

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council Held Thursday 18th March 2021 7.30pm via video conference

Present: Stephen Bartlett (Chair), Sally Ramus, Sam Dhaliwal, Roddy Tippen, Emma Gant and Claire Jackman
District Councillors Claire Daunton and Graham Cone
Six members of the public.

The Clerk, Natalie Mulvey was in attendance.

20-21/119 To receive and approve apologies for absence – None

20-21/120 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

20-21/121 Open Forum for Public Participation (10mins) – None

20-21/122 To sign and approve minutes - Minutes of the meeting held on 18th January 2021 were proposed by S Ramus, seconded C Jackman, 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 25th February 2021 were proposed by S Ramus, seconded by C Jackman, and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

20-21/123 Matters arising / Chairman's correspondence / Clerk's report – The clerk reported that C Hanson has resigned as a member of the Parish Council. Members wished to thank him for all his time and commitment in supporting residents of Great Wilbraham. S Bartlett advised that a new dog litter bin had been installed on the High Street. He also reported that there had been a delay in the planting of the trees funded by the Zero Carbon Initiative. The clerk was asked to report the delay to the team.

S Bartlett reported that a letter had been received advising there would be some tidying up of the Glebe (Church) Land. S Bartlett confirmed that work had been completed and was of a high standard, however, the work was not as expected and residents had reported concerns. The piece of land has been proposed for the Great Cambridge 5-year housing land supply, but no decision has been reached. All agreed it was important to have good communication with residents and this could be improved. A resident had made contact and a response was provided for the village Facebook group. E Gant felt it was important that residents be able to raise their concerns and wanted to support the Parish Council in improving communication. S Dhaliwal raised the difficulty of communicating with all residents and consideration was needed to ensure all methods available were being used. All agreed to include the topic for discussion at the Annual Parish Meeting.

ACTION: CLERK

20-21/124 County & District Councillors report & questions

(a) District Councillors Report - Cllr G Cone provided a full written report; a copy will be added to the Wilbrahams website. Cllr G Cone highlighted that people caring for relatives who require PPE are entitled to this for free. It will be paid for by the Government until the end of June 2021. He also advised that the Newmarket Road would be closed between 26th March and 2nd April.

Cllr C Daunton provided a full written report; a copy will be added to the Wilbrahams website. C Daunton highlighted the medium-term financial strategy section in her report along with an update on housing.

(b) County Councillors Report - Cllr J Williams provided a full written report; a copy will be added to the Wilbrahams website. J Williams explained that CCC hopes to work with Parish Councils to plant wildflowers in their verges. From 1st April the Cambridgeshire and Peterborough Combined Authority will take over direct control of all transport matters in

the county including the contracting of bus services. S Bartlett queried if there was a connection between the increase in council tax and the shortfall in the highways grant. J Williams explained that there was not and the cut for highways has been applied throughout the country.

20-21/125 To discuss proposed transport working group – S Bartlett thanked D Richer and T Page for providing considerable information and for joining the meeting to allow members to ask questions. A discussion took place on the terms of reference (TOR) and proposed action plan for a transport working group.

The meeting closed 8.09pm

D Richer explained the frustration felt by residents over the number of HGVs travelling through the village. He believed a coherent and methodical approach was needed and this could be provided by the group. T Page reported that the group of volunteers would support the Parish Council as had been seen by other Parish Councils around the country.

S Bartlett asked members if anyone had any comments or questions on the TOR. S Dhaliwal asked whether the focus should be on road safety more than just HGVs. D Richer advised that another group in the village was working more broadly on this topic, but the group would happily work in parallel with them. T Page advised that they had not investigated domestic traffic as HGVs are their principal concern. R Tippen queried whether the three issues of safety, noise and damage would be covered. D Richer agreed they would.

S Dhaliwal queried the goal of the group. The aim was to provide the Parish Council with information and evidence. Investigating the issues caused by HGVs and hopefully recommend some solutions to alleviate the problem. It was felt to achieve this a group need to be established with this purpose. R Tippen queried the statement in the TOR on communication. Members unanimously agreed to support the formation of the working party. S Dhaliwal agreed to be the Parish Council representative and other members offered their support. Members requested slight amendments to the TOR. S Bartlett agreed to make the changes and circulate for approval. It was requested that the transport working group be an item for discussion at the APM.

Meeting opened 8.44pm

ACTION: S BARTLETT

20-21/126 To discuss traffic calming / highways matters including speed awareness campaign and school flashing warning lights. The clerk reported that there had been no news on the LHI application, however, she believed an indication of its success would be received by the end of March. S Bartlett reported that WE group are preparing costings for a new parking area and proposals for a road from the end of station road to the common for presentation at the APM. The clerk advised that there continued to be problems with the flashing lights by the school. It was suggested that the clerk contact Maciej Adamczyk (Highways Officer) to arrange a site visit to discuss the options available for replacements.

ACTION: CLERK

20-21/127 Planning and tree applications

(a) Planning applications

- i) 21/00415/HFUL 13 Church Close Single storey side extension
Great Wilbraham
CB21 5JL

S Ramus talked members through the application and advised that permission has already been given for a side extension some years ago (lapsed). Near neighbours have been contacted and only one has responded advising that they were happy with the proposal. The only concerns raised on the previous application had been about near trees.

Members agreed to SUPPORT the application. They wished to make the comments that they understand there are concerns about the trees at the rear of number 20 and care should be taken to preserve these.

- ii) 20/04784/HFUL 21 Temple End Proposed pair of driveway gates.
Great Wilbraham
CB21 5JF

S Ramus advised that this application had been requested by highways to ensure safety. The application has not materially altered. Members unanimously agreed to their original response of support for the application.

- (b) **To discuss the conifer trees at the top of Church Close** – E Gant queried whether any further work was planned on these trees. The trees had encroached on the car park and SCDC had removed some branches that were causing a problem. Members were not aware of any further work as they are on private property.

20-21/128 Finance

Total funds as of 28th February:	£75,996.18	This includes S106 funds:	£1,918.73
Current account balance:	£62,964.41	Savings account:	£13,031.77

R Tippen reported that there had been no significant changes since the review at the finance meeting and the finances remained in good shape.

- (a) **To review Parish Council calendar** – The Clerk confirmed that actions in the calendar were up to date and had circulated a new calendar/action plan for review.

- (b) **Minutes of Finance Committee Meeting 18th February** – For information only

- (c) **To approve payments of:**

i)	Natalie Mulvey – Clerk Salary January	£293.85
ii)	Natalie Mulvey – Clerk Salary February	£557.85
iii)	Clerk Salary – Inland Revenue January & February	£212.80
iv)	Little Wilbraham & Six Mile Bottom Parish Council – 1/3 Warbler Receipts	£579.00
v)	Public Works Loan – Memorial Hall - 11/50	£2364.76
vi)	Watchthedot - SSL (08/02/21-07/02/22)	£20.00
vii)	CAPALC Bitesize training – 2408	£30.00
viii)	Watchthedot – Updates & Maintenance 4804	£350.00
ix)	CAPALC Affiliation Fee Invoice 2021/2022	£293.77
x)	Scribe Accounts INV-1633 1 st May 2021	£345.60
xi)	OPUS Energy invoices 14/05/2020-17/02/2021	£442.28
xii)	Natalie Mulvey Clerk Office Expenses	£207.84

It was proposed by C Jackman seconded S Dhaliwal and it was unanimously, RESOLVED, that subject to inspection of the original invoices by R Tippen, to approve the payments as listed.

- (d) **To approve receipts of:**

i)	Cambridgeshire County Council – Grass cutting contribution	£556.25
ii)	Hawk Mill Farm – Land rent	£763.47
iii)	HMRC VAT receipt	£3062.20

- (e) **To receive funding and expenditure requests** – The clerk had circulated an application received from Wilbrahams' Environment Group requesting the sum of £200 to purchase equipment for a village litter pick. Members agreed that they supported the application and awarded the grant requested.

ACTION: CLERK

- (f) **To approve Parish Cemetery rules, regulations, and charges** - The clerk presented the rules, regulation and fees that had been reviewed and recommended by the Finance Committee. It was proposed by R Tippen, seconded by S Dhaliwal and unanimously RESOLVED that the new rules, regulations and fees be adopted.

- (g) **To approve Parish Risk Strategy and Assessment** - The clerk presented the GWPC risk

assessments that had been reviewed and recommended by the Finance Committee. It was proposed by R Tippen, seconded by C Jackman and unanimously RESOLVED that risk strategy and assessments be adopted.

20-21/129 Reports from working parties

- (a) **Memorial Hall** – S Ramus reported that due to the restrictions no events had taken place but a food only farmers market is scheduled on the recreation ground on 10th April.
- (b) **Parish Cemetery** – S Bartlett reported that the Well-brahams had planted in the cemetery and raised some concerns on the work. S Ramus reported comments that had been received from residents regarding the Parish Cemetery not being well maintained. S Bartlett advised that the first cut had been planned earlier than usual this year and this should improve the situation.
- (c) **Community Cohesion & Well-being** – S Bartlett reported that the Well-brahams had submitted documents for discussion and requested permission to proceed. Although an outline plan had been received a drawn plan is still needed. S Bartlett explained that the planting at the cemetery had raised some concerns over planting in the other locations of the village particularly the area by the Parish noticeboard. The clerk was asked to contact the group and request the drawings needed.

ACTION: CLERK

20-21/130 To report on Gigabit Broadband Vouchers – S Dhaliwal reported that the group had been pleased with 140 yes responses out of a possible 403 from residents in both Great Wilbraham and LW&SMB. The target was 25% which had been exceeded. S Dhaliwal felt with this level of interest the initiative will be approved. If it is, the next step is for residents to register for the voucher, this is time critical and would need to be done by the 30th March.

20-21/131 To report on Gypsy Roma Travelling Training – E Gant reported that training she had attended was informative. It gave a good background on a characteristic protected under the equality act. The training looked at how a parish council can work with Gypsy Roma families who come to the village and how they can support the community in trying to be more accepting. E Gant advised that more training and grant funds were available. It was suggested that there be a named parish councillor who would make initial contact should a family arrive in the village. E Gant advised she would be happy to take on this role.

20-21/132 To discuss options for Annual Parish Meeting – Members agreed to hold the APM virtually on 22nd April. The clerk and S Bartlett agreed to propose an agenda.

ACTION: CLERK/S BARTLETT

20-21/133 To discuss annual parish inspection report – The report was postponed for discussion at the next meeting.

20-21/134 Current actions outstanding – None

20-21/135 Matters for future consideration – None

20-21/136 Dates of next meetings

22nd April (APM Annual Parish Meeting) and 20th May (Annual Parish Council Meeting)

20-21/137 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 9.43pm.