer - Remove as it's starting to lose its shape and the canopy is opening up. Very close to retaining wall.
- 21/215 Recreation Ground
- To receive monthly report on weekly inspections (MH)
  - To discuss play and outdoor fitness refurbishment project (LH)
  - To receive verbal report of meeting with Tree Officer and discuss proposals for garden at entrance to village hall roadway

- 21/216 Finance
- a) To approve receipts and payments for December (to follow)
  - b) Budget and Precept update
  - c) To receive and approve Cricket Club quotation
  - d) To receive request from the Friends of Mepal and Witcham Primary School for funding (previously circulated)
- 21/217 Policies and Procedures
- a) To adopt Parish Council Policies and Procedures (previously circulated)
  - b) To nominate and appoint Safeguarding Lead
  - c) To review cemetery rules (previously circulated)
  - d) Review and approve Covid 19 risk assessments (June21 edition previously circulated)
- 21/218 Police  
To discuss any issues for reporting to Police
- 21/219 Street Lights and Highways  
To receive any items to bring to attention Highways Authority
- 21/220 Correspondence  
To receive and consider the following invitations and items of information  
Covid-19 invite to Enhanced Response Area webinar on Wednesday 1st December 4pm-5pm  
Cambridgeshire Police - New Police and Crime Plan virtual meeting 10 January 2022  
CAPALC Conference 9 September 2022  
CAPALC Code of Conduct  
Community Safety Partnership Newsletter  
ECDC Leader's newsletter  
Rough Sleeping Estimate night of 18 November 2021  
Road Safety - Way 2 Go (Winter)  
NALC events
- 21/221 Items for the Next Agenda and date of next meeting: 12 January 2022 9pm  
Review any actions

S J Bell  
CLERK/RFO

\*The temporary legislation enabling parish meetings to be held remotely via video conferencing systems ended in May. Consequently, to comply with Schedule 12 of the Local Government Act 1972, meetings of the Council must now be held in person and members of the public must be able to attend in person.

In order to comply with COVID-19 regulations and guidance, the Council meeting will be held in a large venue sufficient to maintain social distancing of all attendees, and total numbers will necessarily be limited.

**Members of the public who wish to attend the meeting must therefore notify the Parish Clerk at least 48 hours in advance of their intention to attend in order that the Council can endeavour to accommodate everyone and the necessary health and safety precautions engaged.** During these difficult times, members of the public are also encouraged to consider attending only for the item(s) of particular interest to them, rather than for the whole meeting.

\*\* Applications for Dispensations must be submitted to the Clerk on the application form at least 4 days prior to the meeting.

**NOTES:**

Members of the public are welcome to attend this meeting and there is provision for public participation. Details may be obtained from the Clerk or Chairman prior to commencement of the meeting.

If the Council wishes to exclude the public and press from the meeting a resolution in the following terms will be passed:

"It is hereby resolved 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 ( *special* ) ( *confidential* ) nature of the business about to be transacted at Agenda Item ( *No* ) namely ( *state subject listed* ) 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. ( *Mr/Mrs/Cllr .....* ) to be invited to remain." (as applicable)

Code of Conduct para 12(2) 'If a Councillor with a prejudicial interest wishes to speak on an agenda item then that interest and intention must be stated immediately after the first item of the Agenda. The public will be allowed a maximum of six speakers who may provide information for up to three minutes only and each person may only speak once. The Chairman will look to secure a balance of public speakers. The public participation is not to be a part of the debate but merely fact giving and answering questions in the same manner as the councillor with the prejudicial interest" .