

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 the Annual General Meeting of the Parish Council to be held on Tuesday 10 May 2011 in the Village Hall at 7.45 pm for the purpose of transacting the following business:

The meeting will commence at 7.30 pm with verification of payments and receipts and opportunity for members of the public to speak on agenda items.

New Council: Clerk to receive Declaration of Acceptance of Office & Code of Conduct, Notification of Financial and Other Interests and Registration of Gifts and Hospitality in accordance with the Code of Conduct, completed by Councillors (previously circulated)

MEMBERS: 6 QUORUM 3

A G E N D A

- 11/76 To elect Chairman
- 11/77 To receive Chairman's Declaration of Acceptance of Office & Code of Conduct
- 11/78 To receive and accept apologies for absence – none
- 11/79 To note insufficient nominations to fill the 6 seats.
To confirm arrangements to fill the remaining casual vacancy
- 11/80 To receive any declarations of interest:
Councillors to declare any personal interest in any items on the agenda
- 11/81 To elect Vice-Chairman and receive Vice-Chairman's Declaration of Acceptance of Office & Code of Conduct
- 11/82 To elect representatives for committees
- 11/83 To fix Chairman's Allowance (LGA 1972 S.15(5))
- 11/84 To consider the payment of any annual subscriptions and grants including Citizen's Advice Bureau
- 11/85 To approve and sign the minutes of the meetings held on 12 April 2011
- 11/86 Matters arising from previous minutes (for information only)
- 11/87 To receive reports from District and County Council representatives, if any
- 11/88 ECDC Planning applications: To note Certificate of Lawfulness of existing use as by Fenland Model Club (Hive Road Witcham)
- 11/89 To approve Annual Report of Council, including Summary of Accounts for circulation to residents (attached)
- 11/90 To receive and consider minutes of Annual Parish Meeting held on 26 April 2011 (to follow)

- 11/91 Recreation Ground
 a) To receive request for use of Recreation Ground for regular fitness classes
 b) To receive monthly report on inspections (DJS)
- 11/92 Best Kept Garden Competition 2011. To receive progress report on progress (DJS)
- 11/93 To receive any update on progress with development of Village Hall Facilities (DAB)
- 11/94 Public Rights of Way – To receive up-date on progress with P3scheme projects (AB) and note CCC will cut Public Rights of Way May & July
- 11/95 To receive up-date on Quality Parish Council reaccreditation
- 11/96 To discuss any issues for reporting to Community Police
- 11/97 To receive representative’s reports on meetings attended for Council
- 11/98 To note reports of street lights and highways requiring maintenance
- 11/99 To receive and consider Consultation Documents:
 ECDC Draft Zoo Licensing (circulated 9.4.11) (**closing date 11.7.11**)
 ECDC Delegated Services Protocol (circulated 14.4.11) (**closing date 4.8.11, adoption Sept11**)
 CPALC Future of Public Audit (circulated 9.4.11) (**closing date 30.6.11**)
 Ouse Wash Habitat – meetings 21 June 2011 (circulated 25.4.11) (**DAB & AB to attend**)
- 11/100 To note and receive any comments on the following correspondence:
 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)
- 11/101 Renewal of Insurance
- 11/102 Finance
 a) To approve the following payments
 b) To record the following receipts
 c) To note availability of Cambridge Building Society deposit accounts
 d) To note HM Revenue & Customs review regarding Parish Councils registering for PAYE
- 11/103 Matters for Future Consideration:
 Training for Councillors (Joint sessions with local parishes provided by CPALC) following elections
- 11/ 104 Date of Next Meeting and receive and approve 2011/12 Calendar of Dates

S.J Bell
 CLERK
 3 May 2011

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’

Representatives for 2010/11 were:

Burial Board: All Councillors

Village Hall Committee: Mr D A Bamforth

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

East Cambridgeshire Parish Forum: Mr D A Bamforth

Ely Sector Police Local Liaison Group: Mr C Watson

Strawburner Parish Forum: Mr David Saberton and Mr Chris Watson

Mepal Outdoor Centre: Mr David Saberton

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

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

Youth Team: Mrs J Bibby and Mr C Watson