

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council

Held Thursday November 17th 2016, 7.30pm at the Wilbrahams' Memorial Hall

Present: Stephen Bartlett (Chair), Sally Ramus, Roddy Tippen, Patricia Davis and Joy Bray.
The Clerk, Natalie Mulvey and five members of the public were in attendance.

16-17/79 To receive and approve apologies for absence - Apologies had been received from C Jackman which were accepted.

16-17/80 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

16-17/81 Open Forum for Public Participation and Wilbraham's Youth Group Presentation (20mins) – A resident asked whether there would be an opportunity to discuss the speeding in the village with Councillor Williams. S Bartlett advised that Councillor Williams had sent his apologies. A resident complained about the damage being caused by passing traffic to the Church wall, this had increased during the road closure. A resident reported the poor condition of the established verge layby on Mill Road and queried whether it would be possible for the layby to be removed? J Bray responded that the layby was needed to encourage people to enjoy the wood, however, the Parish Council would investigate options to improve the situation. S Bartlett advised that meetings had taken place between the Parish Council and Highways to improve their relationship and he hoped some progress would be seen in the village shortly. Children and Helen Torode from Wilbrahams' Youth Group joined the residents. S Bartlett questioned them on what they liked about the village and any improvements they thought could be made. The children explained that they enjoyed the open spaces, the good size green for use in the summer and how they benefited from the hall in winter. S Bartlett had received feedback that improvements to the recreation ground would be welcomed. The children agreed and suggested it could be made more colourful and appropriate for all ages. One child requested that the goal be improved to stop the ball going into a near garden. S Bartlett asked whether the Youth Group would be willing to support the village and in return the Parish Council could donate funds to increase activities available to the Youth Group. The children agreed that this was good suggestion. S Bartlett thanked the group and H Torode for joining the meeting.

A member of the public requested that all minutes be placed more promptly on the noticeboard.

16-17/82 To sign and approve minutes – Minutes of the meeting held on 15th September 2016 were proposed by S Ramus, seconded by J Bray and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

Minutes of the meeting held on 11th October 2016 were proposed by S Ramus, seconded by J Bray and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

Minutes of the meeting held on 9th November 2016 were proposed by S Ramus, seconded by J Bray and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

16-17/83 Matters arising / Chairman's correspondence / Clerk's report – The Clerk reported that there had been further discussions with SCDC regarding the lights on Toft Way and hoped some

progress would be seen shortly. A letter had been received from Lucy Frazer MP offering to write articles for the Parish to keep them informed. Members requested that the Clerk accept Lucy Frazer's offer.

ACTION: CLERK

16-17/84 County & District Councillors Report & Questions

- (a) District Councillors Report – R Turner had sent his apologies. S Bartlett summarised his report which highlighted the timetable for the implementation of devolution.
- (b) County Councillors Report – J Williams had sent his apologies. S Bartlett summarised his report. Road gritting has been cut this year. The City Deal Board commissioned a review of 12 existing "Greenway" cycle routes. This review has now been published and it proposes a new route from the Wilbrahams to Bottisham via Wilbraham Road. However, J Williams advised that there is currently no funding but it is expected that the review will be used to obtain S106 contributions.

16-17/85 Finance

Total funds as of 28th October: £61,458.53 **This includes S106 funds:** £10,686.23

Current account balance: £48,759.77 **Savings account:** £12,698.76

- (a) **Review Parish Council Calendar** – All actions on the calendar are up to date. It was requested that the calendar be added to the website.

ACTION: CLERK

(b) To approve payments of:

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| i) | PKF Littlejohn LLP – Annual Return | £480.00 |
| ii) | Burwell Print – 17551 – Autumn 2016 Warbler | £363.60 |
| iii) | United Trust Bank Charge – June 2016 | £18.00 |
| iv) | CGM Group – October – Invoice 201746 | £289.20 |
| v) | CGM Group – September – Invoice 201543 | £289.20 |
| vi) | K Isaaks – Smartwheelie – Invoice 161101.1 | £70.00 |
| vii) | N Start – Parish Cemetery – 30 th July – 31 st October | £286.00 |
| viii) | J Ingram – Parish Cemetery – Clearance 31 st October | £112.00 |
| ix) | Natalie Mulvey – Clerk Salary September | £266.65 |
| x) | Natalie Mulvey – Clerk Salary October | £266.85 |
| xi) | Clerk Salary – Inland Revenue September & October | £133.40 |

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

(c) To report payments received:

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| i) | Meadow Primary School – Warbler Receipt | £15.00 |
| ii) | Bottisham Dental – Warbler Receipt | £25.00 |
| iii) | Helen Clarke – Warbler Receipt | £25.00 |
| iv) | PIMS – Warbler Receipt | £40.00 |
| v) | Wheelie Fresh Bins | £15.00 |
| vi) | David Crowther – Allotment Fee | £10.00 |
| vii) | Brian Purkiss – Allotment Fee | £18.00 |
| viii) | Hazel Patten – Allotment Fee | £18.00 |
| ix) | Nigel Start – Allotment Fee | £18.00 |
| x) | Fran & Clive Ellis – Allotment Fee | £10.00 |
| xi) | J, J & A Paul – Land Rent | £157.00 |
| xii) | SCDC Precept (1/2) | £11,000.00 |
| xiii) | AJ& PA Deller – Allotment Fee | £10.00 |

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| xiv) | Hawk Mill Farms – Parish Land Rent | £763.47 |
| xv) | TH Tree Surgery – Warbler Receipt | £75.00 |
| xvi) | J E M Baysham – Warbler Receipt | £40.00 |
| xvii) | The Carpenters Arms – Warbler Receipt | £25.00 |
| xviii) | Ernest Doe – Warbler Receipt | £40.00 |
| xix) | Mark Lockley – Allotment Fee | £10.00 |
| xx) | Claire Jackman – Defibrillator Donation | £500.00 |
| xxi) | J&J Drake – Warbler Receipt | £25.00 |
| xxii) | Cooper Barnes Ltd – Warbler Receipt | £40.00 |
| xxiii) | Beaumont Butchers -Warbler Receipt | £40.00 |

- (d) **To receive funding and expenditure requests** – S Bartlett advised that the Finance Committee had supported the proposal from CCC Highways that would cost £5,538.56 to provide a white line, pavement improvement and signs stating unsuitable for HGV's. To accept this proposal, they had requested that Great Wilbraham Parish Council pay a 40% contribution of £2215.42. This included a charge of £185.74 to be paid by the residents of Temple End. It was advised that weight limits can be put on bridges for environmental reasons. It was proposed by S Bartlett, seconded by J Bray and RESOLVED by a unanimous vote to approve expenditure of £2215.42.

S Bartlett introduced L Carr to explain her request for funding to support the increased cost in maintaining both the Church and Churchyard.

The meeting closed at 8.26pm.

L Carr reported that money for the Church is currently raised from donations and a property at Benstead End. Historically a group of volunteers had supported by maintaining the grounds, finding these volunteers is becoming increasingly difficult. A quote for £3000 had been received for required tree work. L Carr explained that maintaining the Church and yard is extremely important; any support the Parish Council could give would be gratefully received.

A member of the public advised that a request would be forwarded to the Parish Council to support a new neighbourhood watch initiative once the PCSO had been in touch to help set it up.

The meeting re-opened at 8.36pm.

S Bartlett requested that L Carr submit a grant application form, he advised that the Parish Council had allocated £630 in the budget to support ground maintenance in the churchyard. S Bartlett thanked L Carr for time and the explanation.

S Bartlett asked whether any further information had been received on the request for the mower. R Tippen advised that the investigation was on going and at present the Parish Council did not have sufficient S106 funds to support the potential application.

R Tippen advised that he would be seeking approval for funds to purchase a bench to be sited on Butt Lane. He would investigate options and costs and report back to the Council.

ACTION: R TIPPEN

- (e) **Certified Annual Return** – For information only
- (f) **Minutes of Finance Committee Meeting 11th October 2016** – For information only
- (g) **Budget Review & Setting of Precept** – At the Finance meeting held on 11th October the committee reviewed the year and discussed any changes for 2017-18. This included the potential cost cutting by and contributions from SCDC. The Finance Committee agreed that it was likely that the Parish Council may need to fund more highway maintenance.

The final budget based on a precept of £24,000 reports a slight deficit of £600. This precept is slightly higher than the previous year. P Davis asked whether sufficient funds had been allocated to the website. It was proposed by R Tippen, seconded by S Ramus and RESOLVED by a unanimous vote to approve a precept of £24,000 for 2017-18.

ACTION: CLERK

16-17/86 To review and adopt Standing Orders – It was proposed by J Bray, seconded by P Davis and RESOLVED by a unanimous vote to adopt the new Standing Orders.

ACTION: CLERK

16-17/87 Parish Lands, Assets & Environment

- (a) **Parish land and rent agreement update** – S Bartlett reported that a letter had been received from David White offering to purchase the land at Brimstone Fen. S Ramus reminded the Council that should the Parish Council wish to sell the land they would need to seek agreement from the village. Members agreed that the sale of the land is not of interest at the moment, but they may consider it at a later stage. The Clerk was asked to respond.

ACTION: CLERK

16-17/88 Highways

- (a) **To receive Highways Report** – S Bartlett circulated a detailed report. The report included information on a meeting with Highways to discuss drainage problems. Confirmation that the Angle End gulleys had been cleaned and flushed in October.
- S Bartlett reported that the Mill Road project has been abandoned and members expressed their disappointment to hearing this news. Members raised their concerns that Mill Road would not be gritted in the winter months.
- The kerb at Angle End has been repaired and a works order to repaint the white lines on the sharp bend on high street/church street has been raised.
- During a walk of the village with Nicola Burdon the Station Road pavement had been proposed as a problem that could be considered for the 2017 Local Highways initiative. A complaint had been received from a member of the public about speeding and inconsiderate parking by contractor's vehicles near to the school. It was believed that this problem has been made worse by work taking place in the area. The clerk was asked to respond and S Ramus agreed to follow up with SCDC. Members discussed the various options being investigating to remedy the situation, including investing in radar speed signs. S Ramus advised that Wadlow Farm had funded these for other local villages, however, a speedwatch initiative would be needed to support the application. Mill Road was highlighted as another issue for speeding.
- A Goryn left the meeting at 9.39pm.*

ACTION: CLERK/S RAMUS

16-17/89 Planning and Tree Applications

- (a) **Planning information and responses from the planning department** – S Ramus reported that she had responded to a questionnaire advising that the Parish Council would prefer to receive paper copies of plans on occasions. S Ramus felt the Parish Council were encountering issues with the planning department due to the recruitment of new members of staff.
- (b) **Planning enforcement complaint – S/1658/15/FL** - S Ramus reported that following a complaint about the Frog End development, that the construction of the new house was not in line with the planning application. The enforcement officer had visited and served an enforcement order.

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

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| S/2258/16/DC | 57, Frog End, Great Wilbraham, Cambridge, CB21 5JB | Simon Gusterson | Discharge of Condition 3 of application S/2189/14/LB which states that the listed outbuilding shall be fully recorded before and during works by means of photographic survey. Copies of the final, completed survey shall be submitted to the Local Planning Authority and the County Records Office within one year of the completion of works. |
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- SCDC grants permission subject to planning conditions 20th October 2016

(d) **Tree Applications (to undertake work on trees situated in a conservation area)**

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| S/2990/16/TC | 33 High Street, Great Wilbraham | Mr Johnson | Fell one Sycamore Tree |
|--------------|------------------------------------|------------|------------------------|

- Members agreed a no objection recommendation for the tree application.

16-17/90 Reports from working parties

(a) **Community**

- i) **Memorial Hall** – S Ramus reported the hall committee were investigating whether the provision of broadband would be cost effective. Funding has been received from SCDC for a soundproofing door to the hatch in the kitchen (from the meeting room) and hand dryers. The logo was being reviewed. Lettings are going well and the accounts are showing a break even.
- ii) **Parish Cemetery** – J Bray requested a decision be made on painting the gate black and that approval be given for expenditure on a sign. Members agreed that N Start be asked to paint the fence and a sign be proposed for approval. S Bartlett reported that he was reviewing the ongoing maintenance arrangements.
- iii) **Community Cohesion** – J Bray reported that a meeting had taken place to discuss a village party in conjunction with the Wilbrahams' Memorial Hall Committee and a date of 17th December had been agreed. The Parish Council has been asked to support the event with funds up to £500. Members agreed to support this application to a limit of £500, S Bartlett suggested that the Parish Council write to the Wilbrahams' Hall committee requesting that any funds raised at the event would be reimbursed to the Parish Council.

ACTION: CLERK

(b) **Communication**

- i) **Website & Dropbox Electronic Filing** – P Davis reported that a meeting with a possible new provider was scheduled for next week. S Ramus advised that she had found working with the new dropbox system straight forward. P Davis confirmed she would circulate instructions to all members and the Clerk would, to start with, share the folders on an individual basis.

ACTION: P DAVIS/CLERK

16-17/91 Affordable Housing – S Bartlett advised members of the new national incentives for affordable housing. S Bartlett advised that he had received a contact from Bidwells and will meet them to

maintain a dialogue. Currently the Parish Council is not aware of any affordable housing schemes proposed for the village.

16-17/92 Neighbourhood Watch – S Bartlett reported that a resident was investigating reestablishing the initiative.

16-17/93 Current actions outstanding

Re-issue Parish Land agreements – ACTION: CLERK

Finalise defibrillator installation – ACTION: J BRAY

16-17/94 Matters for future consideration - None

16-17/95 Proposed dates and venue of next meetings

19th January 2017, 16th March 2017, 20th April (APM Annual Parish Meeting) and 18th May (Annual Parish Council Meeting)

16-17/96 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 10.18pm.