

WITCHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 10 May 2011 at 7.45 pm in the Village Hall, Witcham

Present: D A Bamforth (Chairman), D J Saberton (Vice Chairman), J Bibby
K Mackender (arrived Minute 11/79) A Berry (arrived Minute 11/82)

In attendance Mrs S J Bell (Clerk)

Public question time opened at 7.30 pm – nil members of the public
Verification of payments and receipts took place by the Chairman
Full Council business commenced at 7.45pm
No members of public present during meeting

Each Councillor had completed Form Declaration of Acceptance of Office and Code of Conduct, and passed to the Clerk prior to joining the meeting. ECDC Parish Councillor Notification of Financial and Other Interests, and election expenses forms were also submitted.

Opening remarks:

The Chairman sadly reported that Mr David Scotting had passed away. David had served on the Council in the past and his passing is much regretted.

The Chairman recorded the Council's grateful thanks to Chris Watson for all the work he had carried out for Witcham during his time as Councillor.

Action

11/76 ELECTION OF CHAIRMAN

Mr D A Bamforth: Proposed Mr D Saberton, seconded Mrs J Bibby and there being no other nominations agreed unanimously.

11/77 DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT

Declaration of Acceptance of Office and Code of Conduct form as Chairman completed.

11/78 **Apologies for Absence:** District Councillors T Goodge and A Bailey, and County Councillor P Read were attending meetings at ECDC. Mr K Mackender and Mr A Berry had sent apologies as they were away on business and did not expect to get back to the village for the commencement of the meeting.

Mr Mackender joined the meeting.

11/79 CASUAL VACANCY

Chairman reported an advertisement would be placed in village newsletter and on noticeboard to fill the vacancy brought about by insufficient nominations to fill all the seats for the 2011 Elections.

11/80 **Declaration of Interest:** Mr A Bamforth, item 11/84 Personal interest, Trustee of Citizens Advice Bureau.

11/81 ELECTION OF VICE CHAIRMAN

Mr D Saberton: Proposed by Mr A Bamforth, seconded by Mrs J Bibby and there being no other nominations, agreed unanimously. Mr Saberton completed the Declaration of Acceptance of Office and Code of Conduct form as Vice Chairman.

11/82 **ELECTION OF REPRESENTATIVES**

The following appointments were made en-bloc. Proposed Chairman, seconded D Saberton and agreed unanimously:

Burial Board: All Councillors

Village Hall Committee: Mr D A Bamforth and Mrs J Bibby

Cambridgeshire Association of Local Councils: Mr D A Bamforth and Mr D Saberton

East Cambridgeshire Parish Forum: Mr D A Bamforth

Ely Sector Police Liaison: Mr A Berry

Mepal Outdoor Centre: Mr David Saberton

Citizen's Advice Bureau Trustee Board: Mr D A Bamforth

Play Area: Mr D Saberton responsible for weekly inspections of equipment

Youth Team: Mrs J Bibby and Mr K Mackender

P3 Scheme and Public Rights of Way Liaison: Mr A Berry

Mr Berry joined the meeting and accepted the roles assigned to him above.

11/83 **CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))**

£50. Proposed by Mr D Saberton, seconded by Mr K Mackender and agreed unanimously.

11/84 **PAYMENT OF ANNUAL SUBSCRIPTIONS**

Noted SLCC renewed April and CPALC for payment tonight.

Citizen's Advice Bureau . (Chairman left the meeting. Mr D Saberton took the Chair)
Clerk advised that although last year it was agreed to make a donation of £30 the payment had not been made. Mr K Mackender proposed payment of £60 to cover 2010 and 2011. Seconded Mr D Saberton and agreed unanimously. LGA 1972 s142.

Chairman returned and took the Chair.

11/85 **Minutes of the meeting** of 12 April 2011 had been circulated, and were approved and signed. Proposed by Chairman and agreed unanimously.

11/86 **Matters Arising**

11/63 Martins Lane Flooding – Hereward Housing reported that CCC Highways, due to funding issues, was not in a position to carry out works to the area, ie creating more surface drains and/or continuing the footpath. The tenant at 24 did not want the grassed verge replaced with a concrete/tarmac footpath and had now arranged for woodchip to be placed on front garden to help resolve issue with surface rain. Highways had dug drains (grips) further up Martins Lane before the entrance to 24 but this had not helped. Noted that many many years ago the dyke which ran along this side of Martins Lane was filled in.

As Hereward did not own the road/kerb/drains they would not look to carry out works to this area. The property is lower than the highway and the path stops short of the end of the property and so with no highway surface drains the water builds up on the front garden of 24. Since Highways had attempted to make some improvement to the drainage (the grips in the verge) Hereward will monitor again over the coming winter months and review if necessary.

Councillors noted the Hereward response.

11/87 **REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES**

There were none

11/88 **PLANNING APPLICATIONS**

To note the following ECDC decision:
10/00902/CLE Fenland Model Club, Hive Road, Witcham. Certificate of Lawfulness of existing use as by Fenland Model Club. Refused.

11/89 ANNUAL REPORT OF COUNCIL AND SUMMARY OF ACCOUNTS

Document reviewed and amended. Approved for circulation to each householder and County and District Councils. Copy for Village Hall and noticeboard. Proposed by Chairman and agreed unanimously.

11/90 ANNUAL PARISH MEETING 26 April 2011

The Minutes had been circulated. The following issue had been referred to the Council:

19 Westway Place. Construction of 2No 3-bed houses now on market as 4-bed house. District Councillor A Bailey had taken this from the meeting and pursued with the District Council. The issue was being investigated with the Enforcement Officer.

11/91 RECREATION GROUND

Application from private fitness trainer in the parish to consider request for use of recreation ground for regular fitness classes. Clerk presented findings on investigations and advice from CPALC.

Chairman proposed the Council support the trainer in trying to provide fitness facilities and consent to use of the recreation ground free of charge in accordance with normal council procedures, including subject to receipt of evidence for her insurance and qualifications. Seconded Mr K Mackender and agreed unanimously.

Mr D Saberton reported that the spell of dry weather had caused some shrinkage around the edges of the safety tiles/timber/grass. Chairman proposed no action be taken at present. Nettles under *DJS* picnic seats and tables to be strimmed. Arrangements in hand for repair of two seats on recreation ground.

11/92 BEST KEPT GARDEN COMPETITION 2011

Consideration was given to postponing the judging on Sunday due to the dry weather. Agreed to *DAB* go ahead and Chairman to liaise with judges.

11/93 VILLAGE HALL FACILITIES

Representatives advised nil to report.

11/94 PUBLIC RIGHTS OF WAY

P3 projects. Mr Berry reported that CCC advised there was a contractor at Sutton which they used and could be asked to lay the limestone to repair Bury Lane. However it was noted that someone had already filled in the potholes with stone material. Back Lane had very bad holes and surface between Headley's Lane up to the dwellings/grassed section of the drove. Proposed Mr Berry to *AB* enquire with CCC if some of the P3 money could be used to purchase road planings to improve this section of the drove. Mr Saberton said he and the residents had access to equipment and would be prepared to lay the road planings. Chairman proposed Mr Saberton measure up area and obtain costs and liaise with Mr Berry. *DJS*

CCC annual grasscutting of public rights of way (under contract). Cuts were due in May and July. Councillors to monitor and inform Clerk.

11/95 QUALITY PARISH COUNCIL STATUS

Clerk was still awaiting response from NALC on extension. Chairman proposed confirmation to renew Parish Quality Status. This seemed essential to its role in taking on responsibilities that might devolve from the Localism Bill. Agreed unanimously.

11/96 COMMUNITY POLICE

Monthly Police report received, and noted one burglary in Witcham.

11/97 **REPORTS OF MEETINGS**

Nil

11/98 **STREET LIGHTING AND HIGHWAYS**

Nil

11/99 **CONSULTATION DOCUMENTS***All*

ECDC Draft Zoo Licensing (circulated 9.4.11) (**closing date 11.7.11**) No comments

ECDC Delegated Services Protocol (circulated 14.4.11) (**closing date 4.8.11, adoption Sept11**)
As this is in response to the Localism Bill the Chairman urged that Councillors examine this document.

CPALC Future of Public Audit (circulated 9.4.11) (**closing date 30.6.11**)
Clerk reported that the back section of the document was particularly relevant to parishes.

Ouse Wash Habitat – meetings 21 June 2011 (circulated 25.4.11)
Chairman and Mr Berry to attend consultation meeting on 21 June 2011

*DAB/AB*11/100 **CORRESPONDENCE**

The following had been previously circulated to Councillors:

ECDC A strategy for Sustainable Communities in East Cambs (circulated 3.5.11)
CPALC Funding for Cambridgeshire (circulated 26.4.11)
CPALC/NALC Bill - Localism – policy briefing PO7-11 30.3.11. (circulated 9.4.11)
NALC Chief Executive's Report (circulated 9.4.11)
NALC Equality Act (circulated 4.5.11, Legal note 78)
CCC Integrated Plan 2011/12 (circulated 9.4.11)
NALC Review of Statutory Duties Placed on Local Government (circulated 9.4.11,
CPALC email 8.4.11, closing date 14.4.11)
No comments received.

11/101 **RENEWAL OF INSURANCE**

Clerk presented invitation for renewal. The premium was approximately £100 higher than last year and took into account index-linking on some items of insurance and increase in cost of premiums. Insurance had been reviewed the previous year and Chairman proposed acceptance. Seconded Mr D Saberton and agreed unanimously. (£1385.77, a rise from £1252.51 including telephone kiosk added during 2010)

11/102 **FINANCE**

The following Receipts and Payments were presented and approved. Proposed by Chairman and agreed unanimously.

			£	£	£
Receipts	RSPB		698.75		698.75
	Ely Funeral Service		294.00		294.00
	EPN Wayleaves		17.93		17.93
Payments	001081	E Lucas delivery Newsletter s.142	8.00		8.00
	001082	Aon Ltd additional item premium	4.12		
		Aon Annual renewal	1385.77		1389.89
	001083	CPALC Subscription	140.14		140.14
	001084	CAB LGA '72 s.142 2010 & 2011	60.00		60.00
	001085	C Walker 15hrs @£12	180.00		180.00
	d/d	Talk Talk	4.47		4.47

Clerk presented report on the budgets for 2011/12 including balances on headings carried over from 2010/11. This was accepted and approved. Proposed by Chairman and agreed unanimously.

11/102 **FINANCE** (cont)

The Clerk reported that Cambridge Building Society was offering ‘savings’ accounts for Parish Councils. Agreed she should review cashflow to see if further sums could be put in one of the deposit accounts or bonds.

HM Revenue and Customs. Clerk reported that existing arrangements for Parish Clerks’ pay had been withdrawn from April 2011. All parishes now had to register for PAYE for their Clerk/RFO. She would be setting this up in the next week or two.

11/103 **MATTERS FOR FUTURE CONSIDERATION**

Councillor Training (CPALC/Sutton)

11/104 **PROPOSED DATES OF FUTURE MEETINGS 2011/12**

- 14 June 2011
- 12 July 2011
- 13 September 2011
- 11 October 2011
- 8 November 2011
- 6 December 2011
- 10 January 2012
- 14 February 2012
- 13 March 2012
- 10 April 2012
- 24 April 2012 Annual Parish Meeting
- 8 May 2012 Annual Council Meeting

Business will commence at 7.30pm unless otherwise specified on the agenda when published. All business and requests for payments must be delivered to the Clerk for inclusion on the agenda at least 6 clear days prior to the meeting.

There being no further business the meeting closed at 9.20pm

Signed Dated