**MINUTES OF GREAT WILBRAHAM PARISH COUNCIL**

**MEETING NUMBER 2**

Held at Wilbraham’s Memorial Hall on 16th June 2022.

**Present**: Councillor Sally Ramus; Councillor Hilary Burton; Councillor James Harmer; Councillor Sam Dhaliwal; Councillor Roddy Tippen; Councillor Claire Jackman, County Councillor Claire Daunton.

3 Members of the public.

**Members: 7 Quorum 3**

**Clerk:** Mrs S Chambers-Turner

Meeting opened at 7.30pm

**19. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

None

**20. MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION**

Councillor Burton Planning Application 22/01976/FUL, this was not accepted by Chair Ramus as Councillor Burton had not been consulted about the application in a private capacity.

**21. OPEN FORUM FOR PUBLIC PARTICIPATION**

It was raised as a continuation of the Annual Parish Meeting that the Parish Council should consider a zebra crossing at the school. The Transport Working Group would be happy to work with the Parish Council to involve the school, parents and children to ascertain the community’s opinion. This matter will be passed to the Highways, Transport and Cycleways group for further discussion. A member of the public has asked whether permission would be given for the gate at the Parish Cemetery to be painted and that they were volunteering to do so. The Parish Council confirmed that they would more than happy for the gate to receive some maintenance and thanked the parishioner.

**22. TO APPROVE MINUTES OF MEETING HELD ON 12TH MAY 2022**

It was proposed by Councillor Jackman, seconded by Councillor Harmer and resolved that the minutes of the meetings held on 12th May 2022 should be approved and signed.

**23. MATTERS ARISING/CHAIRS, COUNCILLOR AND CLERKS REPORTS**

Correspondence had been received from MAGPAS seeking a donation from the Parish Council. It was concluded that the Parish Council needs to establish a policy for charitable donations and that the community should be consulted. This matter will be revisited on a future agenda. The Jubilee Certificates were received from Burwell Print, unfortunately they contained the Welsh Jubilee Logo, so required reprinting and signing. Councillor Harmer is now in possession of all signed certificates ready for distribution. Councillor Page will collect the coins from the Clerk during the week.

**24. COUNTY AND DISTRICT COUNCILLORS’ REPORTS**

The District Councillors were not present at the meeting. It was asked by Councillor Daunton on their behalf if the Parish Council would be expecting a monthly report or whether they would rather have a bi-monthly report, which the Parish Council approved.

Councillor Daunton gave a report on behalf of the County, which included:

* Repainting of white lines and signage should take place in 3 – 4 weeks’ time, Councillor Daunton to contact Highways to address the 30mph limit sign that is in the wrong place.
* A new working group is drawing up criteria for applications of 20mph limits and zones. More details will be available in due course.
* Road classification consultation is ongoing which potentially is looking at reclassifying Coldham’s Lane and Ditton Walk in Cambridge, details can be found at <http://www.greatercambridge.org.uk/RoadClassification2022>

**25. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDNG ACCOUNTS**

Councillor Tippen gave an overview of the Parish Councils finances. The bank reconciliation was provided and approved by the Parish Council. **It was proposed by Councillor Tippen, seconded by Councillor Dhaliwal and resolved that June’s accounts should be settled.**

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| --- | --- | --- | --- | --- | --- |
| BACS | Mrs S Chambers-Turner | Computer Purchase | £495.18 | £123.80 | £618.98 |
| BACS | Mrs S Chambers-Turner | Salary May  | £436.70 | £0.00 | £436.70 |
| BACS | Mrs S Chambers-Turner | Salary June  | £436.71 | £0.00 | £436.71 |
| BACS | canalbs | Internal Audit | £166.26 | £0.00 | £166.26 |
| BACS | Opus Energy | Street Lighting  | £43.57 | £2.17 | £45.76 |
| BACS | CGM | Grass Cutting Cemetery | £244.86 | £48.97 | £293.83 |
| BACS | Mrs N Mulvey | Salary May | £329.67 | £0.00 | £329.67 |
| BACS | FCC ENVIRONMENT | Contribution to new swing set | £310.00 | £0.00 | £310.00 |
| BACS | Burwell Print | Jubilee Certificates | £34.10 | £6.82 | £40.92 |

**26. PLANNING MATTERS**

**22/01976/HFUL,** 31 Frog End, Great Wilbraham. Loft conversion to include a one-meter high, frosted glass Juliette balcony screen. Objections were received by the Parish Council, some near neighbours have not been consulted by the Local Planning Authority. The Parish Council have several objections which will be presented, which are compounded by the unlawful development that has already taken place.

**22/02177/HFUL, 22/02178/LBC** 23 High Street, Great Wilbraham. Demolition of rear entrance porch and erection of single storey rear extension. The Parish Council are happy to support the proposed application.

**22/02201/PRIOR**, 5 Toft Way, Great Wilbraham. Single storey rear extension. As this application is a prior notice, the Parish Council cannot comment on the development however, they are requesting further information on permitted developments for future use.

**Licensing application for Great Wilbraham Hall Farm, an** application had been made for a premises license which will run from November to January. The Parish Council offers no comment to this application.

**27. ALLOCATION OF MEMBERS TO WORKING GROUPS AND COMMITTEES**

**Councillors have been allocated to the following informal working groups:**

**Communication**  Councillor Harmer; Councillor Dhaliwal

**Village Maintenance** Councillor Jackman; Councillor Tippen

**Planning**  Councillor Ramus; Councillor Page

**Highways, Transport & Cycleways** Councillor Tippen; Councillor Ramus;

Councillor Dhaliwal; Councillor Page

**Community Led Plan** Councillor Burton; Councillor Page

**Cemetery** Councillor Harmer

**Well Being and Community** Councillor Burton

**Representatives for outside committees**

**Memorial Hall**  Councillor Burton

**Wellbrahams**  Councillor Ramus

**Wilbrahams’ Environment Group** Councillor Tippen

**Transport Working Group** Councillor Dhaliwal

**Common Right Holders** Councillor Page

**28. ANNUAL PARISH MEETING**

The Annual Parish Meeting was discussed, and several members of the community attended. The talk delivered by County Councillor Peter McDonald was well received and informative. It was however noted that only 3 feedback forms were completed, but these did not give a clear consensus of opinion. Various suggestions were made by Councillors and it was agreed that the process for the Annual Parish Meeting could be looked at in conjunction with communication and engagement. Next years meeting would be well planned in advance.

**29. COMMUNICATION AND ENGAGEMENT**

Councillor Harmer reported that communication with the community could be improved. It was proposed that the Farmer’s market would be an ideal opportunity for the Parish Council to have a stall, whereby residents are able to approach the Council in a less formal manner. Councillor Harmer stated that the use of posters to highlight what the Parish Council does and what it hopes to achieve would be an informative way of promoting the Parish Councils functions. It was also noted that the Parish Council meetings are longer than the standing orders allow for, which will need to be addressed. Typically, meetings are taking around 3 hours, which with appropriate use of working groups could be reduced. The Parish Council have agreed to a six-month trial of monthly meetings and will review after this time.

**30. DEVELOPMENT OF COMMUNITY LED PLAN**

Councillor Burton delivered a report on the development of a community led plan, in which it was suggested that the Parish Council should consider updating the Parish Plan which was conducted in 2006. The process is conducted through local people discussing and identifying what is important to them and for them to set out the vision for the future through the use of an action plan. There is more than one option available, a Neighbourhood Plan, Village Design Statement or Community Led Plan. **It was proposed by Councillor Burton, seconded by Councillor Tippen and resolved that the Councillor Burton and Councillor Page should investigate further to see what is best suited to Great Wilbraham and report back to the Parish Council.**

**31. HOMES FOR UKRAINE**

Councillor Burton delivered a report on Homes for Ukraine. Although there had been many offers for both financial assistance and offers of help with accommodation, no established system has been put in place. It was highlighted that Shelford seems to have a well-established system; Councillor Burton suggested that a liaison between the groups could help Great Wilbraham become more established**. It was proposed by Councillor Tippen, seconded by Councillor Jackman and resolved that the Homes for Ukraine working group should formally liaise with the Shelford’s group and create a steering group. It was further proposed by Councillor Tippen, seconded by Councillor Harmer and resolved that the Parish Council should make £500 available to the working group to assist in anyway they deem suitable.**

**32. CURRENT OUTSTANDING ACTIONS**

The Village Report has now been finalised, Clerk to distribute to all Councillors.

**33. MATTERS FOR FUTURE CONSIDERATION**

The TWG wish for the Parish Council to consider a request for following through a reduction in speed limit to the 20mph throughout the village. MVAS, surveys and Data collection, the ‘rat run’ through the village and the installation of a zebra crossing at the school.

**34. AGENDA ITEMS FOR THE NEXT MEETING**

Charity Funding

Farmers Market Stall

*Items for inclusion on next months agenda to be sent to the clerk 7 days before the meeting.*

**35. DATE OF NEXT MEETING**

Full Council meeting, 7.30pm on 21st July 2022 at Wilbrahams Memorial Hall.

**Meeting closed at 10.30pm**