

Draft

WEST WICKHAM ANNUAL PARISH COUNCIL MEETING

Minutes of the Parish Council held on Monday

22rd May 2022 at 7.30pm in the Village Hall .

Those present were: Cllrs. A. Hazelhurst, A Schuilenburg, D. Sargeant, C. Mulley-Richards, R. Temple., G. McNeillie, R.Ling, County Cllr. H Batchelor, Dist. Cllr Harvey, Parish Clerk and 9 parishioners..

1. Election of Chairman, Vice Chairman, 2 representatives for the Village Hall Management Committee. Introduction of two new Councillors and witness to signing of their Registration forms. Acceptance forms also to be signed.

The present Chairman, Alex Schuilenburg, was proposed by Cllr Sargeant to remain Chairman, seconded by Cllr Mulley-Richards. Following approval by the Council he accepted. Cllr Sargeant was proposed by Cllr Schuilenburg to be Vice Chairman, seconded by Cllr Ling. He accepted after full agreement by the Council. They both then signed the Acceptance forms which were witnessed. Cllrs Schuilenburg and Mulley-Richards offered to continue to be representatives on the VHMC.

2. Apologies: None.

3. Declaration of Interest: Cllr Schuilenburg under item 7b - Finance.

4. Minutes: Minutes of the meeting held on 27th March, 2023 were signed as correct following approval by the Council.

5. Correspondence: None

6. Planning:

23/0209/T TCA		Peacock Cottage Streetly End	Tree work	23/2/23
23/1780/P RIOR	W.Stone	Annexe Meadow,S. E.	Change of use to dwelling	11/5/23

1. 23/1780 – W.Stone – change of use to new dwelling. This was discussed. It had previously been given permission and is approaching the three year limit. Cllr Sargeant said he would contact Planning about whether this should be called “Change of Use” or “Prior Approval for agricultural buildings” under Class Q . It was agreed to check whether there are any implications in the classification of “Change of Use”? A decision will be made before 5th June.

2. Biodigester plant – introduction Chris Covey. He explained that the site would be north/west of the farm off Webbs road and there would be a new access road, between the A1307 and Webb’s road which would be used for transporting product to the site. This was discussed and many questions were put to Chris Covey about the proposed scheme regarding issues such as environmental impact (noise, smell), transport, access, the effect on other villages with more HGV traffic bringing produce to the Digester from all directions as they have a farm at Ashdon and Balsham and concerns regarding the Roman Road which is a scheduled ancient monument. The Chairman asked how many additional vehicle movements could be expected and was told 18 vehicles in and 18 out. He then suggested that a separate village meeting be organised to enable people to find out more. Once a date is fixed those interested should send their questions to Chris Covey so he is prepared with answers at the meeting. Various outside bodies could be invited such as Friends of the Roman Road, the Chairs of Horseheath, Balsham and Cllr Sargeant suggested visiting an example of what Chris Covey is proposing. **It was agreed that the Parish Clerk would notify the Village Voice regarding a village meeting once a date is fixed.**

7. Finance:

- a) **End of year accounts:** These had been distributed to all Councillors and were accepted and agreed upon as being satisfactory and correct. The ledger account and Bank Reconciliation were signed.
- b) **Exemption form to external auditors:** This was agreed and signed by the Chairman and Parish Clerk at the last meeting and confirmation received from PK Littlejohn (ext.auditors)..
- c) **Statement of Governance & Statement of Accounts:** This was agreed on and was signed by the Chairman and the Parish Clerk.
- d) **Risk Management Assessment:** The Risk Management had not yet been carried out but would be done shortly.
- d) **Authorised payments:**
 - £ 464.60 J.Richards April/May salary less PAYE (chq. 1047)
 - £ 379.86 BHIB Insurance premium for 2023/2024 (chq. 1048)
 - £ 263.88 CAPALC affiliation fee (chq.1049)
 - £ 123.60 ROSPA Safety Inspection fee (chq.1050)
 - £1055.00 Tom Licence Joinery (chq.1051)
 - £ 300.00 Age UK (Mobile Warden Scheme) (chq.1052)
 - £ 155.00 E&E Plumridge Inv.2872 & 2973 (**paid** on-line)
 - £ 36.00 CPRE subscription (chq.1053)
 - £ 25.00 Martins Forge (Martin Chamberlain) Inv.751 Coronation tree plaque (chq.1054)
 - £ 57.88 A.Schuilenburg – Unlimited Webhosting £47.88, Google domains £10 (chq.1055)
 - £ 30.00 J.Dockerill (Running Total) Payroll Services Inv. 1841 (chq. 1056)
 - £ 866.00 Rob Giles Inv. 521. Hedging & grass cutting (chq. 1057)
 - £ 170.99 VHMC (Coronation expenditure) (chq.1058)
 - £ 177.73 A.Schuilenburg – Coronation expenditure (chq.1059)
 - £ 48.00 A.Schuilenburg – Playground expenditure (chq.1060)
 - £ 120.00 Nicci Trudgeon for Coronation Bar expenses. **Paid on line.**
- c) **Monies received:**
 - £ 84.54 Eastern Power Networks – Wayleave
 - £6,300.00 1st tranche SCDC Precept.

8. Traffic & Parking issues:

a) *Speed Indicator equipment:* There are still ongoing problems with the SID equipment. The Village Hall Committee Chairman has been in contact many times with the manufacturers and all they come up with is two solutions, neither of which were long term, reliable or cost effective. The PC Chairman suggested that a grant could be applied for through the LHI scheme next year to purchase a new SID. Other parishes who share the same equipment were asked about their usage and were also experiencing difficulty with the unreliable bluetooth connectivity. The PC Chairman will contact the manufacturers in a final attempt to resolve these issues. **Speed readings taken will be sent to Parish Clerk.**

b) *Road Narrow Signs:* Webbs Road and coming into West Wickham from Streetly End: No update and it was suggested that Cllr Batchelor should go and look at Webbs Road because it is in poor condition and is definitely a one-lane road and should be sign-posted as such. Cllr Hazelhurst had spoken to Highways at the last Joint Parish meeting about Webbs Road, who said he would look into it but has heard nothing useful to date. In addition it was noted that an accident on The Streetly End Road behind the barns of Ivy Todd farm had resulted in the road being closed for over four hours to allow for vehicle removal and a temporary speed indicator has now been sited at the site of the accident.

9. Maintenance:

a) *Footpaths:* Cllr Temple has received the marker discs and now needed the posts, 13 @ £6.60. It was agreed that he order these and to ask the landowners if they could provide equipment e.g. an auger, to assist in putting them in. Streetly End footpath running from the Council bungalows has not been reinstated for 2 years and also the footpath No.28 from the back of the Church. **The Parish Clerk will contact the owners.**

b) *Plaque for new wood:* As the wood is very new it was agreed that it is too soon to be thinking about putting up a plaque and woodland information board.

c) *Clean Up on 22nd April:* This went very well with many volunteers and Cllr McNeillie had received good feedback from the local residents appreciating how clean the area was.

10. Village Hall & Recreation ground:

a) *RoSPA report:* This will be discussed at the next meeting as the whole Council had not had a chance to look at it. However thanks were given to the Chairman for his hard work on getting the play area up to scratch for the safety inspection and saving a considerable amount of money by doing this. It was noted that the RotaPlay will need annual lubrication to maintain it

b) *Coronation Tree:* This is planted and the plaque fixed. Rob Giles felt the tree was planted too near the Oak but it could still be moved but suggested leaving it for the moment to see how it develops.

c) *Coronation "Big Lunch":*

Cllr Sargeant has written a short report to go into the Village Voice. The Chairman thanked all the volunteers who helped to make the day such a success. It was well attended with 200/300 people coming in and out during the day. Very good feedback had been received and it was so good to see so many younger people there.

d) *Request to use the football field for overflow parking by Gardening Club for use on 12th August:* It was agreed if the weather was dry the football field could be used but if very wet it

should not be used. When replying to the request this should be made quite clear and that the Parish Council will have the final decision if necessary. The Chairman suggested the Gardening Club put something in the Village Voice that there might be a lot of cars parked along the road if it is wet. **The Parish Clerk will contact the gardening club to inform them that the Parish Council had granted permission and the conditions under which permission was granted.**

11. Meetings attended by Councillors: None.

12. Reports by District Cllr Harvey & County Cllr Batchelor: Reports distributed on website.

County & District Council news:

- a) Outcome of consultation regarding the proposed sustainable transport zone should be made public in two weeks time.
- b) Boundary changes – Cherry Hinton, Linton and Fulbourn will move to South Cambs parliamentary constituency

County Council news:

- a) Community Capital Fund: Funding of money for villages is being re-opened. Possibly up to 3/4M will be available, provided by the County Council. The Chairman asked if the plan to put solar panels on the village hall roof could receive a grant. This could be possible but there were certain procedures to be gone through. Cllr Batchelor has no date when this will be open but will let us know,
- b) LHI scheme: It is too late this year but we could prepare for applying for Speed Watch equipment for next year.

13. Any other business: The Chairman had enquired of the VAT authorities if the Parish Council could claim VAT on the purchase and fitting of the solar panels and was referred to accountants. However, the Chairman had found relevant guidance from ACRE and legislation on the gov.uk website on how this could be achieved and together with Cllr Ling verified how this could be achieved. Namely that the Parish Council would create an appeal fund for the project into which all donations and funding grants would be placed. It will be necessary to have a separate account to keep these funds separate from the Parish Council accounts, and for the Parish Council to maintain records for all receipts, invoices and expenditure into and from the account for VAT purposes.

The next Parish Council meeting will be held on Monday 24th July 2023 at 7.30pm. All welcome to attend.

Chairman.....