

**WITTERING PARISH COUNCIL**[www.witteringparishcouncil.com](http://www.witteringparishcouncil.com)**Parish Clerk:**

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## MINUTES OF WITTERING PARISH COUNCIL ANNUAL GENERAL MEETING HELD ON THURSDAY, 16<sup>th</sup> MAY 2024 IN THE PARISH HALL

Item No	
24(05)1	<p><b>Chair's Welcome</b>            The Chair welcomed everyone to the meeting.</p>
24(05)2	<p><b>In Attendance:</b>            John Bradshaw, Julia Cunnington, Geoff Dunkley, Jo Gault, Dave Hughes, Jean Jackson, Russell Pye Iain Wilkinson, Emma Wilson-Jones, Gavin Elsey (PCC Ward Councillor), Emma Stacey (RAF Wittering), five members of the public and Deirdre McCumiskey (Clerk)</p> <p><b>Apologies for Absence:</b>            Kate Jackson</p>
24(04)3	<p><b>Declaration of Interest</b>            The Chair reminded the Parish Councillors of their obligation under the Codes of Conduct to declare personal and pecuniary interest. John Bradshaw and Geoff Dunkley declared an interest in all matters concerning All Saints' Church (as they are Church Wardens). Geoff Dunkley declared an interest in all matters concerning the allotments (as he is an allotment holder).</p>
24(05)4	<p><b>Election of Officers</b></p> <ul style="list-style-type: none"> <li>• Appointment of Chair to the Parish Council – John Bradshaw as proposed by Dave Hughes, seconded by Emma Wilson-Jones and agreed by all present</li> <li>• Appointment of Vice Chair to the Parish Council – Jo Gault as proposed by Emma Wilson-Jones, seconded by Dave Hughes and agreed by all present.</li> <li>• Appointment of Committees               <ul style="list-style-type: none"> <li>• Finance Sub-Committee – the Chair, Geoff Dunkley, Jo Gault and the Clerk</li> <li>• Parish Council Owned Buildings Sub-Committee – the Chair, Geoff Dunkley and Dave Hughes</li> <li>• Parish Council Owned Land Sub-Committee – the Chair, Geoff Dunkley and Dave Hughes</li> <li>• New Parish Hall Sub-Committee – the Chair, Geoff Dunkley, Dave Hughes, Jean Jackson and Russell Pye</li> </ul> </li> </ul>
24(05)5	<p><b>Minutes of the Meeting held on 11<sup>th</sup> April 2024</b>            The Minutes of the Meeting held on 11<sup>th</sup> April 2024, were reviewed, approved as proposed by Emma Wilson-Jones, seconded by Russell Pye, agreed by all present and signed by the Chair.</p>
24(05)6	<p><b>Matters Arising from the Minutes of 11<sup>th</sup> April 2024</b></p>
	<p><b>Wittering A1 Flyover Campaign Group</b>            Gavin Elsey had no update and was unsure of the timescale due to the uncertainty of the date of the next General Election.</p>
	<p><b>New Wittering Community Building</b></p>

	<p>Dave Hughes said a meeting had taken place with the architect a couple of weeks ago and the next meeting will be held on 22<sup>nd</sup> May 2024. Robin Dunlop, local landowner, had joined the last meeting. The recent meeting had looked at the aspirations for the new Community Building in the form of a 'bubble diagram'. It had been agreed that the building will consist of two floors. The next stage will comprise of a topical survey followed by an outline drawing followed by an approach to the Planning Department. It is hoped that there will be information available to show residents at the Summer Fete. The Sub-Committee had discussed the use of the building by all community groups including scouts and guides, etc and had considered the importance of safeguarding all users of the building. Thanks were expressed to Dave Hughes and his team for all their hard work in progressing this project.</p>
	<p><b>Village Events</b>  The next Village Event will be the Summer Fete 1.00–11.00 pm on 13<sup>th</sup> July 2024. Leaflets will be distributed to all residents. The TA Royal Anglian Brass Band will be performing and there will be live music throughout the event. A meeting had been held on 15<sup>th</sup> May 2024 to progress the event. Payments have been taken from stall holders in advance and the monies will be used towards the initial costs of the event. Local business will be attending, there will be several food outlets and a variety of children's events are planned. The following Village Events include a Remembrance Day Afternoon Tea, Drag Bingo, switching on the Christmas Lights and a Christmas Fayre.</p>
	<p><b>Village Bus Service</b>  Information about the Village Bus Service, including the name of the successful contractor, timetables and fares is due to be announced within the next few days. It was noted that there will be a £1.00 single fare for young people under the age of 25 years old to encourage them to use this form of transport. An Open Day will be held to promote the service. Gavin Elsey agreed to find out who owns the village bus stops.</p>
	<p><b>Neighbourhood Plan</b>  The Chair will meet with Gavn Elsey, and a preliminary meeting will be arranged to discuss this with interested residents. Wansford Parish Council is keen to arrange a meeting with neighbouring Parish Councils such as Wittering, Thornhaugh, and Nassington to devise a strategy for fighting the plans for several large housing developments in the area.</p>
	<p><b>Speedwatch</b>  Iain Wilkinson had obtained a quote for two Evolis Radar Speed Signs. This was discussed and Iain was asked to try and obtain two other quotes. James Creighton will be approached to see if he would be willing to install the speed signs.</p>
	<p><b>Communication with Residents</b>  Julia Cunnington and Jean Jackson had met with Becki Sharman. They plan to launch a Wittering Parish Council Facebook page for all information concerning the Parish Council. This will have to been done using the Clerk's email address. In addition, as already mooted, information will be included on the Sports &amp; Social Club's quarterly newsletter. Paper copies of the newsletter will be available in carious locations throughout the village.</p>
	<p><b>Parish Hall – Terms &amp; Conditions</b>  Russell Pye has been looking at the current Parish Hall Terms &amp; Conditions (to include an inventory). It was agreed that he will take some photos showing the state of the Parish Hall before a booking so that anyone booking the Parish Hall can see how it must be left. It was agreed that the Clerk will ask for proof of residence in the village for anyone who wants to make a booking in the future. He had also looked at the current leases with the Bowls' Club, Football Club and Sports &amp; Social Club. He had consulted a solicitor who had indicated that it will cost £10,000 - £15,000 to change the current leases. He will contact Alilly McNaughton and Steve Orr to discuss this further. Jo Gault and Emma Wilson-Jones volunteered to clear out the kitchen cupboards. It was agreed that the old Parish Council paperwork can be stored in one of the garages until it can be burned on the allotments later in the year.</p>
	<p><b>Keyholders for Parish Council Owned Buildings</b>  Russell Pye has been looking at who the keyholders are for the Parish Council Owned Buildings. It was noted that the previous Chair had not handed his keys over to neither the current Chair nor the Parish Clerk.</p>
	<p><b>Storage Container</b>  Robin Dunlop's offer of help with obtaining a Storage Container had not proved possible. The Clerk will investigate making an application to Annington Homes to see if they might fund one.</p>
	<p><b>Nature Recovery in Wittering</b>  The Chair will meet with Sophie Van Den Burgh and Simon Hurn, contractor, to plan rewilding in the churchyard and amongst the trees on 20<sup>th</sup> May 2024. This plan was proposed by Emma Wilson-Jones, seconded by Dave Hughes and agreed by all present.</p>

24(05)7	<p><b>Parish Council Logo</b> Emma Wilson-Jones gave the Parish Council Logo drawings from Wittering Primary School to Sharon Pollard and asked if the members of the Youth Club could draw up a shortlist of five ready for the next meeting.</p>
24(05)8	<p><b>Parish Hall Fire Safety Report</b> This is due to be undertaken on 23<sup>rd</sup> May 2024 by Newflame.</p>
24(05)9	<p><b>Parish Hall Baby Changing</b> Emma Wilson-Jones said that a user of the Parish Hall had asked if a nappy bin could be put into the disabled toilet/baby changing room. The Clerk said that the Parish Council does not pay for the provision of sanitary bins. It was therefore agreed that no action will be taken on this request.</p>
24(05)10	<p><b>Parish Hall PRS PPL Licence</b> It had transpired that the Parish Council had never had a PRS PPL Licence although it should have done. Therefore the Parish Council will have to pay for last year as well as this year. Jo Gault proposed that the invoice is paid, this was seconded by Julia Cunnington and agreed by all present.</p>
24(05)11	<p><b>Police Report</b> There were no updates from the police.</p>
24(05)12	<p><b>Organisation Reports</b> <b>RAF Report</b> Emma Stacey said that the RAF has been involved with planting one hundred trees and whips, installing bat boxes, installing bird boxes and providing hedgehog houses. The trees that had been felled had been turned into wood chippings and these had been used to lay pathways. Logs have been piled up to attract wildlife. Wildflower seeds will be sown. The RAF had worked in conjunction with the Langdyke Trust on this project. Signs will be erected so that the planted areas will not be mown.</p>
	<p><b>Sports &amp; Social Club Report</b> Lisa Crighton gave an update on the Sports &amp; Social Club. The following local organisations had benefited from Sports &amp; Social Club grants – Village Events (£500), Junior Football Club (£400), Senior Football Club (£600, Women of Wittering (£200) and the church (£200). . The patio is now fenced off. The repair of the windows is planned. A request was made to erect a marquee for a charity event on 25<sup>th</sup> May and this was proposed by Emma Wilson-Jones, seconded by Jo Gault and agreed by all present.</p>
	<p><b>Bowls' Club Report</b> Ally McNaughton said that the Bowls' Club plans to purchase a new mower which will have cartridges to undertake various tasks such as scarifying, etc, thus making it easier for volunteers to use. He asked that the Parish Council purchases the mower and then the Bowls' Club will refund the Parish Council less the VAT element. This was proposed by Russell Pye, seconded by Emma Wilson-Jones and agreed to by all present. Although this was agreed, the Bowls' Club were asked to complete the Grant Application Form which the Clerk will send to Ally.</p>
	<p><b>Junior Football Club Report</b> The Football Club will be holding a presentation on the playing field on 22<sup>nd</sup> June 2024.</p>
	<p><b>All Saints' Church Report</b> The Chair confirmed that the noticeboard has now been erected and residents are welcome to put up posters on it. The Clerk will send the Chair a poster of the Parish Council Meeting dates. The Parochial Church Council is looking for a volunteer to take the minutes of meetings.</p>
24(05)13	<p><b>Planning</b> <b>24/00183/HHFUL</b> Front ground floor extension at 51 Church Road, Wittering – Permitted <b>24/00276/HHFUL</b> Demolition of single storey extension, construction of single storey and two storey rear extension at 8 Eccles Road, Wittering – Permitted <b>23/01750/FUL</b> Installation of an approximately 4.3km below ground pipeline as a diversion to an existing pipeline at Collyweston – Awaiting Decision</p>
24(05)14	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Various CAPALC Bulletins</li> <li>• Annington Homes – Potential Support – the Clerk will contact Annington Homes to find out the criteria for support and potential projects are:- funding towards the Bowls' Club mower, paying for the Vintage Singers to attend the Village Fete and purchasing a storage container. This was proposed by Russell Rye, seconded by Emma Wilson-Jones and agreed by all present.</li> </ul>

24(05)15	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• To approve the financial statement (previously circulated) . Approved as proposed by Emma Wilson-Jones, seconded by Jo Gault, and agreed by all present. To approve the payments included on the financial statement (previously circulated). Approved as proposed by Emma Wilson-Jones, seconded by Jo Gault, and agreed by all present.</li> <li>• Internal Audit Fee 2024 Annual Return for Year Ending 31<sup>st</sup> March 2024 <ul style="list-style-type: none"> <li>• Section 1 Statement of Accounts</li> <li>• Section 2 Annual Governance Statement</li> <li>• Section 4 Internal Audit &amp; Report</li> </ul> </li> </ul> <p>These were approved by all the Parish Councillors and it was agreed to increase the Internal Auditor's Fee to £500.</p>
24(05)16	<p><b>Matters for Future Consideration</b> To look at ways of limiting the meetings to a maximum of two hours.</p>
23(05)17	<p><b>Date of the next meeting</b> To confirm the date of the next meeting as 13<sup>th</sup> June 2024, to be held at 7.30 pm in Wittering Parish Hall.</p>

Deirdre McCumiskey, Wittering Parish Clerk and Responsible Finance Officer

SIGNED \_\_\_\_\_

DATE 13/06/24

Chairman