

# GREAT WILBRAHAM PARISH COUNCIL

## Parish Clerk – Mrs Natalie Mulvey

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

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## Parish Chairman – Mr Stephen Bartlett

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

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## AGENDA

Notice of full meeting: Full Council

Venue: Wilbrahams' Memorial Hall

Date: Thursday 18<sup>th</sup> May 2017

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 2017

Members: 6 Quorum: 3

17-18/1 Election of Chairman

17-18/2 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

v) Cambridge International Airport Consultative Committee

17-18/3 To receive and approve apologies for absence

17-18/4 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

17-18/5 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.

- 17-18/6 **To sign and approve minutes** of the meeting held on 16<sup>th</sup> March 2017.
- 17-18/7 **Review of Standing Orders, Financial Regulations and Publication Scheme**
- 17-18/8 **Model code of conduct and review Members' Register of Disclosable Pecuniary Interests – Members to consider any changes to their register of interests.**
- 17-18/9 **Parish Councillor Vacancies – Timetable for co-option**
- 17-18/10 **Annual Parish Meeting**
- 17-18/11 **Affordable Housing**
- 17-18/12 **Matters arising / Chairman's correspondence / Clerk's report – For information only**
- 17-18/13 **County & District Councillors Report & Questions**  
 (a) District Councillors Report – Robert Turner  
 (b) County Councillors Report – John Williams
- 17-18/14 **Finance**
- |   |            |                                  |            |
|---|------------|----------------------------------|------------|
| <b>Total funds as of 28<sup>th</sup> April:</b> | £65,593.21 | <b>This includes S106 funds:</b> | £10,686.23 |
| <b>Current account balance:</b>                 | £52,818.15 | <b>Savings account:</b>          | £12,775.06 |
- (a) **Approval of accounts for 2016/2017** – 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 Parish Council Calendar** – Members to review and discuss
- (d) **To approve payments of:**
- |       |   |         |
|-------|---|---------|
| i)    | Natalie Mulvey – Clerk Salary March         | £266.65 |
| ii)   | Clerk Salary – Inland Revenue March & April | £133.40 |
| iii)  | Natalie Mulvey – Clerk Salary April         | £266.85 |
| iv)   | Unity Trust Bank Charges – Jan, Feb & Mar   | £18.00  |
| v)    | Nigel Start – Parish Cemetery               | £79.99  |
| vi)   | Watchthedot – Invoice 2439                  | £100.00 |
| vii)  | Watchthedot – Invoice 2438                  | £105.00 |
| viii) | Watchthedot – Invoice 2436                  | £63.00  |
| ix)   | CGM – Invoice 205000 – Cemetery             | £102.00 |
| x)    | Robin Truss – Invoice 104                   | £90.00  |
| xi)   | Wilbrahams' Memorial Hall                   | £45.00  |
| xii)  | Scribe 2000 Annual Software Licence         | £308.40 |
| xiii) | CAPALC – Annual membership 2017             | £231.70 |
| xiv)  | SLCC – Annual membership 2017               | £93.00  |
| xv)   | Watchthedot – Invoice 2541                  | £450.00 |
| xvi)  | Aon UK Limited (renewal date 1st June 2017) | £784.80 |
- (e) **To report payments received:**
- |       |   |         |
|-------|---|---------|
| i)    | Roth C S Ltd – Warbler Receipt          | £60.00  |
| ii)   | Wheeler Fresh Bin Ltd – Warbler Receipt | £60.00  |
| iii)  | Shelford Cleaning – Warbler Receipt     | £15.00  |
| iv)   | Hayns S – Warbler Receipt               | £100.00 |
| v)    | J Baysham – Warbler Receipt             | £160.00 |
| vi)   | My Village Handyman – Warbler Receipt   | £160.00 |
| vii)  | Ann-Marie McCubbin – Warbler Receipt    | £15.00  |
| viii) | Fisher Carpets – Warbler Receipt        | £100.00 |

ix)	The Carpenters Arms – Warbler Receipt	£25.00
x)	Station Garage – Warbler Receipt	£25.00
xi)	Wilbraham Boiler Services – Warbler Receipt	£60.00
xii)	Little Wilbraham & SMB Parish Council – Cambridgewebsolution 50% contribution – INV-0055	£120.00
xiii)	Ernest Doe – Warbler receipt (31/3/17)	£40.00
xiv)	Beaumonts Butchers – Warbler receipt (30/3/17)	£80.00
xv)	SCDC Precept 17/18 A	£12,000.00
xvi)	Walden School – Warbler Receipt	£25.00
xvii)	The Carpenters Arms – Warbler Receipt	£25.00
xviii)	Dawling Ltd – FMQ – Warbler Receipt	£25.00
xix)	T H Tree Surgery – Warbler Receipt	£25.00
xx)	Colours of Dance – Warbler Receipt	£100.00

**(f) To receive funding and expenditure requests**

**(g) Minutes of Finance Committee Meeting 10<sup>th</sup> May – For information only**

17-18/15

**Parish Lands, Assets & Environment**

<b>(a) Re-affirm Parish Lands</b>	<b>Annual Rent 2016/2017</b>
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) Parish Asset Inspection Report / Health & Safety Report**

17-18/16

**Planning and Tree Applications**

**(a) Planning applications**

i)	S-1040-17-FL	Rear of, 29 Frog End, Great Wilbraham, CB21 5JB	GRN Ltd	New Garage
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**(b) Results of planning applications – for information only**

i)	S/0360/17/VC	Land formerly known as 22, Frog End, Great Wilbraham	Mrs Caroline Bird	Variation of condition 1 (approved plans) of planning permission S/1658/15/FL
- SCDC grants permission subject to planning conditions 27 <sup>th</sup> March 2017				

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

i)	S-1280-17-TC	18 High Street, Great Wilbraham, CB21 5JD	Prigmore	T1 – Pine: Fell
ii)	S-1439-17-TP	42, Church Street, Great Wilbraham, CB21 5JQ	Andre Marsh	T1 – Birch: Fell to allow more light into the central garden area T2 – Apple (ivy covered): Reduce in height by 30% T3 – Yew (TPO): continuation of trimming as a topiary form.

17-18/17

**Current actions outstanding**

17-18/18

**Matters for future consideration**

17-18/19

**Proposed dates and venue of next meetings**

15<sup>th</sup> June 2017, 22<sup>nd</sup> July 2017, 14<sup>th</sup> September 2017, 16<sup>th</sup> November 2017, 18<sup>th</sup> January 2018, 15<sup>th</sup> March 2018, 29<sup>th</sup> April (APM Annual Parish Meeting) and 17<sup>th</sup> May (Annual Parish Council Meeting)

**17-18/20**

**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.