

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council Held Thursday September 17th 2015, 7.30pm at the Little Wilbraham Church

Present: John Beadsmoore (Chair), Sally Ramus, Roddy Tippen, Patricia Davis, Edna Ingrey, Joy Bray and Stephen Bartlett
District Councillor Robert Turner
The Clerk, Natalie Mulvey and one member of the public was in attendance.

15-16/37 To receive and approve apologies for absence - None

15-16/38 Declarations of interest and dispensations

(a) To receive declarations of interest from councillors on items on the agenda - None

(b) To receive written requests for dispensations for disclosable pecuniary interests – None

(c) To grant any requests for dispensation as appropriate – None

15-16/39 Open Forum for Public Participation (10mins) – No public participation took place.

15-16/40 To sign and approve minutes – Minutes of the meetings held on 16th July 2015 and 10th August 2015 were proposed and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman (July minutes) and S Ramus (August minutes).

15-16/41 Matters arising / Clerks report – The Clerk had received a request from Cambridgeshire County Council for any comments on the public rights of way grass cutting that takes place in the village. In addition, the Clerk had received a query from a member of the public regarding the cutting back of a bush at Frog End. J Bray agreed that she would investigate both issues as part of the Tree working party.

ACTION: J BRAY

15-16/42 County & District Councillors Report & Business

(a) District Councillors Report – Robert Turner reported that the Local Government Boundary Commission for England is carrying out a district ‘Boundary Review’. This will be voted on next week and the general consensus is that it will be reduced from 57 to 45. The final decision will not be known until next year. R Turner has requested the asbestos found in Toft Lane be removed and he will follow this up with Heidi Duffett and ensure it takes place.

(b) County Councillors Report – J Williams was unable to attend.

15-16/43 Finance

Total funds as of 28th August: £134,786.13

Current account balance: £122,181.87 **Savings account:** £12,604.26

(a) To approve payments of:

i)	FCC Environment – WREN Memorial Hall Match Funding	£4346.12
ii)	Burwell Print – Invoice 16673 – Autumn Warbler 2015	£353.50
iii)	Nigel Start – Invoice dated 8 th August 2015	£198.06
iv)	CGM Invoice 6486 – Work completed 5 th May 2015	£273.31
v)	CGM Invoice 6633 – Work completed 1 st June 2015	£273.31
vi)	CGM Invoice 6696 – Work completed 2 nd July 2015	£273.31
vii)	Mr S D Thorpe – Invoice 5011 – Village Sign Repair	£140.00
viii)	Natalie Mulvey – Clerk Salary June	£514.16
ix)	Natalie Mulvey – Clerk Salary July	£471.95
x)	Natalie Mulvey – Clerk Salary August	£365.17
xi)	Clerk Salary June, July & August Inland Revenue	£338.00
xii)	Memorial Hall Hire – April to July	£75.00

J Beadsmoore reminded the Council that current bank account balances were extremely high due in part to the receipt of the public works loan to support the Memorial Hall renovation project. The £80,000 will be passed to the trustees shortly reducing the balance considerably. However, it was agreed that the Finance Committee would present a breakdown of the funds at the November meeting to provide transparency.

It was proposed by J Beadsmoore, seconded by S Bartlett and unanimously RESOLVED to approve the payments as listed.

Clarification was requested as to who would monitor grass cutting and payments of invoices for the work completed. J Bray agreed to fulfil this role as part of the tree working party.

J Beadsmoore requested that payments for agreed expenditure under £500, for budgeted items, be sped up to support contractors appointed. The Clerk advised that this would be resolved with the introduction of internet payments.

ACTION: CLERK

(b) To report payments received:

i)	Carpenters Arms – Warbler Receipt	£25.00
ii)	Wheelibin – Warbler Receipt	£15.00
iii)	Cartlodge Childcare (Gurney) – Warbler Receipt	£25.00
iv)	Cooper Barnes Ltd – Warbler Receipt	£40.00
v)	Great Wilbraham Stores – Warbler Receipt	£80.00
vi)	Warbler Cash Receipts – Bramwell	£2.00
vii)	Public Works Loan for Memorial Hall	£79972.00
viii)	South Cambs District Council – S106 Funds	£5162.85

(c) Minutes of Finance Committee Meeting 10th August 2015 – These were presented for information only. R Tippen advised it had been a productive meeting geared to establishing the roles and responsibilities of the committee.

(d) Banking arrangements – Members of the Council agreed unanimously to add R Tippen and S Bartlett as signatories on the Santander bank account and to remove previous signatories that were no longer with the Parish Council. R Tippen and the Clerk were continuing to investigate the options for internet banking, including the use of the Unity Trust Bank which had been recommended by other Parish Councils. J Beadsmoore requested that a proposal be put forward at the meeting in November.

ACTION: R TIPPEN/CLERK

(e) Budget 2016 – 2017 items for consideration – A draft 2016 – 2017 budget will be prepared at the finance meeting scheduled for 19th October. Members were asked to submit any expenditure they would like considered for the budget to the Clerk by the finance meeting. A draft budget will be presented at the November meeting.

ACTION: ALL

(f) Public Works Loan for Memorial Hall renovation project and WREN match funding payment – A letter had been received from WREN requesting a match funding payment of £4346.12 as agreed in April 2014 (agenda item (13-14)155). In addition, the funds from the £80,000 public works loan had been received. The Clerk had advised the trustees that the £80,000 payment would be made and requested an update on when the remaining £5,563.88 held in reserve for the project would be required. A response had been received from Richard Morley, Treasurer, asking for this money to be transferred as soon as possible. Members agreed unanimously to raise the payments to the Wilbrahams' Memorial Hall.

ACTION: CLERK

15-16/44 Planning and Tree Applications

(a) Planning approvals for information only

- i) S/1734/15/FL 2, Station Mrs Amelia Installation of external wall insulation
Road, Great Fabb on elevation of property (front, rear and
Wilbraham, side)
Cambridge,
CB21 5JA
- SCDC grants permission 18th August 2015 subject to conditions.
- ii) S/1700/15/FL 4, Station Mr Patrick Installation of external wall insulation to
Road, Great Hextall the front, side and rear elevations
Wilbraham, excluding extension.
Cambridge,
CB21 5JA
- SCDC grants permission 28th August 2015 subject to conditions.
- iii) S/1809/15/LB 76, Angel End, Mr & Mrs K Single Storey Rear Extension
Great Saunders
Wilbraham,
Cambridge,
CB21 5JG
- SCDC grants permission 1st September 2015 subject to conditions.
- b) Tree Applications (to undertake work on trees situated in a conservation area): -**
- i) G-10-9-15 5 Bansteads Lorna Carr To remove various trees.
End, Great
Wilbraham,
CB21 5JS
- For information only - For a short period of time, SCDC will only be consulting on applications for major tree work or applications for felling substantial trees in Conservation Areas.
- ii) G-02-09-15 37 Church Mrs Bisiker Cut back Laurel and Cypress trees
Street, Great
Wilbraham,
CB21 5JQ
- For information only - For a short period of time, SCDC will only be consulting on applications for major tree work or applications for felling substantial trees in Conservation Areas.
- iii) S/2091/15/TC 15 Church Emma Gant 30% thin ash in rear garden 30% of
Street, Great Copper Maple in front garden.
Wilbraham,
CB21 5JQ
- This application is now on hold until a map is received by South Cambs District Council.

15-16/45 Distribution and circulation of agendas and minutes – The Clerk presented a section of the Parish Council’s standing orders for agreement:

At least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

J Beadmoore proposed that the Parish Council accept this change, this was seconded by R Tippen and RESOLVED by a unanimous vote.

In addition, it was it was unanimously agreed to follow NALC’s guidance on good practice and circulate the draft minutes no later than 10 working days after the meeting (on the website or notice board, or to provide copies to members of the public), even though they do not become

valid minutes until they are accepted as a correct record and signed by the Chair at the next meeting.

ACTION: CLERK

- 15-16/46 Street Lights & Balfour Beatty work** – Prior to the meeting Balfour Beatty had confirmed that they had completed everything on the programme except for one light in Station Road and one light in Church Street. S Ramus queried why the light CC7 purchased by the Parish Council had not been installed and reported that CC12 was not working. The Clerk was asked to investigate. In addition, members felt that the lights owned by the Parish Council on Toft Way and Toft Lane appeared to be out of date now. The Clerk was asked to investigate options and costs to update and improve these lights. Members understood that Cambridgeshire County Council were making night time lighting proposals to some Town and Parish Council's. The Clerk was asked to investigate this further.

ACTION: CLERK

- 15-16/47 Future of Parish Land – Chalk Pit (Nature Reserve)** – J Bray proposed that the Council formulate a plan to improve this area. All agreed and monitor funding options that could support this project.
- 15-16/48 Risk Assessment** – J Beadsmoore reminded the Council of the importance of this document being reviewed and updated. R Tippen agreed that as this requirement was specified in the financial regulations of the Parish Council this would be reviewed by the Finance Committee at their next meeting.

ACTION: R TIPPEN

- 15-16/49 Assets for consideration to be assets of community value** – The localism Act 2011 introduced this concept which allows, Parish Councils, amongst others, to nominate assets (buildings and land) for inclusion on a register of Assets of Community Value. J Beadsmoore had presented a short report on the options and implications to Great Wilbraham Parish Council. He explained that should this be something the members would like to pursue further clarification would be needed. Members had been informed that should the village pub be considered, the landlord would want to be included in any discussions. Members unanimously agreed that the Council would not investigate this any further at this time.
- 15-16/50 Weight limit for HGV going through the village** – J Beadsmoore had circulated a letter of complaint from a resident regarding the safety issues along Church Street. J Beadsmoore reported that G Fry had investigated the options on reducing the lorries through the village and had established the difficulties in doing. J Beadsmoore had attended a highways open day and discussed the problem with N Burdon (Local Highway Officer). N Burdon has agreed to survey Church Street and establish the scale of the problem and obtain any evidence needed to support possible traffic measures. S Bartlett queried the exact right of access conditions which had been put in place to restrict these vehicles. J Beadsmoore agreed to respond to the letter of complaint.

ACTION: J BEADSMOORE

- 15-16/51 Cambridgeshire County Council's Rights of Way Improvement Plan (ROWIP)** – Nothing to report.
- 15-16/52 Affordable Housing** – Mark Deas (ACRE) had updated the Council and advised that CHS were seeking pre-application advice on the various sites but he hadn't received a progress report recently. J Beadsmoore raised his concerns over various comments and rumors he had received from members of the Parish. R Turner had requested an update from Uzma Ali Development Officer SCDC and she had advised no conclusions had been made so far. J Beadsmoore reported that S Hopwood of Bidwells had advised they were due to meet CHS on 1st October to further matters. Members agreed that until anything is received from these parties the Parish Council were unable to make comment. Members acknowledged that this process could take a considerable amount time.

- 15-16/53 Reports from working parties**
- (a) **Parish Cemetery** – P Davis confirmed that she had applied to for funding from the

Community Chest Fund for two cemetery benches. Members all agreed good progress had been made on the cemetery in particular with the fruit orchard. However, more time and funds would be needed on the appearance and general up keep of the burial side of the cemetery. The Clerk was asked to investigate costs last year versus this year and advise the amount of money remaining in the budget. J Bray & P Davis agreed to meet with N Start to discuss progress and need for increased work to improve appearance.

ACTION: J BRAY/P DAVIS

- (b) **Parish Trees** – Members thanked S Bartlett for his excellent report. This included his concern over the increase in requests to lop trees which are too large for residents' plots. He suggested the Council's comments on these approvals should direct residents to fell larger trees and replace with more appropriate species. S Bartlett reported various overgrown hedges which he felt some of the budgeted tree management money should be used to tidy. S Bartlett recommended that the Council extend the work done on a village map identifying all the trees, hedges and spaces for which the Council is responsible.

ACTION: S BARTLETT

- (c) **Police Liaison** – J Beadsmoore will attend the next meeting scheduled for 21st October and report back to the Council.

ACTION: J BEADSMOORE

- (d) **External Grants and Funding** – Members thanked P Davis for her fantastic report, which gave the Council a good starting point on this topic. J Beadsmoore asked members to now start working on a wish list for the village. J Beadsmoore had been approached by SCDC regarding a possible option for additional so called 'Open Space' funds if the Parish had a specific requirement. Members asked for more clarification on the rules on what this money could be used for. J Beadsmoore and R Turner agreed to investigate further. P Davis felt that the village had very little provided for adolescents. Members were reminded that the play equipment was not owned by the Parish Council or installed on their land.

ACTION: J BEADSMOORE/ALL

- (e) **Broadband** – S Bartlett reported that there would be a delay in installation of a couple of weeks, 16th September would now be 29th September with the concluding date of 21st October. All parties were working hard to ensure that this date didn't slip any further. The end of year completion date remains. J Beadsmoore asked that S Bartlett be the voice of the Council in this matter to avoid any confusion.
- (f) **Website** – Members all agreed that the new website was working well and had the functionality the Parish Council required. P Davis advised that she would be looking to further develop the service and had enrolled for some further training. It was proposed by S Ramus, seconded by J Bray and unanimously RESOLVED that the Council pay for the training which would cost around £125. P Davis was now hoping to recruit additional local support with the website project.
- (g) **Memorial Hall** – S Ramus reported that the project was now in phase three of the rebuild. During the work asbestos had been found but this had now been removed. The Memorial Hall Trustees had secured some additional funding but still did not have the funds needed to fit out the interior. Members agreed that the social club would be a good option for any additional parish meetings, but was not suitable for full parish meetings as the room would be too small and only be available until 9.00pm.
- (h) **Phonebox** – The phone box was identified as requiring urgent maintenance in the village asset review in 2015. It was proposed by J Beadsmoore, seconded by S Bartlett and unanimously RESOLVED that the quotation from My Village Handyman to restore the box at a cost of £219.00 be accepted. It was proposed by J Beadsmoore, seconded by J Bray and unanimously RESOLVED that the phone box could be used to provide a village book

exchange library. P Davis volunteered to support J Beadsmoore and consider differing designs and costs.

ACTION:CLERK/P DAVIS/J BEADSMOORE

- (i) **Speedwatch** – The speedwatch project is reliant on the work and enthusiasm of G Fry. The project has shown that speeding is real problem in the area. A request for volunteers was made at the flower show but only one resident had offered assistance. All agreed G Fry should be invited to the next Parish meeting to give an update and discuss his views on the viability of the project.

ACTION: CLERK

15-16/54 Correspondence received:

- (a) **South Cambs District Council Consultation on all-out elections** – A request for views on proposed changes to the Local Elections system from thirds to all-out elections by 18th September had been received. All members were encouraged to respond.
- (b) **Local Government Boundary Commission for England review of South Cambridgeshire District Council's electoral arrangements** - Notes on the 17th August workshop for parish councils on the forthcoming boundary review and future working arrangements between parish councils and district councilors had been received.
- (c) **Local Highway Improvement Funding – South Cambridgeshire** – J Beadsmoore presented a case for re-instatement of the grass verge in Temple End. All agreed any work at Church Street would probably not be established in time for the closing date November 2nd.

15-16/55 Matters for future consideration

- (a) Review and approval of new standing orders and procedures.

15-16/56 Dates of next meetings

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

15-16/57 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 10.17pm.