

**WICKEN PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD
AT 19.30 HRS ON TUESDAY 14 JUNE 2022
WICKEN MISSION HALL**

In Attendance (a minimum of 3 Councillors must be present for business to be conducted): Cllrs E Houghton (Chair), S Wilson, P Rash, J Rogers, M Hawes, B Pepper.

1. Welcome and apologies for absence

Apologies were received and accepted from Cllr M Smith (work) and J Day (work) and L Tory (work) and District Councillor Bovingdon.

2. To Receive Declarations of Interest

- a) Councillors to declare any personal interest in any items on the agenda
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation
- c) Councillors to declare any pecuniary interest in any items on the agenda

Cllr Rash declared a prejudicial interest with item 9.1

3. Public Participation.

The meeting will be adjourned for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

There were no parishioners present.

4. Minutes of the Last Meeting Held on 10 May 2022

The minutes of the last meeting were agreed as a true and correct copy and were signed by the Chair.

5. Progress Report on Matters Arising from the Minutes 10 May 2022

5.1 Cycle path – Cllrs Smith, Day and Pepper would complete the work on the last stretch of cycle path in the coming weeks. The Clerk would hire the equipment and arrange the insurance for this.

5.2 Resurfacing of the paths and cleaning of the culvert at the Hawes Lane junction – This was ongoing. Work had been completed on the Chapel Lane path.

5.3 Assets of Community Value – This was ongoing. ECDC had advised that a decision could take a further 8 weeks.

5.4 Hawes Lane – Once the six-month rule, which would shortly be expiring, this would be on the agenda for the July meeting for further discussion. Highways had advised that a give way sign at the junction of Hawes Lane/Lower Road would need to be applied for through the LHI bid scheme.

5.5 A1123 repairs – This was ongoing

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5.6 Jubilee Celebrations – The Jubilee celebrations had been extremely successful with around 130 parishioners joining the lunch and afternoon tea. The Chair passed on her grateful thanks to everyone who helped with a special mention to Jean Turner, Sue Wilson and Rachel Earl.

5.7 Parish Council Emails – The Clerk was now circulating information to the parish council emails.

5.8 LHI Bid – The Parish Council was awaiting a start date for the work.

5.9 Potholes on the Maids Head Green track – Cllr Rash offered to complete the work. Cllr Pepper offered his assistance.

5.10 Upware Streetlight – This was ongoing

5.11 Upware ditch – The ditch had been reported to the Environmental Agency, but the clerk had not received a response as yet.

5.12 Fodder Fen Drove surface – The clerk had contacted the Rights of Way Officer regarding a possible restriction for 4-wheel drive vehicles during the winter months. Although a restriction could be applied for there would be a great cost to the Parish Council for the TTRO. As a consequence, it was agreed not to pursue this option.

5.13 RoSPA Reports – The clerk had sent the RoSPA reports to Calloo for a quote for the remedial works.

5.14 Cemetery and Closed Churchyard Maintenance – Cllr Smith had sprayed the ivy.

5.15 General Village Maintenance – The repairs of the posts on the Mission Hall green was ongoing. The old phone box containing the defibrillator had been painted.

5.16 Dockings Lane and Fodder Fen Drove Signposts – The clerk had reported to the RoW Officer. [clerk's note – confirmation had since been received from RoW Officer to say they had already been notified of the Dockings Lane sign. The post holding the Fodder Fen Drove signpost had rusted through and the sign had been moved to the opposite side of the road.]

5.17 Grass cutting in the cremation area – The clerk had reported to RH Landscapes, and this had now been completed.

6. Report from the Internal Auditor

The internal audit had been completed by Stephen Joyce FCPFA. All objectives had been met and there were no issues although some best practice was advised. A copy of the report would be held with the minutes.

7. Approval of the Annual Governance Statement 2021/22

The Parish Council answered Yes to all sections of the Annual Governance Statement for 2021/22. The AGAR form was signed by the Chairman and Clerk.

Draft minutes not yet accepted

8. Approval of the Annual Accounting Statements 2022/23

The Council agreed that the Accounting Statements 2021/22 presented fairly the financial position of the authority, and this was signed by the Chairman and the Clerk.

9. Planning Matters

9.1 Demolition of old outbuilding and construction of new outbuilding. 7 Lower Road, Wicken. Ref 22/00669/FUL

As with the previous application for this ref 18/01066/REF, Wicken Parish Council would like a condition applied that this should not become an independent unit of accommodation at any time. In addition to this, that the upstairs should not be converted into residential at any time.

9.2 Construction of two storey rear extension, single storey side extension and additional alternations. 46A North Street, Wicken. Ref 21/001795/FUL

The Parish Council were pleased to see that there had been a reduction in the previously proposed size of the extensions. The Parish Council had no objections.

9.3 Update on Planning Applications Approved/Refused by ECDC

The variation of the conditions relating to planning applications 21/00707/VAR and 20/00771/FUL for Dimmocks Cote 46 Stretham Road Wicken had been approved.

10. County and District Councillor Reports

There had been no reports received.

11. National Trust Meeting and Approval of Wicken Poor's Fen Conservation Management Plan

The Chair and Clerk had met with members of the National Trust on 30th May 2022. The 10-year lease for the allotments and stack ground which had previously been approved was signed. The National Trust had drawn up a conservation management plan for Poor's Fen which was presented to the Council for approval. Approval of the management plan was proposed by Cllr Houghton and seconded by Cllr Roger. All were in favour. The National Trust would be requesting volunteers to undertake the work and they hoped, that as it is Parish land, that local parishioners/residents would be keen to be involved in the works when publicised.

12. Upware Open Space

This would be on the next agenda as Cllrs Day and Smith were not in attendance.

13. Mission Hall Car Park Review of Costs and Approval of Work

The Trustees of the Mission Hall had agreed to a contribution of £5000 towards the repairs and the Community Fund Committee had agreed to a £3000 contribution. Taking the lowest quote which was from John Cobb there would need to be a contribution of £8953 from the Parish Council, but it was noted that his did not include weed killer and so there would be a small

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increase on the amount. The clerk advised that funds would be taken from the COVID-19 grant which was received. Acceptance of the quote from John Cobb for £16,953 plus vat was proposed by Cllr Wilson and seconded by Cllr Hawes. All were in favour. The Parish Council would like to formally thank the Trustees of the Village Hall and the Community Fund Committee for the generous contributions.

14. Financial Matters

14.1 Bill payments

Rachel Earl	Clerk wages June 2022	£440.33
HMRC PAYE	PAYE July 2022	£110.00
SSE	Electricity for streetlights for May 2022	£105.55
RH Landscapes	May grass cutting*	£1620.00
Roland Fletcher	1 st footpath cut of the season	£554.40
Stephen Joyce	Internal Auditor fee	£100.00
A&M Windows	Cleaning of the bus shelters	£50
James Home & Gardens	Repainting the defib box	£170.00
Fasthosts	UK domain renewal	£25.18
Balfour Beatty	Quarterly maintenance fee	£138.00
Wave	Water bill 3/3/22-2/6/22 Butts Lane allotments	£11.23
Wave	Water bill 3/3/22-2/6/22 Recreation ground	Credit note £3.05
Wave	Water bill 3/3/22-2/6/22 Cemetery	£9.60
PWLB Loan	Half yearly loan repayment	£2640.77
CCC	Half yearly rent for allotments	£975.00

* There should only be 2 cuts during May but due to how the days fell in the month three cuts had taken place. The clerk would discuss with RH Landscapes.

A total of up to £500 had been agreed by the Community Fund Committee to pay for the Jubilee celebrations. The following would therefore be taken from the community fund.

Bookers Ltd	Various food items – paid by card	£210.43
Asda Ltd	Bread, milk and vinegar – paid by card	£17.77
Five Miles from Anywhere	Quiches. Purchased through Five Miles as there was no quiches available at Bookers of Costco	£105.36
Wedding Décor (Amazon)	Napkins – paid by card	£13.98
Beautiful Balloons (Amazon)	Red, white and blue ribbon for table decorations – paid by card	£10.99
Shenzen bubble fish culture media (Amazon)	Bunting – paid by card	£20.97
Putianshiwochongmaoyiyouxiangogsi (Amazon)	Union Jack Flags – paid by card	£8.99 x2

Cllr Rogers had ordered and paid for the leaflets for the Jubilee but had not presented the receipt. It was agreed that a value up to £40 could be paid to Cllr Rogers between meetings

Draft minutes not yet accepted

14.2 Monthly Finance update

The monthly finance report showed the Parish Council was in a stable position.

14.3 Bank Reconciliation to 30 May 2022

The bank statements and reconciliation reports had been circulated to all Councillors. This was noted.

15. Insurance Tender

The Clerk had contacted 2 insurance brokers (Came and Co and BHIB) and 1 company direct (Zurich) and asked them to provide a quote for 1 year and for a 3-year long term agreement. The current insurance schedule had been provided along with an updated fixed asset register. The clerk and chair had reviewed the fixed asset register to ensure replacement values were quoted. BHIB had not submitted a quote in time for the meeting. The clerk had received a quote from Hiscox via Came and Co and a quote from Zurich

Name of Company	1 year	3-year LTA
Hiscox (Came and Co)	£2419.53	Not quoted
Zurich	£1784.49	£1635.55

It was noted that neither company included cyber insurance and the clerk would try to obtain this from another company.

It was unsure if the Lych gate was insured by Wicken PCC or whether this should also be included on the parish council policy. The clerk would investigate

Acceptance of the 3-year long term agreement was proposed by Cllr Houghton and seconded by Cllr Rogers. All were in favour.

16. Visit to the House of Commons

Lucy Fraser MP had sent an invite to all Parish Councils to visit the House of Commons as a thank you to for the support that parish councils had given their communities during the last 2 years. The members of the Parish Council would like to accept the kind invite and the clerk would arrange a time and date.

17. Approval of the Standing Orders

The model standing orders for 2022 had been updated by NALC with minimal changes. Acceptance of the model standing orders was proposed by Cllr Rogers and seconded by Cllr Houghton. All were in favour.

18. Local Council Award Scheme

The Parish Council had been accredited with the Foundation Level of the Local Council Award Scheme. This was awarded to councils who could demonstrate that they met the standards set by the sector. Grateful thanks were extended to the Clerk who had spent many hours compiling all the information required to achieve this respected award.

Draft minutes not yet accepted

19. Use of Greens

Although the Maids Head Pub had agreed last month to the takeaway vans parking in their car park, they would still prefer for them to park on the green outside the pub. The clerk had contacted the licensing department at ECDC who had advised on the Council's need for trading licences and the administration involved. Due to this, it was agreed that the Parish Council would not agree to the use of the village greens but wished the Maids Head continued success whilst the vans were parked on their private property.

11. Items for Information

Cllr Houghton advised of the Wicken Windmill Sail 26 event which was taking place on fete day. Cllr Rash reported the overgrown car park at he Butts Lane allotments. The clerk would call an allotment committee meeting to discuss this on site.

Cllr Pepper was hoping to represent the Parish Council at the NLOW turtle dove event

There was no further business and the meeting closed at 8.56pm