

## 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 Tuesday, 4<sup>th</sup> May 2010 at 7.30 pm in St. Andrews Hall.

**Present:** Mr G Jellicoe (in the chair), Mr A Shields, Mrs D Field, Mr G Matthias, Mr T King  
**In attendance:** Mrs S Bowd  
**Apologies:** Mrs S Bromley-Allen, Mr G Barber, Mr H Palmer, County Councillor Hunt, District Councillors G and P Wilson  
**Did not attend:** Mr I Allen, Mr I Brand, Mrs L Langley

#### Annual General Meeting

- 1 **Election of Chairman for year 2010/2011**  
Mr Jellicoe took the Chair and asked for nominations for Chairman for the forthcoming year. Councillor Jellicoe was duly elected and the declaration of acceptance of office was signed by the new Chairman.
- 2 **Election of Vice-Chairman for year 2010/2011**  
Councillor Shields was duly elected.
- 3 **Review Hire of Herbage** - Discussion took place regarding the hire of herbage at The Old Recreation Ground. It was agreed to make no change in the charge of £150 to Mr Oakes at the present time. It was agreed that an invoice for £20 be sent to Grove-mere for rent of herbage at Old Scenes.
- 4 It was agreed to write to Mrs Field and to Mrs Burroughes and Mrs Robinson thanking them for continuing to give permission for **permissive paths** to be used across their land.
- 5 The Parish Council's **Risk Assessment** document was noted and approved.
- 6 The Annual Review of **Internal Audit** was noted and approved.
- 7 The Parish Council's new **Standing Orders** were noted and approved.
- 8 It was agreed to defer discussion on appointments to groups and working parties until the meeting to be held on 2<sup>nd</sup> June 2010

#### Parish Council Meeting

- 9 The **minutes** of the Parish Council Meeting held on 7<sup>th</sup> April 2010 were taken as read, approved and signed by the Chairman with the amendment of metres rather than feet in minute 337. The minutes of the **Annual Parish Meeting** held on 21<sup>st</sup> April 2010 were taken as read, approved and signed by the Chairman.
- 10 The County Council had written regarding the introduction of **electronic consultation** for planning applications. Because of the response dates involved, the clerk, following discussion with the Chairman, had responded that it is essential that paper copies are still received by the Parish Council
- 11 The Responsible Financial Officer explained the Annual **governance statement** to the Parish Council and this was discussed and agreed.
- 12 The County Council had notified us that they will pay £1046.43 towards village maintenance **grass cutting** in the year 2010/11. An invoice has been sent to them.

- 13 It was agreed that a revised quotation from Digital Creations for production of the **Village Walks** leaflet be accepted. This now includes art-work, full colour, folding and delivery for the sum of £562 against the original quotation of £418.
- 14 A letter regarding restructuring from The County Council **Countryside Access** and Public Rights of Way team was noted. The Chairman will attend a meeting regarding byway and drove management on 22<sup>nd</sup> May 2010.
- 15 A letter was noted from the Open Spaces Group raising concerns regarding **volunteers** doing work on open spaces/trees in the village. The Open Spaces Group welcomes such initiatives but would prefer that the work be carried out through the Parish Council or the Open Spaces Group. The Parish Council welcomes such contributions from individuals but It was agreed that no such work should be carried out unless it has been raised with the clerk who can then refer the matter to the Parish Tree Warden or the Open Spaces Group as appropriate. This procedure would ensure that anybody carrying out such work would then be covered by insurance.
- 16 Confirmation was noted that the Parish Council has been accepted into the **Parish Paths Partnership** for 2010/2010. The grant allocated to Witchford is £750.

### Planning

- 17 10/00259/FUL – **22 Sutton Road** Witchford (Wentworth Parish) – double garage – no objection but appears to be in front of building line.
- 18 10/00221/FUL – erection of new detached dwelling and garage with access from Mills Lane – **143 Main Street**. Witchford Parish Council is concerned that Mills Lane is a public footpath (not a byway). It believes that long term users of this lane have a prescriptive right to drive along it but that this would not apply to new users. The Parish Council believes it owns Mills Lane and is in the process of attempting to register this. If planning permission were given then pedestrian access only along the footpath should be granted. The Parish Council requests that the Planning Officer consults with the County Council Rights of Way Officer regarding this application. The Parish Council agreed that if planning permission for a dwelling were to be granted by East Cambridgeshire District Council, then the Parish Council would at that time discuss the question of rights of way in Mills Lane with the applicant.
- 19 Complaints have been received by the Parish Council regarding breaches of the recent planning consent for equestrian use for land behind Ward Way. These concerns have been referred to the Planning **Enforcement** Officer at East Cambridgeshire District Council who has stated that he will look at them in due course.
- 20 It was agreed to defer the review of **street lighting** until the meeting on 2<sup>nd</sup> June 2010.
- 21 East Cambridgeshire District Council had responded to the Parish Council's objections regarding the proposed sale by them of the area of land used as a car park at the entrance to **Victoria Green**. The Chief Executive states that he believes there is a valid resolution of their Asset Management Sub-Committee to sell the parking area to Mr and Mrs Wan and that the matter will not be referred back to the committee for further discussion. A Senior Legal Assistant from East Cambridgeshire District Council has written to state that a request to insert a covenant regarding maintenance of the area has been rejected by the purchasers of the car park area. She states that it will now not be possible for East Cambridgeshire District Council to enforce the maintenance of the area although, as the local planning authority, mechanisms would be available to the District Council should the area fall into serious disrepair. She trusts that this will not be necessary as she is assured that Mr and Mrs Wan intend to maintain the area. She states that Mr and Mrs Wan's solicitors will be contacting the Parish Council regarding them requiring the Parish Council to enter into a licence agreement for the Parish Council's interpretation and notice boards to remain in their current location.

- 22 The notes of the **Woodland** Group meeting held on 9<sup>th</sup> April 2010 were noted and a meeting to discuss the permanent woodland project with the District Council has been arranged for 10<sup>th</sup> May 2010 – this meeting will be attended by the Chairman and clerk and members of the Woodland Group.
- 23 A verbal report on the **Hall Project** was made. The public meeting to discuss the matter will be held on 26<sup>th</sup> May 2010. It may then to be necessary to arrange an extraordinary meeting of the Parish Council to further consider the matter.
- 24 It was agreed that **staff appraisals** will take place on 8<sup>th</sup> June 2010 at 7.30 p.m. at 174 Main Street: Councillors Jellicoe, Barber, Bromley-Allen and Shields.
- 25 The Chairman advised that he has cut permissive footpath 1, the path in the Millennium wood, byway 10 and the new path in Sandpit Lane.
- 26 The new gate to the **Old Recreation Ground** has been installed by the Chairman with assistance from Mr Trevor Bedford. The Parish Council expressed its gratitude for this. It was agreed that a lock should be installed on the gate. It was also agreed to ask Councillor Brand if he could give a price for 16m of 300 mm pipe to be installed between the kissing gate and Catchwater drain.
- 27 The **flytipping** on byway 12 has still not been removed by East Cambridgeshire District Council – this will be reported for the fourth time.
- 28 Concern was expressed at removal of the **waxed paper recycling** facility at Manor Court Road. Councillor Allen is taking up this matter with the District Council.
- 29 Concern was expressed at some work which has taken place near the gate at **Marro-way Lane**. The Chairman will try to find out what has happened. It was reiterated that all work carried out should be referred to the clerk in the first instance. (see minute 15).
- 30 A report from the Chairman on his attendance at the recent **Neighbourhood Panel** was noted.
- 31 **Finance:** It was proposed by Councillor Shields, seconded by Councillor Matthias that the bank reconciliation and the budget review be noted and the cheques on the schedule of cheques be approved.
- 32 The receipts and payments information and the report on significant variations circulated by the Responsible Financial Officer were 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 been working on the accounts and his report is awaited.
- 33 **Diary Dates**  
Date of next meeting Wednesday, 2<sup>nd</sup> June 2010

There being no further business, the meeting closed at 9.00 p.m.

Signed: .....  
Chairman

Date: .....