

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council Held Thursday July 21st 2016, 7.30pm at the Wilbrahams' Memorial Hall

Present: Stephen Bartlett (Chairman), Sally Ramus, Roddy Tippen, Joy Bray and Patricia Davis
County Councillor John Williams and South Cambs District Councillor Robert Turner
The Clerk, Natalie Mulvey and seven members of the public were in attendance.
Claire Jackman joined the meeting after her co-option.

16-17/21 To receive and approve apologies for absence - None

16-17/22 Co-option of Parish Councillors – Three applications were received. Members voted and Claire Jackman and Andrew Goryn were co-opted as Parish Councillors. The Clerk was asked to respond to the third applicant and thank her for her interest and advise that there would be another election in two years. The Clerk was asked to investigate the training for the new Parish Councillors.

ACTION: CLERK

16-17/23 Election of officers and representatives

(a) Vice-chairman – S Ramus

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

- i) Finance – R Tippen (Chairman), S Bartlett, S Ramus. A fourth member would be beneficial and S Bartlett agreed to discuss this role with the two new members.

ACTION: S BARTLETT

(c) Officers

- i) Planning – S Ramus
- ii) Tree Wardens – S Bartlett & J Bray
- iii) Health & Safety Officers (Annual Asset Survey) – J Bray
- iv) Highways – S Bartlett
- v) Parish Cemetery – J Bray
- vi) Website – P Davis
- vii) Health & Wellbeing – J Bray

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

- i) Common Rights Holders – S Bartlett
- ii) Police Liaison – J Bray
- iii) Memorial Hall – S Ramus
- iv) Warbler – P Davis

The above election of officers and representatives was proposed by S Bartlett, seconded by J Bray and RESOLVED by a unanimous vote. S Bartlett presented a summary on Great Wilbraham activities to give residents some guidance on what the Parish Council is working on and the expenditure allocated to each area.

16-17/24 Declarations of interest and dispensations

(a) To receive declarations of interest from councillors on items on the agenda – R Tippen declared a non-pecuniary interest in item 16-17/29(d)(ii) as Chairman of the Wilbrahams' Sports Club.

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

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

16-17/25 Open Forum for Public Participation (10mins) – Two members of the public wished to discuss the topics of flooding and the Queen's 90th Birthday celebration party. The Chairman suggested that

they be given an opportunity to speak at the appropriate time on the agenda.

16-17/26 To sign and approve minutes – Minutes of the meeting held on 19th May were proposed by S Bartlett, seconded by P Davis and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

16-17/27 Matters arising / Chairman’s correspondence / Clerk’s report – For information only
S Bartlett advised that two pieces of correspondence had been received and that they would be addressed under the relevant items on the agenda.

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

- (a) District Councillors Report – Robert Turner reported that a program of hearings on the Local Plan had been established and the results would come through in due course. He advised that the Devolution proposal was now out for public consultation. This seeks to pass down a range of powers and funding in areas like transport, housing, skills and planning. The consultation period will run until sometime in August. There have been some reservations over the post of an elected Mayor. He advised that the Parish Council would not be affected.
- (b) County Councillors Report – John Williams reported on two local issues and two consultations. He advised that since the last meeting the County Council has found the money for Church Street. In addition, Mill Road will have its edging resurfaced and importantly the drainage in Mill Road will be addressed at that time. The Parish Council will be notified when the work has been scheduled. He also explained that the board consulting on the city deal had come up with a proposal with three parts, close certain roads at specific times, off street parking levies and more parking zones in the city. He reminded everyone that the general public need to lobby on how they would like this issue to be addressed.

16-17/29 Finance

Total funds as of 28th 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:

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| i) | Tower Mint Ltd – 37197 – Queens 90 th 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 th Birthday Party Expenses | £457.13 |
| xv) | Fisher Carpets - Refund of Warbler payment | £60.00 |

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

(b) To report payments received:

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|------|---------------------------------------|--------|
| 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 |

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|-------|---|---------|
| 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** – R Tippen presented a grant procedure and application form to support members of the community if they wished to apply to the Parish Council for funds. Applications should be sent to the Clerk in the first instance who will then present the application to the Finance Committee for them to make a recommendation to full Council. The form and procedure will be available on the website. The adoption of the procedure and application form was proposed by S Bartlett, seconded by J Bray and RESOLVED by a unanimous vote.

ACTION: CLERK

(d) **Funding & Expenditure requests**

- i) Defibrillator- £2,000 – J Bray reported that two options had been investigated. The first provided a unit which was then owned by the Parish Council, who would be responsible for insurance and repairs. The second provider had quoted the same price but this organisation retained ownership and would replace/repair the unit should there be any problems, in addition, they would service the unit. Both options came with training for the whole village. The defibrillator would need to be checked daily. The second company will also help to source retrospective funding. The proposal is that the unit would be placed it outside the social club. The purchase of the defibrillator at a cost of £2,000 from the second provider AEDdonate was proposed by S Bartlett, seconded by S Ramus and RESOLVED by a unanimous. C Jackman offered to support the purchase by contributing £500, members thanked her for her generous offer. Members agreed that they Parish Council should pay the Memorial Hall for any expense incurred by the installation of power required by the unit.

ACTION: CLERK

- ii) Wilbraham Sports Club – Electronic scoreboard £2,500 – Due to the severe state of disrepair the current manual scoreboard is in, Wilbrahams’ Cricket Club have applied for a grant of £2,500 to replace it with an electronic version. J Bray queried the viability of the Cricket Club, R Tippen advised that he was confident that there would be one side playing next year and hopefully two. J Bray raised concerns over how the wider village would view the use of this money for such an item, however, she also commented that it would be a good advert to residents that money is available to support the community. P Davis felt that this had been suggested for additional funds which may be available from further property developments. The approval of the grant up to £2,500 for the purchase of the scoreboard was proposed by S Bartlett, seconded by J Bray and RESOLVED by a unanimous vote.

ACTION: CLERK

- iii) Queen’s 90th Birthday Party – Expenses - £400.31

The meeting was closed to hear views from the public 8.38pm.

A member of the working party behind the celebration reported on its success and requested payment to cover expenses.

The meeting was re-opened at 8.43pm

S Bartlett proposed, J Bray seconded and it was RESOLVED by a unanimous vote that expenses of £400.31 be paid to the working party.

ACTION: CLERK

- (e) **NS&I Signatory Authorisation** – The Clerk presented forms to be signed by Parish Councillors to add their signatures to the NS&I Investment account. S Bartlett proposed, J Bray seconded and it was RESOLVED by a unanimous vote that this document be signed by S Bartlett, S Ramus, R Tippen, J Bray and P Davis and be witnessed by three members of the public. The Clerk was asked to submit documentation to the NS&I.

ACTION: CLERK

- (f) **Minutes of Finance Meeting 6th July 2016** – For information only

- (g) **Review investment policy** – R Tippen advised that the Finance Committee recommended that this be reviewed once the operation of the new Unity Trust Bank account had been assessed.

ACTION: R TIPPEN

- (h) **Review risk strategy** – As recommended by the Finance Committee, the acceptance of the Risk Strategy was proposed by R Tippen, seconded by S Bartlett and RESOLVED by five members with one member abstaining as they had not had the opportunity to review the document.

ACTION: CLERK

- (i) **Review of systems of internal control** – R Tippen advised that the internal auditor had made some minor recommendations and these needed to be incorporated into the Parish Council's procedures. Once these were in place the system of internal control should be reviewed at the next meeting.

ACTION: CLERK

- 16-17/30 **Review of Standing Orders and Publication Scheme** – Members agreed to the Clerk's request that the review of Standing Orders be postponed until the September meeting. It was proposed by R Tippen, seconded by J Bray and RESOLVED by a unanimous vote that the updated publication scheme be adopted and added to the website.

ACTION: CLERK

- 16-17/31 **Review code of conduct** – Members agreed to adopt the updated Code of Conduct and requested that the Clerk add this to the website.

ACTION: CLERK

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 |

R Tippen confirmed that the land deeds were being reviewed.

- (b) **Review of rents for Parish Lands** – The Finance Committee proposed that members agree to the fees remaining the same for 2016-2017 subject to members reviewing the renewal

agreements.

ACTION: CLERK

- (c) **To receive Environmental Report** – S Bartlett presented a full report. S Bartlett advised that he will be making contact with the contractor regarding problems with the cutting of village verges. S Bartlett reported various Elm trees dying from Dutch Elm disease in the village.

16-17/33 Highways

- (a) **To receive Highways Report** – S Bartlett presented a report on highways, which covered numerous projects and issues that the Parish Council was working on.

The meeting was closed to hear views from the public 9.03pm.

A member of the public explained the drainage problems in Church Street and various other areas of the village. He reported that he had written to the County Council and Lucy Frazer.

There appeared to be a perceived issue with the size of the pipes of the drains which is believed to be causing the problems especially with flash flooding. J Bray requested that Angle End be included in the list of areas where there was concern.

The meeting was re-opened at 9.12pm

J William advised that the County Council had flushed the drains in the village to ensure that there was no blockage. They will now take an initial assessment which will go the flood team for further investigation. The findings of this investigation will be discussed with the Parish Council. A resident had reported the problem on Mill Road, including some ponding which freezes in winter. S Bartlett advised that the Parish Council would talk to the County Council about all these issues.

S Bartlett advised that a work order is in place for the curbs at Angle End to be repaired. J Bray reported that along with the problem with the curb there was an issue with the pavement. It was reported that a resident had requested some additional dropped curbs. S Bartlett reminded everyone that all highways issues could be reported on the www.cambridgeshire.gov.uk website. The Parish Council has also received a request to extend the pavement on Station Road.

S Bartlett advised that the Speedwatch scheme had now lapsed, however, the Parish Council were considering the purchase of speed reduction wheelie bin stickers.

16-17/34 Planning and Tree Applications

(a) **Planning application**

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|----|--------------|---|--------------------------------|--|
| 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. |
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- The Parish Council awaits the response; the hearing is scheduled for Friday 22nd July.

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

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|----|--------------|---|------------------|---|
| 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.

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|-----|--------------|---|------------------|---|
| 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.

- 16-17/39 Meeting with Lucy Frazer** – S Bartlett confirmed there would be an open forum with Lucy Frazer on Tuesday 2nd August at 6.30pm at Wilbrahams Memorial Hall to enable residents of Great Wilbraham and Little Wilbraham & Six Mile Bottom to talk to her about issues that concerned them. S Ramus confirmed that the Primary School had circulated this event to all parents.
- 16-17/40 Matters for future consideration** – S Bartlett advised that he had been in contact with the Headteacher of Great Wilbraham Primary School who would like members of Parish Council to meet with members of the primary school parliament. S Bartlett also suggested a request be made to the Youth Club to present any ideas or requests they had for the village.
- 16-17/41 Proposed dates and venue of next meetings**
15th September 2016, 17th November 2016, 19th January 2017, 16th March 2017, 20th April (APM Annual Parish Meeting) and 18th 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.

There being no further business the meeting closed at 10.04pm.