

WITCHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 13 May 2008 at 7.45 pm in the Village Hall, Witcham

Present: D A Bamforth (Chairman), D J Saberton (Vice Chairman), J Anderson and K Mackender

In attendance Mrs S J Bell (Clerk)
Cllr P Read (CCC)

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

Action

08/071 ELECTION OF CHAIRMAN

Mr D A Bamforth: Proposed Mr D Saberton, seconded Mr K Mackender and there being no other nomination agreed unanimously.

08/072 DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT

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

08/073 **Apologies for Absence** were received from Mr A Berry and the District Councillors T Godge and A Bailey.

08/074 **Declaration of Interest:** There were none.

08/075 ELECTION OF VICE-CHAIRMAN

Mr D Saberton: proposed by Mr K Mackender, seconded J Anderson 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.

08/076 ELECTION OF REPRESENTATIVES

The following appointments were made en-bloc. Proposed Chairman and agreed unanimously:

Burial Board: All Councillors

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

Cambridgeshire & Peterborough Association of Local Councils: Mr A Berry and Mr D A Bamforth

East Cambridgeshire Parish Forum: Mr K Mackender and Mr D A Bamforth

Ely Sector Police Local Liaison Group: Mr C Watson

Strawburner Parish Forum: Mr D Saberton

Mepal Outdoor Centre: Mr D Saberton

Citizen's Advice Bureau Trustee Board: Mr D A Bamforth (may be reviewed later in year)

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

HCV Joint Committee: Mr A Berry and Mr K Mackender

Neighbourhood Panel: Mr A Berry

Parish Paths (P3) Scheme: Mr A Berry

08/077 CHAIRMAN'S ALLOWANCE (LGA 1972 s15(5))

The allowance for 2008/2009 was left at £50. Proposed Mr D Saberton, seconded by Mr K Mackender.

08/078 PAYMENT OF ANNUAL SUBSCRIPTIONS

Citizen's Advice Bureau – Approved £25 for 2008/9 (LGA 1972 S.142). Clerk to check period of last payment. Victim Support to be reviewed at a later date. Proposed Mr K Mackender, seconded by Mr D Saberton and agreed unanimously.

Clerk

08/079 Minutes of the meetings of 8 and 29 April 2008 had been circulated, and were approved and signed by the Chairman. Proposed by Mr D Saberton and seconded by Mrs J Anderson, and agreed unanimously.

08/080 Matters Arising. There were none.

08/081 REPORTS FROM DISTRICT AND COUNTY COUNCIL REPRESENTATIVES

Councillor P Read reported that Jill Tuck had been appointed Leader of the County Council and was in the process of streamlining Cabinet posts. He reported on proposals for congestion charge for Cambridge. Hinchingsbrooke Hospital had a £40m deficit and there were thoughts to franchise with a provider to carry out the duties of running the hospital and taking on the debt although it was hoped that some of the debt might be reduced - facilities could include Sports and Health Hall, enhanced Physio and 24/7 theatres to raise revenue. He had been appointed Chairman of the Development Control Committee. Mr Read left the meeting.

08/082 PLANNING APPLICATIONS

08/00430/FUL 2 Westway Place, single storey extension to rear of bungalow. No concerns.

Clerk

08/00334/FUL 36 High Street, two storey side and rear extension. Notification of changes to size of rear window noted.

Clerk

08/00338/FUL 9 Westway Place, single storey extensions to front, rear and side. Concerns: although no objection in principle share same concerns as neighbours ie. alteration of appearance no longer in-keeping with the estate and extensions are over shared sewer.

Clerk

Proposed by Chairman and agreed unanimously.

08/083 ANNUAL RETURN 2007/8

The Annual Return was presented to the meeting together with Notes for the Accounts, the Internal Auditors Report, the Fixed Asset Register and the Risk Assessment Report. Following acceptance of the Summary of Accounts at the previous meeting, the Council reviewed the financial procedures and internal controls and confirmed that they were satisfied with the arrangements for the current year.

The Annual Governance Statement of the Annual Return was completed and signed off by the Chairman and Clerk. Proposed by Mr K Mackender, seconded by Mr D Saberton and agreed unanimously. The Annual Return will be despatched to the External Auditors at the end of May. The Accounts are currently available for public inspection in accordance with financial regulations.

*Clerk***08/084 ALLIANZ CORNHILL INSURANCE RENEWAL**

The Renewal Notice was received. The Clerk circulated the comparative figures for the previous year and the Councillors reviewed the cover provided. After careful consideration it was agreed to renew the policy with Cornhill at £1069.96. Proposed by Chairman, agreed unanimously.

*Clerk***08/085 ANNUAL PARISH MEETING – 29 APRIL 2008**

The Minutes had been previously circulated to Councillors.

The following issues had been raised at the Annual Parish Meeting for consideration by the Council.

- a) Public Rights of Way – Drovers. Chairman proposed meeting of Council with landowners around Bury Road and then to convene a meeting with County Council Rights of Way Department. Mr D Saberton to liaise with Clerk to identify landowners and to discuss and progress with Mr A Berry, our Rights of Way co-ordinator who was going to contact Karen Whymark after the last meeting. Agreed unanimously.

08/085 ANNUAL PARISH MEETING – 29 APRIL 2008 (cont)

- b) Noise pollution, Elean Business Park area. Clerk to report to ECDC Environmental Health Department. Clerk confirmed complainant of model aircraft noise had been given contact details for further advice and it was noted that there appeared to be no complaints from within Witcham Parish. *Clerk*
- c) Overhanging shrubs at noticeboards. Chairman to ask groundsman to deal with this. *Chairman*
- d) Signs for dogs and kites – Recreation Ground. Clerk to obtain quotations. *Clerk*
 Chairman reported that ECDC recommended Retriever 35 Dog Waste Bins at £170.11 and suggested this should be located near the bus shelter. Currently ECDC will erect the bins and empty them but Parishes are responsible for purchase and maintenance of the bins. Chairman still making enquires about dispenser bins. *Chairman*

08/086 ANNUAL REPORT AND SUMMARY OF REPORTS 2007/8

Copy presented and approved for circulation to each house in the Parish. Proposed Chairman and agreed by unanimously. *Clerk*

08/087 CEMETERY MANAGEMENT

Clerk presented new cemetery plan and agreed Clerk and Chairman should check on site and then proceed with arrangements for new agreement. *Chairman*
Clerk

Application for additional inscription for memorial stone for Irene Savage received and approved. Proposed Chairman and agreed unanimously. *Clerk*

08/088 BEST KEPT GARDEN COMPETITION 2008

Chairman to make enquires to find judges and Mrs J Anderson undertook to escort. Arrangements to be progressed so that judging takes place June-July. *Clerk/JA*
Chairman

08/089 RECREATION GROUND AND VILLAGE HALL FACILITIES

- a) Clerk reported that the solicitors were in correspondence regarding land at rear of 2a Martins Lane and strip by Village Hall drive.
- b) Mr D Saberton reported play equipment satisfactory and he had scraped away moss around the swings.
- c) Applications for use of recreation ground were received, considered and approved as follows: *Clerk*
 St Martins Church Fete 14 June, 1.00 – 5.00 pm
 Philip Chapman/Wychelm Archery Club 8 June, 1.00 – 2.00pm (approved subject to Archery Club holding insurance).

08/090 REPORTS OF MEETINGS

Police/Neighbourhood Multi-agency Meeting 20 April (Mr A Berry to report at next meeting) *AB*
 Neighbourhood Panel Meeting 28 April Chairman reported that targets had been identified eg. nuisance behaviour at Sutton now improved. Next target, Haddenham.

08/091 STREET LIGHTING AND HIGHWAYS

Clerk reported that she had contacted the Highways Division at Stirling Way regarding several incidents of people skidding on this roundabout, apparently due to some substance on the tarmac. She had been advised that the County Council's Accident Investigation Team were investigating the site with regards to its accident history and no further comment would be made until the investigation had been completed.

08/092 CONSULTATION DOCUMENTS

- a) Ely Master Plan details had been circulated to Councillors and at the Annual Parish Meeting. Comments required at ECDC by 30 May 2008. *All*
- b) ECDC Local Development Framework Consultation meeting, ECDC offices 4 June 2008 7-8.30pm Clerk to attend. *Clerk*
- c) East of England Regional Assembly RSS Single Issue Review – Planning for Gypsy and Traveller accommodation East of England previously circulated. No comments.

08/093 **CORRESPONDENCE**

- a) ECDC Sustainable Community Strategy – Community Safety Plan for East Cambridgeshire. Clerk gave brief summary and document will be circulated to Councillors. *All*
- b) ECDC Neighbourhood Profile Update for East Cambridgeshire North and future dates of panel meetings. Clerk gave brief summary and it was noted that the panel meetings in 2009 would take place on Mondays 7-9.00pm on 26 January, 27 April, 27 July and 26 October. To be circulated to Councillors. *AB All*
- c) CPALC Board Reports and Service Level Agreements to be circulated to Councillors *All*

08/094 **COMMUNITY POLICE**

To note appointment of two Wildlife Crime Officers by the Cambridgeshire Police Rural Community Action Team. It was understood that PCSO Julie Collins would be leaving the Downham villages. It was noted that registration details of vehicles on the droves had been forwarded to the Police.

08/095 **FINANCE**

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

		£	£	£
Receipts	Precept	5000.00		5000.00
	Ely Funeral Service Memorial	50.00		50.00
	EDF Wayleaves	16.65		16.65
Payments	000901 CALC Annual Subscriptions	122.52		122.52
	000902 Local Council Review subscription	13.50		13.50
	000903 G&J Peck	335.00	58.63	393.63
	000904 Mepal Stores May Newsletter	13.50		13.50
	000905 CCC Street light	1130.21		1130.21
	000906 Clerks Salary (Apr)(20hrs)	191.40		191.40
	000907 J Lucas Mar/Apr newsletter delivery			
	LGA '72 S.142	6.00		6.00
	000908 Groundsman salary (1 hrs) & expenses	144.22	2.14	146.36
	000909 Allianz Cornhill Annual renewal premium			
		1069.96		1069.96
	d/d Talk Talk Mar 08	2.52	.44	2.96

08/096 **DATE OF FUTURE MEETINGS**

The calendar of dates for 2008/9 was discussed and agreed. Meetings to commence at 7.45pm with public open forum commencing 7.30pm.

10 June 2008	8 July 2008
9 September 2008	14 October 2008
11 November 2008	2 December 2008
13 January 2009	10 February 2009
10 March 2009	14 April 2009

Dates for the Annual Parish Meeting and the Annual Meeting of the Council to be confirmed later.

Any business and payments, to be considered at Parish Council meeting 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 Chairman declared the meeting closed at 9.55pm

Signed Dated