

# GREAT WILBRAHAM PARISH COUNCIL

## Parish Clerk – Mrs Natalie Mulvey

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

Tel: 07887 813702 Email: [clerkGW@wilbrahams.co.uk](mailto:clerkGW@wilbrahams.co.uk)

## Parish Chairman – Mr Stephen Bartlett

14 High Street, Great Wilbraham, Cambridge, CB21 5TS

Tel: 01223 881096 Email: [chairGW@wilbrahams.co.uk](mailto:chairGW@wilbrahams.co.uk)

Website: [www.wilbrahams.co.uk](http://www.wilbrahams.co.uk)

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## AGENDA

Notice of full meeting: Full Council

Venue: Wilbrahams' Memorial Hall

Date: Thursday 21<sup>st</sup> July 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  
15<sup>th</sup> July 2016

Members: 5 Quorum: 3

16-17/21 To receive and approve apologies for absence

16-17/22 Co-option of Parish Councillors

16-17/23 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

vii) Health & Wellbeing

(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

16-17/24 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

16-17/25 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.

16-17/26 To sign and approve minutes – of the meeting held on 19<sup>th</sup> May 2016.

16-17/27 Matters arising / Chairman's correspondence / Clerk's report – For information only

16-17/28 County & District Councillors Report & Questions

(a) District Councillors Report – Robert Turner

(b) County Councillors Report – John Williams

16-17/29 Finance

Total funds as of 28<sup>th</sup> June: £53,477.13 This includes S106 funds: £5,162.85

Current account balance: £40,872.90 Savings account: £12,604.23

(a) To approve payments of:

i)	Tower Mint Ltd – 37197 – Queens 90 <sup>th</sup> Medals	£271.68
ii)	Burwell Print – 17334 – Warbler Summer 2016	£343.40
iii)	SCDC – 15316 – Costs for uncontested Parish Election	£105.00
iv)	CGM – 198253 – April	£289.20
v)	CGM – 198790 – May	£289.20
vi)	CGM – 199011 – June	£289.20
vii)	My Village Handyman Services – 1151 – Phonebox	£380.00
viii)	Nigel Start – Parish Cemetery – March – July	£224.00
ix)	J Ingram – Parish Cemetery – March – July	£112.00
x)	Natalie Mulvey – Clerk Salary May	£467.82
xi)	Natalie Mulvey – Clerk Salary June	£266.85
xii)	Clerk Salary – Inland Revenue May & Jun	£183.60
xiii)	Natalie Mulvey – Expenses including purchase printer	£263.86
xiv)	Queen's 90 <sup>th</sup> Birthday Party Expenses	£457.13
xv)	Fisher Carpets - Refund of Warbler payment	£60.00

(b) To report payments received:

i)	My village handyman – Warbler Receipt	£25.00
ii)	Carpenters Arms – Warbler Receipt	£25.00
iii)	Juliette Baysham – Warbler Receipt	£40.00
iv)	Almary Green – Warbler Receipt	£40.00
v)	Fisher Carpets – Warbler Receipt	£100.00
vi)	Juliette Baysham – Warbler Receipt	£40.00
vii)	Wheelie Fresh Bins – Warbler Receipt	£15.00
viii)	PIMS – Warbler Receipt	£40.00
ix)	HM Customs & Excise – VAT Refund	£857.52
x)	Cambridgeshire County Council	£556.25
xi)	Colours of Dance – Warbler Receipt	£25.00
xii)	Almary Green – Warbler Receipt	£40.00
xiii)	Beaumont Butchers – Warbler Receipt	£80.00
xiv)	Great Wilbraham Village Store – Warbler Receipt	£80.00
xv)	Bottisham Dental – Warbler Receipt	£25.00
xvi)	Fulbourn Feline Services – Warbler Receipt	£75.00

(c) Request for Parish Council Grants procedure – Members to review and discuss proposal

(d) Funding & Expenditure requests

- i) Defribulator - £1,000
- ii) Wilbraham Sports Club – Electronic scoreboard - £2,500
- iii) Queen's 90<sup>th</sup> Birthday Party – Expenses - £257

(e) NS&I Signatory Authorisation

(f) Minutes of Finance Meeting 6<sup>th</sup> July 2016 – For information only

(g) Review investment policy – Members to review and discuss

(h) Review risk strategy – Members to review and discuss

- (i) **Review of systems of internal control** – Members to review and discuss
- 16-17/30 **Review of Standing Orders and Publication Scheme**
- 16/17/31 **Review code of conduct**
- 16-17/32 **Parish Lands, Assets & Environment**
- (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) **To receive Environmental Report** – S Bartlett
- 16-17/33 **Highways**
- (a) **To receive Highways Report** – S Bartlett
- 16-17/34 **Planning and Tree Applications**
- (a) **Planning application**
- i) S/0709/16/FL      The Old Granary, Mill Road, Great Wilbraham, CB21 5JW      Mr & Mrs Chris & Alison Gurney      Appeal under section 78 – Retrospective application for change of use of detached outbuilding pertinent to dwelling in connection with child-minding business.
- (b) **Planning applications** – for information only
- i) S/1117/16/LB      46, Church Street, Great Wilbraham, Cambridge, CB21 5JQ      Mr Martin Gienke      An addition to the existing single-storey extension to provide a new easily accessible bedroom and bath at ground floor level
- Members agreed an approve recommendation should be made for the proposal.
- ii) S/1116/16/LB      46, Church Street, Great Wilbraham, Cambridge, CB21 5JQ      Mr Martin Gienke      An addition to the existing single-storey extension to provide a new easily accessible bedroom and bath at ground floor level
- Members agreed an approve recommendation should be made for the proposal.
- (c) **Results of planning applications** – for information only
- i) S/0753/16/FL      25, Frog End, Great Wilbraham, CB21 5LB      Mr Graham Burton      Refurbishment and extension of house and garage.
- SCDC grants permission subject to planning conditions 7<sup>th</sup> June 2016
- (d) **Tree Applications (to undertake work on trees situated in a conservation area)**
- i) TP333 08/06/2016      Field opposite Rookery Farm      Mrs Kathryn Stringer      Removal or topping and reducing of tree
- (e) **Street Naming 6 Plots off The Lanes, Great Wilbraham**
- 16-17/35 **Reports from working parties**
- (a) **Community**
- i) Parish Cemetery – J Bray
- ii) Memorial Hall – S Ramus
- (b) **Communication**
- i) Website – T Davis

ii) Warbler – T Davis

**16-17/36 Affordable Housing**

**16-17/37 Telephone Box Community Library**

**16-17/38 To confirm response to review of electoral arrangements for South Cambridgeshire District Council**

**16-17/39 Meeting with Lucy Frazer**

**16-17/40 Matters for future consideration**

**16-17/41 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)

**16-17/42 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.