

# Great Wilbraham Parish Council

## Minutes of the Meeting of Great Wilbraham Parish Council

Held Thursday July 16<sup>th</sup> 2015, 7.30pm at the Wilbrahams' Memorial Hall

- Present:** John Beadsmoore (Chair), Sally Ramus, Edna Ingrey, Joy Bray and Stephen Bartlett  
District Councillor Robert Turner (Joined the meeting from 8.00pm)  
The Clerk, Natalie Mulvey was in attendance.
- 15-16/21 To receive and approve apologies for absence** – P Davis and R Tippen had sent their apologies which were accepted. County Councillor John Williams had sent his apologies.
- 15-16/22 Declarations of interest and dispensations**
- (a) To receive declarations of interest from councilors on items on the agenda – J Bray declared an interest in agenda item 15-16/30 proposed Mental Health First Aid Programme.
- (b) To receive written requests for dispensations for disclosable pecuniary interests – None
- (c) To grant any requests for dispensation as appropriate - None
- 15-16/23 Open Forum for Public Participation (10mins)** – No members of the public were present.
- 15-16/24 To sign and approve minutes** – The minutes of 21<sup>st</sup> May 2015 were proposed and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.
- 15-16/25 Matters arising / Clerks report** – S Bartlett presented his acceptance documentation and members welcomed him onto the Parish Council. The Clerk reported that SCDC had ordered the sign for Toft Way and it would be installed as soon as it was received. The Clerk reported that two options for internet banking were being investigated, one a Unity Trust account and the second a community account offered by Barclays Bank.
- 15-16/26 County & District Councillors Report & Business**
- (a) District Councillors Report – Robert Turner reported the examination of the local plan had been suspended until the early part of 2016. Extra funding had been provided to get the local plan back on track. The Local Government Boundary Commission for England (LGBCE) has recently started a review of the South Cambridgeshire District Council's electoral arrangements. The aim is to ensure that each county councillor represents approximately the same number of voters.
- (b) County Councillors Report – J Williams had sent his apologies.
- 15-16/27 Finance**
- Total funds as of 28<sup>th</sup> June:** £52,884.39
- Current account balance:** £40,280.13      **Savings account:** £12,604.26
- (a) **To approve payments of:**
- |       |  |            |
|-------|--|------------|
| i)    | Memorial Hall Trustees Committee – Reserve                 | £15,000.00 |
| ii)   | Burwell Print Ltd – Invoice 16447                          | £337.75    |
| iii)  | Wilbraham Youth Group – Donation                           | £100.00    |
| iv)   | Wilbrahams' Memorial Hall – Contribution Recreation Ground | £725.00    |
| v)    | St Nicholas Church Great Wilbraham – Contribution to costs | £300.00    |
| vi)   | HM Customs & Excise – April Salary                         | £59.00     |
| vii)  | HM Revenue & Customs – May Salary                          | £92.80     |
| viii) | Natalie Mulvey Salary – April                              | £236.75    |
| ix)   | Natalie Mulvey Salary – May                                | £371.30    |
| x)    | Nigel Start – 30 <sup>th</sup> June Invoice                | £392.00    |
| xi)   | Cambridge Web Solutions – 3 x email accounts               | £24.00     |
| xii)  | TDP Ltd – Parish Cemetery and plaque Invoice No.           | £598.20    |

It was proposed by J Beadsmoore, seconded by S Ramus and RESOLVED By four votes for and one abstention to approve the payments as listed. The Clerk was asked to request that N Start include more information on future invoices.

ACTION: The Clerk

**(b) To report payments received:**

i)	HM Revenue & Customs – VAT Refund	£1165.85
ii)	J & J Drake – Summer Warbler	£25.00
iii)	Ernest Doe – Spring Warbler	£40.00
iv)	Colours of Dance – Spring Warbler	£25.00
v)	Fisher Carpets – Sp/Sum/Aut/Winter Warbler	£100.00
vi)	Village Handyman – Spring Warbler	£40.00
vii)	Cambridgeshire CC – Contribution towards grass cutting 15/16	£556.25
viii)	FCM Carpentry – Warbler	£50.00
ix)	PIMS – Summer Warbler	£25.00

**(c) Finance Committee** – The Clerk was asked to make contact with R Tippen and arrange a finance meeting as soon as possible.

ACTION: The Clerk

**(d) Memorial Hall funding approval received from the Department for Communities and Local Government** – The borrowing approval had now been received. It was proposed by J Beadsmoore, seconded by J Bray and RESOLVED unanimously to submit the application for the £80,000 public works loan as soon as possible.

ACTION: The Clerk

**(e) To agree annual rents for parish lands and allotments** – The Clerk presented a summary of the parish lands and allotment charges for 2014-2015. It was proposed by J Beadsmoore, seconded by J Bray and RESOLVED by a unanimous vote that the charges remain the same for 2015-2016. Access to the common was discussed and it was agreed that this should be looked into as a long term project for consideration.

ACTION: The Clerk

**(f) To agree working party to investigate and propose projects for the S106 funds and other available funding sources** – The signed section 106 agreement in relation to S/2599/13/FL had been returned to SCDC. The Clerk had circulated some guidance on how these funds could be spent. All agreed that a working party should be established to investigate and present proposals. This working group could also look into other funds available to the Parish Council to support the village. J Beadsmoore, S Bartlett agreed to be part of the working party and the Clerk was asked to see if P Davis would be interested in being part of the group.

ACTION: The Clerk

**(g) To agree the purchase of street light CC7 on Angle End** – It had been RESOLVED unanimously to purchase the CC7 on Angle End at a cost of £1,200. There was some confusion on the work currently being undertaken by Balfour Beatty and light CC8. The Clerk was asked to investigate.

ACTION: The Clerk

**15-16/28 Planning and Tree Applications**

**(a) Planning approvals for information only**

- i) S/0581/15/FL      10, Frog End,      Mr & Mrs      Single storey front and rear extension.  
Great      Power  
Wilbraham,  
CB21 5JB

- SCDC grants permission 22<sup>nd</sup> May 2015 subject to conditions.

- ii) S/0897/15/FL Wendeye Mr Alister Internal alterations + removal of two  
Cottage, 15 McFarquhar none loading bearing and none original  
Station Road, timber studs to create access.  
Great  
Wilbraham,  
CB21 5JA
- SCDC grants permission 10<sup>th</sup> June 2015 subject to conditions.
- iii) S/0898/15/LB Wendeye Mr Alister Internal alterations + removal of two  
Cottage, 15 McFarquhar none loading bearing and none original  
Station Road, timber studs to create access.  
Great  
Wilbraham,  
CB21 5JA
- SCDC grants permission 10<sup>th</sup> June 2015
- iv) S/1088/15/FL 15 & 19, Mr Anthony Reconstruction of outbuildings  
Angle End, Ryan following damage by lorry  
Great  
Wilbraham,  
CB21 5JG
- SCDC grants permission 16<sup>th</sup> June 2015 subject to conditions.
- v) S/1089/15/LB 15 & 19, Mr Anthony Reconstruction of outbuildings  
Angle End, Ryan following damage by lorry  
Great  
Wilbraham,  
CB21 5JG
- SCDC grants permission 16<sup>th</sup> June 2015
- b) Planning matters – for information only**
- i) S/0879/15/PH 14, Frog End, Mr B Hames Single storey rear extension  
Great  
Wilbraham,  
CB21 5JB
- Local Planning Authority is NOT REQUIRED for the extension proposed.
- ii) S/1220/15/LD 3, Frog End, S Nicoll Proposed detached single storey cart  
Great shed garage/store.  
Wilbraham,  
CB21 5JB
- Application for Lawful Development Certificate
- iii) S/2738/14/LD 57, Frog End, Mr Simon Lawful Development Certificate for  
Great Gusterson Proposed Use of three silos to Dwellings  
Wilbraham,  
CB21 5JB
- The above planning application has now been withdrawn
- iv) **To discuss proposed Cartlodge Childcare at The Old Granary – J. Beadsmoore** had been approached by the owner of the property confirming that they were not starting a nursery but a childcare facility for up to 10 children. The Parish Council had received confirmation that SCDC were aware of the situation and would need to give approval based on the specific childcare provision before commencement of the service. Members understood the reasons for the early promotion of this service but felt it had started prematurely. All agreed that the matter had been referred to SCDC but would monitor the situation.

**15-16/29 Affordable Housing** – R Turner reported that he had forwarded a response to a complaint received from a member of the Parish regarding the proposal of affordable housing and what the Parish Council had written in previous articles in the Warbler.

**15-16/30 To receive and discuss a proposal from J Bray to run a Mental Health First Aid Programme** – J Bray presented a proposal and request for funding for her to run a Mental Health First Aid programme for the village. The project would take around a year to complete and would ideally involve twelve residents of varying ages. The MHFA programme is delivered throughout England and is not Counselling but is designed to train individuals on what to look out for and points them to where help can be found. The cost of running the course would be £115 for MHFA resources plus the cost of the room hire. J Bray offers her services free of charge. J Beadsmoore proposed that the Parish Council fund the project, this was seconded by S Ramus and RESOLVED by a unanimous vote.

ACTION: J BRAY

**15-16/31 Final agreement on Parish Council working parties and memberships** – The following allocation of responsibilities was proposed by J Beadsmoore, seconded by S Bartlett and RESOLVED by a unanimous vote.

Finance committee – R Tippen, J Beadsmoore, S Ramus and S Bartlett

Working Groups

Planning – S Ramus, E Ingrey, R Tippen

Trees – S Bartlett, J Bray

Health & Safety – J Bray, S Bartlett

Speedwatch – J Beadsmoore

Website – P Davis

Broadband – S Bartlett

Phone Box – J Beadsmoore

Parish Cemetery – J Bray, P Davis

Parish Representatives

Common Rights – J Bray

Police Liaison – J Beadsmoore

Memorial Hall – S Ramus

Buses – S Ramus

Wadlow Farm – S Ramus

**15-16/32 Reports from working parties**

- (a) **Parish Cemetery** – J Bray presented the report covering current conditions and future plans and recommendations for the cemetery. The memorial bench to Alec Sadler had now been installed at the grave end of the orchard. All agreed that the wooden structure left by the gravediggers could now be removed.

ACTION: J Bray/P Davis

- (b) **Parish Trees** – S Bartlett reported various issues with trees in the village. S Bartlett agreed that he would continue to monitor the situation with the objective to issue a comprehensive report. The Clerk was asked to write a passage in the Warbler about residents respecting the regulations covering trees.

ACTION: S Bartlett/ THE Clerk

- (c) **Asset Management (including Health & Safety)** – Work was being commissioned on actions required by the health & safety report. One issue of concern was the asbestos that needed to be removed from the ditch in Toft Lane. R Turner agreed to investigate the options.

ACTION: The Clerk

- (d) **Broadband** – Members thanked S Bartlett for his excellent report received 6<sup>th</sup> July 2015. This followed a meeting with Tony Harper, Communications and Programme Support

Officer at Connecting Cambridgeshire, Cambridgeshire County Council to obtain a full update on progress towards achieving an optical fibre connection to Wilbraham broadband cabinet by the target date of 31<sup>st</sup> December 2015.

- (e) **Memorial Hall** – J Beadsmoore had attended the recent Memorial Hall Trustees Meeting and had requested a list of club society usage at the present time as a basis against which we can measure future changes. The Parish Council had asked when the renovation project was complete would it be possible for the Parish Council to store a lockable filing cabinet on site. This was raised, but no comments for or against were made.
- (f) **Phonebox** – J Beadsmoore had requested two quotations for this project from Steve Thorpe. One for the maintenance including cutting back foliage, cleaning, repointing and repainting; and one for putting in shelves. J Beadsmoore had also requested that the electrical supply be investigated.
- (g) **Speedwatch** – It was reported that to date there had been five speedwatch operations which had recorded over 60 speeding vehicles. The team were investigating methods to recruit more members. The purchase of the speedwatch signs had been delayed while the work on the village streetlights took place.

**15-16/33 Correspondence received** – For information only

- (a) Letter received from Great Wilbraham Primary School confirming that the Parish Council could not use the school for Parish meetings during the Memorial Hall renovation project.
- (b) Letter received from Lucy Frazer the new MP seeking an opportunity to meet the Parish Council. Unfortunately this has had to be deferred until the Parish Council has a suitable room within the Parish to meet.
- (c) Wilbrahams Memorial Hall Statement of Accounts 31<sup>st</sup> March 2015 – received and referred to finance committee.
- (d) Solar Farm - Email exchange regarding the perceived damage to verges during connecting the solar farm to Fulbourn. It was agreed that this could be best assessed Spring next year.

**15-16/34 Matters for future consideration**

- (a) Weight limit for HGV going through the village
- (b) Future of out of Parish lands
- (c) Noticeboards
- (d) Risk assessment schedule
- (e) Review and approval of new standing orders and procedures

**15-16/35 Dates of next meetings**

17<sup>th</sup> September, 19<sup>th</sup> November, 14<sup>th</sup> January, 17<sup>th</sup> March, 21<sup>st</sup> April (APM) and 19<sup>th</sup> May (Annual Parish Council Meeting)

**15-16/36 Agenda items for next meeting**

Any business and payments, to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

There being no further business the meeting closed at 10.36pm.