

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council
Held Thursday MAY 18th 2017, 7.30pm at the Wilbrahams' Memorial Hall

Present: Stephen Bartlett (Chair), Sally Ramus, Trish Davis and Claire Jackman (arrived at 7.48pm).
The Clerk, Natalie Mulvey and two members of the public were in attendance.

17-18/1 Election of Chairman

It was proposed by S Ramus, seconded by P Davis and RESOLVED by a unanimous vote to elect S Bartlett as Chairman.

17-18/2 Election of officers and representatives

(a) Vice-chairman – Sally Ramus

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

- i) Finance – R Tippen (Chairman), S Bartlett and S Ramus. A fourth member would be beneficial, S Bartlett suggested that a member be appointed following the co-option in July.

(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
- v) Cambridge International Airport Consultative Committee – S Bartlett

S Bartlett proposed that unless members had any objections they would continue in their current roles for 2017-2018.

17-18/3 To receive and approve apologies for absence - Apologies had been received from R Tippen and J Bray which were accepted.

17-18/4 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

17-18/5 Open Forum for Public Participation (10mins)

Repair work needed at the Church was discussed. A member of the public advised that costs were being investigated for the work needed and quotes had been received, however, they had been expensive. It was reported that work had started on the repair of one window which had been damaged by storm 'Doris'.

17-18/6 To sign and approve minutes - Minutes of the meeting held on 16th March were proposed by S Bartlett, seconded by S Ramus and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

- 17-18/7 **Review of Standing Orders, Financial Regulations and Publication Scheme** – All members agreed to adopt the policies for 2017-2018.
- 17-18/8 **Model code of conduct and review Members’ Register of Disclosable Pecuniary Interests** – The Clerk reminded members of their code of conduct and requested that they review their register of interests and update them if needed.
- ACTION: ALL
- 17-18/9 **Parish Councillor Vacancy – Timetable for co-option** – The Clerk presented a notice of vacancy for publication. All agreed to co-opt a new member at the July meeting.
- 17-18/10 **Annual Parish Meeting** – S Bartlett report the APM had been a successful and had opened discussions on various village issues. S Bartlett proposed that a Parish Council meeting be held in June to specifically to talk about the some of the issues raised. S Bartlett thanked R Turner & J Williams for their support at the meeting. The Clerk reported a complaint received about a section of the notes/minutes. All members agreed the notes/minutes should not be changed.
- 17-18/11 **Affordable Housing** – S Bartlett reported that the discussion on this subject at the APM had shown a fair majority supported the concept of issuing a new housing survey to restart the affordable housing process. Members all agreed that based on this it would be good to have a clean start and re issue the survey sponsored by the Parish Council. Members agreed that the questions need to be reviewed and reworded to ensure more transparency. It was proposed by S Bartlett, seconded by T Davis and unanimously RESOLVED to re-issue the housing need survey.
- 17-18/12 **Matters arising / Chairman’s correspondence / Clerk’s report** – For information only
S Bartlett asked J Williams if he would contact Nicola Burdon to follow up the request to repaint the lines around the Primary School and Church Street. S Ramus asked if J Williams could clarify exactly what work would be completed as all lines/markings/wording need renewing along with the red on the road. S Bartlett advised that the grant for £10,000 had been paid to the Memorial Hall Trustees to support the purchase of the new mower. It was reported that Neighbourhood Watch Group was working hard to raise awareness and that two invoices for payment would be submitted by the next Parish Council meeting. The Clerk reported on an email received regarding the allotments, it was suggested that this be passed to J Bray to investigate. A member of the parish had advised the Parish Council that the nursery has been told that once a month their staff would not be allowed to park on the Memorial Hall car park and therefore there would be additional cars parked around the village.
- ACTION: J BRAY
- 17-18/13 **County & District Councillors Report & Questions**
- (a) District Councillors Report – Robert Turner advised there was little to formally report since the APM. R Turner extended his congratulations to John Williams on his reappointment and confirmed that the Conservative James Palmer had been elected as the first mayor for Cambridgeshire and Peterborough.
- (b) County Councillor Report – John Williams confirmed that the newly formed Cambridgeshire County Council would meet for the first-time next week. He reported that a small group of cyclists from LW & SMB Parish Council had formed to try and apply pressure for a cycle path. S Bartlett advised that he had invited a member of this group to talk at the next GW Parish meeting to discuss their project. J Williams advised that LW & SMB Parish Council had met with Evan Laughlin and he had agreed that a weight

limit should be established to stop unnecessary large vehicles coming through the Wilbraham villages. He felt it would be good to start dialogue with the neighbouring parish as this would have an impact on Great Wilbraham. S Bartlett agreed to contact Evan Laughlin to ensure that GWPC were involved in the discussion. J Williams felt that the response from Evan had been a notable change in attitude toward this problem.

ACTION: S BARTLETT

17-18/14 Finance

Total funds as of 28th April: £65,593.21 **This includes S106 funds:** £10,686.23
Current account balance: £52,818.15 **Savings account:** £12,775.06

(a) Approval of accounts for 2016/2017 – Members to approve income and expenditure for 2016/2017, summary of receipts and payments and internal accounts (including list of assets).

S Bartlett reported on some of the significant differences to the budget. He confirmed that the finance committee had reviewed the figures and were all happy with what had been presented. Members approved the income and expenditure for 2016/2017, which included a summary of receipts / payments and internal accounts. Members thanked the internal auditor David Lee for his support over the past few years.

(b) External audit form – Members approved accounts and responded to the Governance statements. S Bartlett queried statement eight. The Chairman and Clerk signed the form in the appropriate places. The Clerk advised that the Parish Council was on schedule for all submissions. Members thanked the Clerk for her work.

ACTION: CLERK

(c) Review Parish Council Calendar – Members to review and discuss – The Clerk advised some items were not completed in line with the calendar, however, it was proposed that the calendar be adjusted to move some items to July.

ACTION: CLERK

(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

T Davis advised that the training session item xv had now been reduced to £400. It was proposed by S Bartlett, seconded by T Davis and unanimously RESOLVED to approve the payments as listed, except for invoice xv which would be paid at £400.

(e) To report payments received:

i)	Roth C S Ltd – Warbler Receipt	£60.00
ii)	Wheelie 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 – Cambridgeweb solution 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 – None received.

(g) Minutes of Finance Committee Meeting 10th May – For information only

17-18/15

Parish Lands, Assets & Environment

(a) Re-affirm Parish Lands

Annual Rent 2016/2017

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 – S Bartlett reported that the Finance Committee had reviewed the rent charges. They recommend a slight increase on the rental charges for allotments. It was proposed by S Bartlett, seconded by S Ramus and unanimously RESOLVED that as the allotment charges had remained the same for over three years a slight increase of £1.00 per annum for the small plots and £2.00 for the large plots be implemented.

ACTION: CLERK

(c) Parish Asset Inspection Report / Health & Safety Report – Members asked the Clerk to record members thanks to both J Bray and S Fordham for their working on this report. The report highlighted some remedial work required around the village, the Clerk was asked to investigate the costs of the repairs.

ACTION: CLERK

17-18/16 Planning and Tree Applications

(a) Planning applications

- i) S-1040-17-FL Rear of, 29 Frog End, GRN Ltd New Garage
Great Wilbraham, CB21
5JB

Members agreed that they had no recommendation for the application. Councillors would like to request that any conditions applied to previous applications on this property be also applied to this planning application.

(b) Results of planning applications – for information only

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

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

- i) S-1280-17-TC 18 High Street, Great Prigmore T1 – Pine: Fell
Wilbraham, CB21 5JD
- Members agreed a no objection recommendation for the tree application.
- ii) S-1439-17-TP 42, Church Street, Great Andre T1 – Birch: Fell to allow more
Wilbraham, CB21 5JQ Marsh 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.
- Members agreed a no objection recommendation for the tree application.

17-18/17 Current actions outstanding

Parish Lands and Agreements

17-18/18 Matters for future consideration

Parish Cemetery Rules & Regulations

17-18/19 Proposed dates and venue of next meetings

15th June 2017, 20nd July 2017, 14th September 2017, 16th November 2017, 18th January 2018, 15th March 2018, 26th April (APM Annual Parish Meeting) and 17th 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.

There being no further business the meeting closed at 9.07pm.