

## WITCHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 3 May 2005 at 7.30 pm in the Village Hall, Witcham

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**Present:** D A Bamforth (Chairman), P Chambers (Vice-Chairman), D J Saberton, D K Saberton

*In attendance* Mrs S J Bell (Clerk)  
Mrs B Daters (ECDC)

Action

**63. Apologies for Absence** were received from Mr A White. Mr David Saberton apologised for being a few minutes late (arrived item 67).

**64. Declaration of Interest:** Mr Bamforth declared an interest in item 80 – Citizen's Advice Bureau - serves on committee.

**65. ELECTION OF CHAIRMAN**

Mr D A Bamforth. Proposed Mr Don Saberton, seconded Mr P Chambers and there being no other nominations agreed unanimously.

**66. 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.

**67. ELECTION OF VICE-CHAIRMAN**

Mr P Chambers. Proposed Mr Don Saberton, seconded Mr David Saberton and there being no other nominations agreed unanimously. Mr Chambers completed the Declaration of Acceptance of Office and Code of Conduct form as Vice-Chairman.

**68. ELECTION OF REPRESENTATIVES**

The following appointments were made en-bloc. Proposed Mr A Bamforth, seconded Mr P Chambers and agreed unanimously.

**Burial Board** – All Councillors

**Village Hall Committee** – Mr D A Bamforth

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

**East Cambridgeshire Parish Forum:** Mr D A Bamforth

**Ely Sector Police Local Liaison Group:** Mr M Wilkin

**Witchford Patch – Community Sports Association:** Mr David Saberton

**Mepal Outdoor Centre:** Mr David Saberton

**Cambridgeshire ACRE Parish Plan Working Group:** Mr D A Bamforth, Mr C Watson and Mr P Chambers.

**Mepal and Witcham School Governor:** Mrs J Stuart-Menteath (until the end of her term of office, after which it was understood minor local authorities would no longer be eligible to nominate a school governor).

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

**69. CHAIRMAN'S ALLOWANCE**

The allowance for 2005/6 was set at £25 for the year. Proposed Mr P Chambers, seconded Mr Don Saberton and agreed unanimously.

**70. Minutes of the meeting** of 12 April 2005 had been circulated, and were approved and signed. Proposed Mr Don Saberton, seconded Mr David Saberton and agreed unanimously.

**71. Matters Arising**

*Groundsman* – Schedule of tasks had been passed to Groundsman and request to sweep and remove ivy at bus shelter. Brown bags to be used for waste recycling of mowings. Vice-Chairman to dispose of wire bins by Village Hall.

DKS

*CCC Public Rights of Way – BOATS* – outstanding

Chairman

*Skateboard Facilities* – enquiries on-going with Mr Fennell, ECDC

Chairman

*Recreation Ground Trees* – Notice published in “What’s On”. The Council was very pleased to learn that a neighbour had offered to purchase a replacement for the cherry tree scheduled to be removed by the bus shelter.

Clerk

**72. PLANNING APPLICATIONS**

05/00411/FUL 3 Silver Street Witcham. Extension to front, new conservatory, garage conversion, pitched roof to existing single garage and porch canopy. No objection. Proposed Chairman, seconded Mr Don Saberton and agreed unanimously.

Clerk

**73. SPEEDING VEHICLES**

Notes of public meeting of 26 April, 2005 for parishioners and representatives from Cambridgeshire County Council, Cambridgeshire Constabulary and the Speedwatch scheme presented. 12 parishioners had given their name to form a working group.

Letter from resident present at public meeting received and noted. Clerk to respond.

Clerk

Parish Council to support formation of self-help working group under the Speedwatch scheme. Leader of group to report to Parish Council on monthly basis. Proposed Chairman and agreed unanimously. Clerk to liaise with Speedwatch and lead parishioners to set up.

Clerk

**74. ANNUAL PARISH MEETING**

Tuesday 10 May 2005, 7.30 pm. Details published in “What’s On” and flyer in free newspaper. Chairman preparing report.

Clerk

**75. VILLAGE HALL FACILITIES/EXCHANGE OF LAND/REGISTRATION OF RECREATION GROUND**

Draft response for registration of recreation ground received. No other progress to report.

Clerk

**76. RECREATION GROUND**

The Chairman reported on findings that grants could be available for cricket nets for practice on land away from the recreation ground. Further enquiries being made with Russell Dole and Mr Fennell ECDC. Suggestion to be put to Cricket Club. Proposed Chairman, seconded Mr Don Saberton and agreed unanimously.

Chairman  
Clerk

Mr David Saberton reported that the new stakes for the football goals were in use. The Annual Inspection by RoSPA had been completed and the report was reviewed. Groundsman to be asked to keep weeds and stones removed from safety surfaces in the play area. Work to raise height of trees was in hand. Seat on pathway to be monitored. Report to be circulated to Councillors

DKS

**77. BEST KEPT GARDEN COMPETITION 2005**

Suggestions of people who might like to judge this year’s competition were put forward. Chairman proposed contact be made with a view to judging in June. Mr Don Saberton undertook to escort judges this year.

Clerk/

DKS

**78. PARISH PATHS PARTNERSHIP SCHEME (P3) 2005/6**

Grant of £50 offered towards carrying out a conditions survey and work to improve and promote the Rights of Way network in the parish. Chairman to meet with P3 Officer for discussion.

*Chairman***79. INSURANCE RENEWAL & REVIEW**

Clerk presented details of renewal and advised the premium had increased by almost £90 compared to previous year. Under the mandatory section, notably public liability, there had been a significant increase of £50. Allianz Cornhill justified the increase due to high cost of settlement of public liability claims. Sums assured under property damage had increased by around £2800 due to 7% index linking added to some items, resulting in an increase of premiums by £33. Property damage excess had risen from £75 to £100 last year and was up to £125 on the current renewal. Enquiries the previous year with Zurich had not resulted in the offer of a cheaper premium.

Chairman proposed examination of property damage items to ensure adequate cover where necessary and to check prices of play equipment with Wicksteed in case the index-linking proposed by the insurance company was too high. In the meantime arrangements be made to pay the premium as on the renewal notice (printed 19 March 2005). Vice-Chairman to lead review. Agreed by all.

*Clerk**PC***80. ELY & DISTRICT CITIZENS ADVICE BUREAU**

Chairman declared an interest and left the meeting, and the Vice-Chairman took the Chair.

Request for financial donation to support the work of the Bureau and an invitation to be a member organisation following it becoming a charitable company limited by guarantee. Membership entitles a representative to attend and vote at general meetings and propose candidates for election or nomination to the Board of Directors. Liability would be limited to £1 in the event of the company being wound up.

Mr Don Saberton proposed that in accordance with the provisions of S142 of the Local Government Act 1972 a contribution of £25 be made to the Ely and District Citizens Advice Bureau in support of the work it does in providing a service for the people of Witcham. Seconded Mr David Saberton and agreed unanimously.

Mr Chambers proposed Witcham should register to become a member organisation of the Ely and District Citizens Advice Bureau, subject to the advice and confirmation from CALC. Seconded Mr David Saberton and agreed unanimously.

Chairman called back to meeting, and took the Chair.

**81. REPORTS OF MEETINGS**

Councillors had no reports to present.

**82. STREET LIGHTING AND HIGHWAYS**

No items to report.

**83. FINANCE**

a) Clerk to chase bank mandate with Mr Wilkin and Mr Watson.

*MW/CW/  
Clerk*

b) 2004/5 Year End Accounts presented and examined. Chairman proposed acceptance, seconded Mr Don Saberton and agreed by all. Year end balances examined by budget heading and the following amendments were agreed by all:

i) In view of expected increase for audit, insurance and general administrative costs relating to projects and on-going issues, Admin budget increased to £3200 including reserves.

*Clerk*

ii) Transfer from general reserves to increase Village Appraisal (Parish Plan) and associated projects by £2000 and Village Hall project by £1000

*Clerk*

c) External Audit for 2004/5 scheduled for 1 July 2005. Notices to be posted

*Clerk*

d) & e) Receipts and Payments (as up-dated in meeting)

			£	£	£
Receipts	RSPB		539.40		539.40
	ECDC Precept		4270.00		4270.00
	EDF Networks		15.45		15.45
Payments	000697	Groundsman Wages May	60.00		60.00
	000698	Playground Management Annual RoSPA Inspection – Play Equipment	68.00	11.90	79.90
	000699	Mepal Office Stores – copying, meeting	12.60		12.60
	000700	Reimbursement Chairman's Allowance LGA '72 s.15(5)	25.00		25.00
	000701	Cancelled			
	000702	Reimbursement Clerk – Registration Fee Cert Local Council Admin	70.00		70.00
	000703	Citizens Advice Bureau LGA '72 s.142	25.00		25.00
	000704	Mepal Office Stores	14.00		14.00
	000705	Allianz Cornhill Insurance Renewal	892.37		892.37
	d/d	Vartec	2.37	.41	2.78

#### 84. CALENDAR OF DATES FOR FUTURE MEETINGS

14 June 2005	12 July 2005
13 September 2005	11 October 2005
8 November 2005	13 December 2005
10 January 2006	14 February 2006
14 March 2006	11 April 2006

Any items for the agenda, including receipts and payments, must be placed with Clerk by the Monday of the week preceding the meeting.

Annual application for use of recreation ground for Church Fete on 11 June presented at meeting. Too late to be considered as agenda item. Clerk to check details and liaise with Chairman. Decision to be recorded at next meeting.

Meeting closed 10.15 pm

Signed .....

Dated .....