

WEST WICKHAM PARISH COUNCIL MEETING

Minutes of the Parish Council held on Wednesday 29th May 2024 at 4.30pm in the Village Hall

Those present were: Cllr A Schuilenburg (Chair), Cllr D. Sargeant (Vice Chair), Cllrs. McNeilie, Mulley-Richards, Temple & the Parish Clerk and 2 members of the public.

1. **Election of Chairman:** Cllr Sargeant proposed Cllr Schuilenburg, seconded by Cllr McNeilie. All in agreement.
 - a. **Election of Vice Chairman:** Cllr Schuilenburg proposed Cllr Sargeant, seconded by Cllr Temple. All in agreement. The Declaration of Acceptance forms were signed and the Register of Interests.
 - b. **Appointment of two councillors to represent the Parish Council on the Village Hall Management Committee:** Chairman Schuilenburg said he would be happy to continue as representative and Cllr Mulley-Richards also agreed to continue.
2. **Apologies:** County Cllr Batchelor, Cllrs Hazelhurst and Ling.
3. **Declaration of Interest:** Cllr Schuilenburg and Cllr Temple under item 7a.
4. **Minutes** of the meeting held on Monday 25th March 2024 were agreed and signed as correct.
5. **Correspondence:** None
6. **Planning:**

				WWPC	SCDC
CCC/23/110/FUL	C.Covey	Streetly Hall Farm, Streetly End	Farm-based anaerobic digester renewable energy facility + access/road to A1307etc.		6/12/23 Do not support
23/04942/prior	T Burley	102 High St.	Single storey rear ext.	Support	withdrawn
24/00510/HFUL	W.Perry	9 Streetly End	Part sgle.storey, part two storey side & rear ext., porch & outbldgs.	Support	Granted
24/00875	Ms J Miles	95 High St.	Demo. Vacant outbldgs. Erect residential annexe ancillary to main dwel. & 3 bay garage	Object	Refused

- a) CCC/23/110/FUL – Anaerobic digester – Chris Covey said various changes have been made to the plan as more detail was required by South Cambs Highways Department regarding the junction with the A1307. Highways would like a ‘waiting line’ to allow vehicles to turn into Dean Road. Further detail on the Roman road access. He made four further points:
 1. Visual impact will not be changed with regard to the intake storage facility.
 2. Traffic flow: There will be less vehicles going through Streetly End due to the new access road to the A1307.
 3. Air pollution: A visit was arranged to the Euston biodigester plant to view an AD plant of similar size in operation on 6th June. The group will consist of , residents of West Wickham and Streetly End, and two yr 10 students on work placement.
 4. Lighting: The area will not be lit at night.
- b) Acorn Bioenergy – no further information.

7. Finance:

- a) **End of year accounts 2023/2024** (distributed to Cllrs.)
 - The Accounts spreadsheet was agreed by Council and signed by the Chairman and Responsible Financial Officer prior to going for the internal audit.
 - The Annual Governance Accounting Report (**AGAR**) statement was read out by the Chairman and its contents were agreed and the document was signed by the Chairman and Parish Clerk.
 - The AGAR Accounting Statement was agreed and signed by the Chairman and Responsible Financial Officer.
 - The Statement of Significant Variance between 2022/23 and 2023/24 was agreed.
 - The Risk Management Policy was agreed and signed by the Chairman and Parish Clerk.
 - The Schedule of Assets was agreed.

b) *Authorised payments*

- £ 464.60 J.Richards April/May salary less PAYE (chq.1089)
- £ 6.00 J.Richards (8 2nd class postage stamps) (chq.1089)
- £ 750.00 West Wickham Parochial Church Council (chq.1090)
- £ 416.32 Clear Insurance Management Ltd (chq. 1091)
- £ 300.00 Age UK (Mobile Warden Scheme) (chq.1092)
- £ 276.74 CAPALC affiliation fee (**BACS paid**)
- £ 132.00 RoSPA safety inspection (Play Safety) (chq.1093)
- £180.76 R.Temple for rent of Bouncy Castle for 1/6/24 event (**BACS paid**)
- £ 36.00 Parish Online Inv.12UGO95-0008 for Digital Mapping (**BACS paid 2/5/24**)
- £ 45.00 Payroll Service Inv.1924 Apr.to Dec.2023, Jan to Mar. 2024 (chq. 1094)
- £ 58.00 E&E Plumridge Ltd. Inv.3669 for Apr. issue of Village Voice (**BACS 2/4/24**)
- £ 58.00 E&E Plumridge Ltd. Inv.3732 for May issue of Village Voice (**BACS 2/5/24**)
- £ 45.00 E&E Plumridge Ltd. Inv. 3738 – flyers “The Big Garden Party” (**BACS 1/5/24**)
- £ 69.88 A. Schuilenburg (Annual Web Hosting & Domain fees: £59.88, £10 resp.) (**BACS paid**)
- £810.00 ABC Tree Surgery Inv. 1098 incl VAT grass cutting(**BACS paid**)

c) *Monies received:*

- £ 86.42 Eastern Power Networks - Wayleave money
- £13,000.00 Precept for 2024/2025.

- d) Payroll Service provider: It is too early to say whether it is working well and the Chairman has not yet returned the signed contract.

8. Traffic & Parking issues:

- a) *LHI grant:* LHI application has been accepted and will be reviewed in July and decision will be given early 2025.
- b) *Road Narrows signs:* The cost if the Parish Council purchases the necessary signs from CCC is extremely high but it is possible that similar signs could be made and put up but would be our responsibility.
- c) *Speed Watch equipment:* The equipment is still being well used and vehicles do seem to slow down when the speed equipment is activating.
- d) *Potholes & flooding:* Flooding and damage has been reported (473753,472755) as you come into West Wickham from Horseheath. Also flooding onto the road at the corner by St Mary’s Church causes drivers from Balsham into West Wickham to drive in the middle of the road to avoid the flood (474852). The latter has likely been caused by a blocked culvert that may need closure of the road and a digger to clear the culvert. All three items will be addressed within 3 weeks.

9. Maintenance:

- a) *Footpaths:* Cllr Temple reported that the paths are in good order but is taking his shears with him to cut back growth caused by so much rain.
- b) *Hedging & Wildflower areas:* It has been difficult to do a full job on the wildflower area due to the bad weather but it is hoped it will get done this week.

- c) *Waste bins:* The Chairman was concerned that the 2 open roadside bins have not been emptied so the contents were removed and put into the covered roadside bin alongside Ivy Todd Farm. **ACTION: The Chairman will contact SCDC if it happens again.**
- d) *Defibrillator at Streetly End:* Cllr McNeilie had a couple of Streetly End residents query whether a defibrillator could be placed in the Telephone Box as the cost of the units are fairly cheap. The Chairman explained that the defibrillator equipment is one of the cheapest items, with the housing box (required to inhibit theft and keep the equipment dry and batteries at operating temperature) costing almost £1000, as well as an electrical power supply suitable for the housing box, bring the total cost nearer £2000. A separate construction was suggested by Cllr Temple but one put up in Castle Camps for the same purpose cost £2000. Maybe Rob Giles would have some suggestions.

10. Village Hall & Recreation Ground:

- a) *Safety inspection:* RoSPA has carried out its annual inspection and apart from a couple of things all is well. These have been dealt with.
- b) *Quote for fencing:* The Chairman has just accepted a quote for new fencing round the play area from Cambridge & Fencing Forestry Co.
- c) *Update on 1st June Fete:* Cllr Temple, who has been the main organiser, told Council that there would be a selection of foods, ice cream and a bar. There will be many activities and a Bouncy Castle. He would like some help to put up the marquee on 31st May at 6.30. Rob Giles hopes to cut the grass on Friday and the Chairman will cut paths with a mower.

11. Meetings attended by Cllrs: Cllr Sargeant attended the Horseheath Planning Group on 1st April.

12. Reports by County Cllr Batchelor & District Cllr Harvey: These had been distributed and their Annual Reports have been included with the Annual Parish Meeting reports.

13. Any Other Business:

- a) *West Wickham Parish Council Email addresses:* Recent legislation has suggested that it is no longer permissible to use personal email addresses for Parish Council business for reasons such as privacy, continuity, access and security. It is therefore necessary for the West Wickham Parish Clerk and all West Wickham Parish Councillors to migrate all correspondence regarding parish council business to dedicated email accounts for this purpose. The Cllr Schuilenburg and the Parish Council clerk have already migrated to such account. **ACTION: Cllr Schuilenburg will set up additional email accounts for the remainder of the PC.**
- b) *Post Office van visits:* Cllr Temple said the lady who drives the Post Office van which visits various villages for a short period of time has offered to stop in West Wickham for 30 minutes in the Village Hall as she passes through West Wickham on her trip between two of her regular sites. This will possibly be in the Village Hall car park on Thursdays between 2pm to 3pm. **ACTION: The Parish Clerk will make contact with the Post Office to see if they would agree to this. Also need to contact finchingfieldpo@gmail.com to get their agreement.**

The next Parish Council meeting will be held on Monday 22nd July at 7.30pm.

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