

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

MEMBERS: 6 QUORUM: 3

**Members are summoned to attend the Annual Meeting of the
Parish Council to be held on Wednesday 8 May 2024
at 7.30 pm in the Village Hall, Witcham,
for the purpose of transacting the following business:**

A G E N D A

- 24/078 Election of Chairman. 7.30pm
- 24/079 To receive Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 24/080 To receive and accept any apologies for absence.
- 24/081 To receive any declarations of interest from Councillors in respect of any items on this agenda in accordance with the Council's Code of Conduct
- i) Pecuniary interests
 - ii) Personal interests
 - iii) Prejudicial interests (and to inform the Chairman if they wish to speak on the matter during public participation)
- To remind Councillors they are required to review their Registrations of Interests regularly and notify any changes to ECDC Monitoring Officer via the Clerk within 28 days of the change.*
- 24/082 Dispensations:
To note any new Dispensations granted: Nil.
- 24/083 To elect Vice-Chairman.
- 24/084 To receive Vice-Chairman's Declaration of Acceptance of Office and Code of Conduct.
- 24/085 To receive and note the monthly reports from County and District Councillors.
- 24/086 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.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. (3 minutes each to combined maximum of 15 minutes total for this agenda item (Standing Orders 3f) and 3g)).

Chairman to close meeting to public.

24/087 To approve and sign the minutes and confirm agenda of meeting of 10 April 2024. 7.45pm

24/088 Matters arising from previous minutes **(for information only)**.

24/089 To elect representatives for Committees/Working Groups/Parties and external bodies including Parish Council nominated Trustee for Witcham Village Hall.

24/090 To fix Chairman's Allowance (LGA 1972 S.15(5) (£50).

24/091 Planning Applications

<https://www.eastcambs.gov.uk/planning/current-planning-applications>

To note the following:

24/01277/DISA The Old School, High Street

To discharge Condition 5 (detailed scheme of planting and biodiversity improvements) and 6 (boundary treatments) of decision dated 01 March 2024 for 23/01277/VAR.

To Vary Condition 4 (restriction on use of annex) to allow use holiday accommodation of previously approved 91/00531/FUL for alterations to existing buildings (including part demolition) to form detached dwelling and ancillary accommodation plus erection of garage.

To note the following ECDC decisions:

24/00129/FUL 8 The Slade Construction of timber workshop – Approved.

24/00143/FUL Witcham House, Headleys Lane Add 2 stables and store area to existing stable block – Approved.

24/092 Finance and General Administration

8.00pm

- a) To receive and consider for approval the year end accounts including reconciliations and associated documents, together with draft 2023/24 Annual Governance and Accounts Reports (circulated 29Apr24).
- b) To review Budgets and reserves.
- c) To approve the 2023/24 Fixed Asset Register (to follow).
- d) To approve Insurance Asset List (to follow).
- e) To approve renewal of insurance policy.
- f) To approve receipts and payments for May 2024 including arrangements for payment of invoices for Phase 2 of play project (to follow).
- g) Review bank mandate and approve addition of new Councillor.
- h) To receive update on Annual Parish Meeting and approve final copy of the Annual Report and Accounts (to follow).

Exclusion of Press and Public

To consider whether under 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 and confidential nature of the business about to be transacted at Agenda Items 24/092h) to 24/092j) listed below, 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.

h) To receive update on progress with RSPB Lease.

i) To receive update Deed Public Right of Way and Parking.

24/093 Recreation Ground and Cemetery Matters

9.15pm

- a) To receive monthly report on weekly inspections of play equipment and recreation ground (MH).

- b) To receive report from members of Play Working Party and note submission of Completion of Phase 2 and claim for grant.
- c) To receive update on City of Ely 3rd X1 match dates and associated grasscutting arrangements.
- d) To receive and approve applications for use of recreation ground
1st Sutton Scouts Group 12 May 2024.
- e) To receive request for new football team to use recreation ground for training, matches etc.

24/094 Neighbourhood Plan
To consider any reports, minutes and recommendations received from the Witcham Neighbourhood Plan Working Group.

24/095 Consultations
To consider and comment on the following:
Soham and Barway Neighbourhood Plan.
<https://www.eastcambs.gov.uk/local-development-framework/soham-and-barway-neighbourhood-plan>

24/096 Highways and Streetlighting

- a) To note any items reported to Highways Authority.
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>
- b) To receive correspondence regarding Drove Management Plan, particularly Byway 11, and further details on proposals for CCC Rights of Way works on Byway 12 (Wardy Hill Drove) scheduled for early this summer.

24/097 Speedwatch and MVAS Monitoring

- a) To note progress establishing speedwatch sessions.
- b) To receive and note April speed data.

24/098 Correspondence
To receive and note the following items of information/interest and invites (circulated):
Elean Power Station bi-annual community liaison meeting 18 April – cancelled.
NALC & CAPALC Bulletins and Events
CCC Road Safety Education Newsletter
CCC Electric Vehicle Charging Infrastructure
ECDC Planning and Finance & Assets meetings
ECDC CIL Meaningful Proportion
Locality - Neighbourhood Planning Design Coding Guidance

24/099 Date of next meeting: 12 June 2024

SJBell
S J Bell
CLERK/RFO
30 April 2024

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”.