

Witchford Parish Council

Clerk: Mrs S M Monteith, 174 Main Street, Witchford Ely, Cambridgeshire, CB6 2HT
Telephone 01353 665707

Minutes of the Annual General Meeting and the Parish Council Meeting held on Wednesday 7th May 2008 at 7.30 pm in St. Andrews Hall.

Present

Mr M Flack-Crane (in the chair)
Mr G Jellicoe
Mr I Allen
Mr I Brand
Mrs S Bromley-Allen
Mr N Holdsworth
Mr J Carter
Mr A Shields

In attendance: Mrs S Bowd, County Councillor Hunt

Apologies: Mr B Colling, Mr N Cooper, Mrs D Field, District Councillors G and P Wilson

- 1 **Annual General Meeting**
Election of Chairman for year 2008/2009
Mr Flack-Crane took the Chair and asked for nominations for Chairman for the forthcoming year. Councillor Carter proposed Councillor Flack-Crane and this was seconded by Councillor Holdsworth. There being no further nominations Councillor Flack-Crane was duly elected. The declaration of acceptance of office was signed by the Chairman.
- 2 **Election of Vice-Chairman for year 2008/2009**
Councillor Flack-Crane proposed that Councillor Jellicoe be Vice-Chairman, this was seconded by Councillor Carter. There being no further nominations Councillor Jellicoe was duly elected.
- 3 **Cambridgeshire Association of Local Councils** – Councillor Alan Shields was appointed as the Council's representative to this body
- 4 **Ely Citizens' Advice Bureau** – Councillor Holdsworth was appointed as the Council's representative to this body.
- 5 **Review Hire of Herbage** - Discussion took place regarding the hire of herbage at The Old Recreation Ground. It was agreed to make no change at the present time. The clerk was instructed to contact Grovemere regarding their payment for hire of herbage at The Drove, off Grunty Fen Road. (Old Scenes).
- 6 To appoint Councillors for monitoring of
 - a) Grass Cutting - Councillor Brand
 - b) Play areas - Councillor Flack-Crane
 - c) Street lighting - Councillor Colling
 - d) Open spaces - Councillor Jellicoe
 - e) Community matters - All Councillors
 - f) Youth matters - Councillor Carter
 - g) Wood - Councillor Jellicoe
 - h) Neighbourhood Panel - Councillor Carter (Councillor Holdsworth being substitute)
- 7 The Parish Council's **Risk Assessment** document was noted and approved. The Responsible Financial Officer took the meeting through the Financial part of the document which incorporated a review of effectiveness of the system of internal control and this was all agreed by the Parish Council. It was agreed once again, if possible, to appoint East Cambridgeshire District Council as internal auditor.

Parish Council Meeting

- 8 The **minutes** of the Parish Council Meeting held on 2nd April 2008 were taken as read, approved and signed by the Chairman. The minutes of the Annual Parish Meeting held on 16th April 2008 were taken as read, approved and signed by the Chairman.
- 9 A letter from Cambridgeshire County Council regarding possible **post office** closures in the county was noted.
- 10 The County Council had responded to the Parish Council's request for some action regarding the possible closure of the **Alderforth Access area**. The clerk was instructed to contact the landowner to arrange a meeting between him, the Parish Council and the County Council. It was suggested that a representative of the District Council should also be invited and the clerk will contact the Chief Executive of the District regarding this.
- 11 A letter was noted from a Chartered Surveyor acting for the resident of 143 Main Street regarding access to **Mills Lane**. A letter from the County Council regarding this matter was also noted. This matter was deferred to enable Councillor Jellicoe further to consult the archives regarding this matter.
- 12 It was agreed to donate £703 for rent to **Witchford Rackham Pre-School**.
- 13 A reply was noted from the Chief Executive of the County Council regarding the potential **recycling** centre at Witchford Road. This letter will be sent to the Witchfordian with a request that it be published.
- 14 The County Council has responded to the concerns of the Parish Council and indicated that they intend to carry out some work on pavements in Meadow Close and Main Street.
- 15 The Village Festival will take place from 28th June until 5th July. It was agreed that Councillor Allen will organise the finale firework display on behalf of the Parish Council and it was agreed that up to £600 could be spent on this. It was emphasised that local residents should always be aware when **fireworks** are to be set off and notice of this will be put in the Witchfordian.
- 16 The Parish Council noted the sustainable community strategy and the community safety plan for East Cambridgeshire.
- 17 Councillor Flack-Crane, Councillor Jellicoe and the clerk will attend the next **LDF** consultation meeting on 3rd June 2008 at Soham.
- 18 Dates for Neighbourhood Panel Meetings in 2009 were noted.
- 19 It was proposed by Councillor Allen, seconded by Councillor Holdsworth that Wicksteed be authorised to carry out repair work on the Common Road **playpark**, all as their quotation dated 7th April 2008. It was also agreed that £2000 from the Bedwell Hey playpark repair budget will be vired to the Common Road playpark repair budget for this purpose.
- 20 **Report from District Councillor** – Councillor Pauline Wilson had provided some information on the recent Neighbourhood Panel which had been circulated to members. Councillor Allen informed the meeting of some actions he is taking concerning the Ely Masterplan. He has asked for information from the District Council under the member of Council's special privilege access and told the meeting that he has reported an individual to the Standards Board.

21 **Planning**

08/00324/FUL – single stable at rear of property (retrospective) – 189 Main Street. Members were concerned that a suitable stock-proof fence should surround the garden. They believe that planning permission should not be granted for this use without a full environmental health report addressing: odour, urine contamination, health considerations, rats, flies, public health implications and impact on neighbouring properties.

08/00425/FUL – single storey extension to side and rear – 25 Common Road – no objection.

22 The receipts and payments information circulated by the Responsible Financial Officer was noted and agreed and the **Annual Return** for the External Auditor was agreed and signed by the Chairman, the RFO and the Clerk. The Council's Internal Auditor has completed a report on the accounts and no problems have been found. The RFO explained the Annual governance statement to the Parish Council and this was discussed and agreed.

23 It was agreed that staff **appraisals** would take place on 20th May 2008 at 7.30 p.m. at 174 Main Street. Appraisals will be conducted by Councillors Flack-Crane, Jellicoe, Bromley-Allen and Shields.

County Councillor Hunt joined the meeting for the next item only

24 **Ely Masterplan:** The consultation period on this draft is until 30th May 2008. County Councillor Hunt was concerned that it appeared that houses would be built before jobs were there and stated that he could not give an opinion on the Masterplan as there was not enough detail provided in the consultation draft although he felt that a plan was necessary. Councillor Allen was concerned about extra traffic which would be generated. Councillor Jellicoe asked what was the Local Development Framework if it was not a "masterplan". Members were concerned regarding the consultation procedure for this document. A document was tabled from a local resident and the clerk was instructed to write to the District Council expressing the concerns of Witchford Parish regarding this consultation process.

25 It was reported that refuse collection vehicles and an AK Environmental Services tanker are causing serious damage to the grass surface in The Broadway. The clerk was instructed to write to East Cambridgeshire District Council and to Anglian Water regarding this. The County Council is responsible for the Highway and will be sent copies of the letters.

26 It was agreed that the street light programme is complete for the present time.

27 Draft comments from the Parish Council for the Parish Plan were approved.

Councillor Reports

28 **Street Lighting** – already reported.

29 **Play equipment** – discussion took place on the possibility of removing the spindle from where the roundabout was in the Bedwell Hey Lane playpark. It was agreed to leave it in place as its safe removal forms part of the quotation for renewal of the playpark. Decisions are currently awaited on grant applications.

30 **Open Spaces** – Bluebells are in flower in Sparrowhawk Way. Work has started on installing gates on footpath 1. It was agreed that tools could be ordered from Pecks at a cost of £126.86. It was agreed that Truelink will be requested to carry out the full width cut in Sandpit Lane in July. An article appeared in the Witchfordian in February regarding irresponsible owners allowing their pets to foul footpaths and it was again stressed that action can be taken against these owners.

Footpath 3 has been blocked by the erection of the fence around the playing fields. Councillor Jellicoe advised that the County Council will come and look at this and then liaison will take place with the Playing Fields Association. The County Council has approved the gate across the bridle way in Bedwell Hey Lane.

Concern was expressed at the layout of hardsurfacing at “Reason Green” in the **Orton** Drive area. It was agreed that East Cambridgeshire District Council would be asked to visit the site with Councillor Allen and the clerk.

A query was raised concerning the trees at the rear of Cole Close and it was explained that work has recently been carried out by East Cambridgeshire District Council on some trees on Victoria Green.

31 **Wood** – paths have been cut. The meadow mow will take place on 22nd June 2008.

32 **Youth** – nothing to report.

33 **Community** – The clerk was asked to contact the County Council regarding the enforcement action they intended to take concerning encroachment in New Drove and the District Council regarding enforcement action regarding the removal of a fence in Field End. A parish councillor put forward some concerns he had received regarding the Witchfordian. Members thought that it would be useful if any articles which are the personal view of the editor could be marked as such.

34 **Neighbourhood Panel** – Councillor Carter advised on information provided by the Police at the last Neighbourhood Panel regarding speedwatch equipment which could be bought by villages. Some members were of the view that the original idea had been that this equipment would be provided free of charge to villages.

35 **Finance:** It was proposed by Councillor Holdsworth, seconded by Councillor Carter that the bank reconciliation and the budget review be noted and the cheques on the schedule of cheques be approved.

36 **Diary Dates**
Date of next meeting Wednesday 4th June 2008
LDF meeting Soham 3rd June 2008
CPALC EGM 31st May 2008 – apologies to be sent

There being no further business, the meeting closed at 10.10 p.m.

Signed:

Chairman

Date: