

# GREAT WILBRAHAM PARISH COUNCIL

## Parish Clerk – Mrs Natalie Mulvey

18 Orchard Road, Melbourn, Nr Royston, SG8 6HL

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## Parish Chairman – Mr John Beadsmoore

31 Temple End, Great Wilbraham, Cambridge, CB21 5JF

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## AGENDA

Notice of full meeting: Full Council

Venue: Wilbrahams' Memorial Hall

Date: Thursday 19<sup>th</sup> May 2016

Time: 7.30pm

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

The meeting is open to the public (including press).

Mrs Natalie Mulvey – Clerk to Parish Council  
12<sup>th</sup> May 2016

Members: 5      Quorum: 3

16-17/1      **Election of Chairman**

16-17/2      **Election of officers and representatives**

(a)      **Vice-chairman**

(b)      **Committees** – Formal meetings, minimum of three members, publish written minutes.

i)      Finance

(c)      **Officers**

i)      Planning

ii)      Tree Wardens

iii)      Health & Safety Officers (Annual Asset Survey)

iv)      Highways

v)      Parish Cemetery

vi)      Website

(d)      **Representative** – to represent the Parish Council at meetings and report back any relevant issues, where significant in writing.

i)      Common Rights Holders

ii)      Police Liaison

iii)      Memorial Hall

iv)      Warbler

16-17/3      **To receive and approve apologies for absence**

16-17/4      **Declarations of interest and dispensations**

(a)      To receive declarations of interest from councillors on items on the agenda

(b)      To receive written requests for dispensations for disclosable pecuniary interests

(c)      To grant any requests for dispensation as appropriate

16-17/5      **Open Forum for Public Participation (10mins)**

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

16-17/6      **To sign and approve minutes** – of the meeting held on 17<sup>th</sup> March 2016 and 5<sup>th</sup> April 2016

16-17/7 **Matters arising / Clerks report** – For information only

16-17/8 **County & District Councillors Report & Business**

- (a) District Councillors Report – Robert Turner
- (b) County Councillors Report – John Williams

16-17/9 **Finance**

**Total funds as of 28<sup>th</sup> April:** £53,342.20      **This includes S106 funds:** £5,162.85

**Current account balance:** £40,737.97      **Savings account:** £12,604.23

- (a) **Approval of accounts for 2015/2016** – Members to approve income and expenditure for 2015/2016, summary of receipts and payments and internal accounts (including list of assets).
- (b) **External audit form** – Members to approve accounts and respond to Governance statements.
- (c) **Review of banking arrangements** – Members to discuss whether the current accounts are used satisfactorily.
- (d) **Review investment policy** – Members to review and discuss
- (e) **Review risk strategy** – Members to review and discuss
- (f) **Review of systems of internal control** – Members to review and discuss
- (g) **Request for Parish Council Grants procedure** – Members to review and discuss proposal
- (h) **To approve payments of:**
  - i) CAPALC £226.66
  - ii) SLCC £103.00
  - iii) M Plumb £20.00
  - iv) Aon UK Limited (renewal date 1st June 2016) £767.28
  - v) Unity Trust Bank – Service Charge – 01/04/16 £5.00
  - vi) Unity Trust Bank – Service Charge – 01/05/16 £5.00
  - vii) Natalie Mulvey – Clerk Salary March £266.65
  - viii) Clerk Salary March Inland Revenue £66.80
  - ix) Natalie Mulvey – Clerk Salary April £266.85
  - x) Clerk Salary April Inland Revenue £66.60
- (i) **To report payments received:**
  - i) Ernest Doe – Warbler Receipt £40.00
  - ii) Wheelie Fresh Bins – Warbler Receipt £15.00
  - iii) PIMS – Warbler Receipt £40.00
  - iv) Fisher Carpets – Warbler Receipt £100.00
  - v) Carpenters Arms – Warbler Receipt £25.00
  - vi) T H Tree Surgery – Warbler Receipt £25.00
  - vii) Colours of Dance – Warbler Receipt £40.00
  - viii) Ernest Doe – Warbler Receipt £80.00
  - ix) Wilbraham Boiler Services – Warbler Receipt £60.00
  - x) J & J Drake – Warbler Receipt £25.00
  - xi) Station Garage – Warbler Receipt £125.00
  - xii) Almary Green – Warbler Receipt £40.00
  - xiii) SCDC Precept £11,000.00
- (j) **Minutes of Finance Committee Meeting 4<sup>th</sup> May** – For information only
- (k) **HM Queen Elizabeth II 90<sup>th</sup> Birthday Commemorative Medals for Great Wilbraham Primary School** – S Ramus
- (l) **Request to fund a defibrillator**

16-17/10 **Parish Lands & Assets**

- (a) **Re-affirm Parish Lands** **Annual Rent 2015/2016**  
Brimstone Fen 10.50 acres £736.47

Public Acre Field 1.00 acres	£10.00
Parish Cemetery (Orchard) 0.75 acres	£0.00
Gravel Pit 2.38 acres	£157.00
Chalk Pit 1.8 acres	£0.00
Gt Wilbraham Common 57.5 acres	£0.00
Parish Allotments 0.5 acres (full plot £18(4) & half plot £10 (4))	£112.00
Amenity Area 0.33 (Temple End/Angle End)	£0.00

**(b) Review of rents for Parish Lands**

**(c) Health & Safety Report**

**16-17/11 Planning and Tree Applications**

**(a) Planning application**

- i) S/0753/16/FL 25, Frog End, Great Mr Graham Refurbishment and extension  
Wilbraham, CB21 5LB Burton of house and garage.

**(b) Planning application – for information only**

- i) S/0939/16/VC Land at Mill Road, Great Great Variation of Condition 2  
Wilbraham Wilbraham (Approved plans) of planning  
Solar Park Ltd permission S/2763/13/FL

- Members agreed a no objections recommendation should be made for the proposal.

**(c) Results of planning applications – for information only**

- i) S/0621/16/FL 7, Angle End, Mr Stephen Single Storey Rear Extension  
Great Drake  
Wilbraham,  
CB21 5JG

- SCDC grants permission subject to planning conditions 29<sup>th</sup> April 2016

- ii) S/0709/16/FL The Old Mr & Mrs Retrospective application for change  
Granary, Mill Chris and of use of detached outbuilding  
Road, Great Alison Gurney pertinent to dwelling in connection  
Wilbraham, with child-minding business.  
CB21 5JW

- SCDC refuses permission 10<sup>th</sup> May 2016

**(d) Highways**

- i) To review and discuss the Highways proposal.  
ii) To discuss requested improvements to Station Road pavements.  
iii) To review and discuss Angle End kerb damage caused during Memorial Hall rebuild.  
iv) To review and discuss the state and visibility of traffic signage in the village.

**(e) Service update and questionnaire from Planning and New Communities – S Bartlett**

**(f) Street Naming 6 Plots off The Lanes, Great Wilbraham**

**16-17/12 Review of Standing Orders, Financial Regulations and Publication Scheme**

**16/17/13 Model code of conduct and review Members' Register of Disclosable Pecuniary Interests –**  
Members to consider any changes to their register of interests.

**16-17/14 Parish Councillor Vacancies – Timetable for co-option in July**

**16-17/15 Annual Parish Meeting**

**16-17/16 Affordable Housing**

**16-17/17 Reports from working parties**

- (a) **Parish Cemetery** – J Bray  
(b) **Website / Warbler** – P Davis  
(d) **Memorial Hall** – S Ramus

**16-17/18 Matters for future consideration**

**16-17/19 Proposed dates and venue of next meetings**

21<sup>st</sup> July 2016, 15<sup>th</sup> September 2016, 17<sup>th</sup> November 2016, 19<sup>th</sup> January 2017, 16<sup>th</sup> March 2017,

20<sup>th</sup> April (APM Annual Parish Meeting) and 18<sup>th</sup> May (Annual Parish Council Meeting)

16-17/20

**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.