

# WILBURTON PARISH COUNCIL.

Chairman: Mr Chris Fella

Clerk: Mrs G Woods

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22 Longfields

Ely

Cambs

CB6 3DN

## Minutes of a meeting held on Monday 10 March 2014 in St Peters Hall

**Present: Councillors Fella, Hennessy, Warren, Yarrow, Reynolds, Forsyth and Dodson. 1 local resident.**

### **010314. Apologies, Acceptance of apologies and declarations of interests.**

Apologies were accepted from Councillor Furness.

### **020314. To consider approving of the minutes from the monthly meeting held on 10 February 2014.**

**Resolved: - It was agreed that the minutes of the monthly meeting held on 10 February 2014 should be approved.**

**Action Point: - Clerk to send the minutes to the Village Voice and add them to our website.**

### **030314. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.**

Session closed.

Further safety concerns were raised regarding the day that a Fire engine, arranged to give safety information to the children at the School, struggled to gain access and get out of Car pond Lane, even though letters had been issued to parents.

There were also concerns regarding the tree in front of school, which was checked by the tree officer last year, and some confusion whether this was on land owned by the Parish Council or East Cambs District Council. Peter Haine (tree surgeon) advised that the tree was dead and will need to come down at some stage.

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Forsyth that the tree surgeon at East Cambs District Council should be consulted regarding the tree at St Lucas Court and asked how regularly the trees should be checked. All in favour.**

**Action Point: - Clerk to contact Tree surgeon regarding the above.**

### **040314. Reports from County and District Councillors.**

None

## 050314. FINANCE

(a) To approve the following accounts to pay:-

Clock-winding - £47.66  
Caretaking – St Peter’s Hall - £329.33  
Parish and Booking Clerk - £417.56 (underpayment of £40.00 in Feb)  
HMRC - £274.80  
Petty Cash - £65  
AmeyCespa (East Ltd) £4000  
Wilburton Baptist Chapel - £25.00  
Rent of football ground April 14 - £37.50  
Church for electricity lights - £30.00  
Electricity – Hall - £270.34  
Electricity – Floodlights - £12.98  
Electricity – Pavilion - £147.95  
Lights/Bulbs for St Peters Hall - £97.76  
Replacement chq for Baptist church - £25.00

**Resolved: - It was proposed by Councillor Fella and seconded by Councillor Forsyth that all the accounts be paid. All in favour.**

**Resolved: It was proposed by Councillor Dodson and seconded by Councillor Reynolds that the Kompan quotation be approved in principle, and the payment raised once approved by six Councillors. All in favour. Invoice must be addressed to the Council at the Clerk’s address.**

## 060314. PLANNING

Applications:-

Erection of day room/utility block ancillary Construction of wooden building (retrospective) – Second Field West of Pony Lodge Grunty Fen Road, Witchford – Ref no 13/00863/FUL – comments by 24 March 2014 – This application was opposed by Councillor Dodson and Councillor Fella due to the fact it was retrospective and building works still continued after being asked to stop by East Cambs District Council. When Council voted 3 supported, 2 were against and 2 abstained.

Councillor Yarrow gave details of new entrance site to other development and Clerk to report to East Cambs District Council and copy in Councillor Hunt.

Single storey side and rear extension – Old Ivy House, 69 High Street – Ref no 14/00209/FUL – comments by 20 March 2014 – No objections.

Retrospective application for five rows of solar panels, security fencing and cameras, access tracks and associated works – Solar Farm, South of Mingay Farm, Twentypence Road – Ref No 14/00098/FUM – comments by 25 March 2014 – Councillor Dodson raised concerns that this should have been checked by East Cambs District Council and Councillor Yarrow raised concerns regarding the drainage. Although no objections Councillor Warren asked for clarification regarding the lack of inspection and drainage.

Approved: - None

**070314. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.**

**Resolved: - It was agreed to call an Emergency meeting proposed by Councillor Fella on 24 April to discuss expenditure and budget items.**

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Reynolds that a new dog bin lid be ordered for Berristead. All in favour.**

**Action Point: - Clerk to order dog bin lid.**

**Resolved: - It was agreed that for Health and Safety reasons that a second hand buffer machine be arranged for St Peters Hall.**

**Action Point: - Councillor Warren to organise second hand buffer machine.**

**Resolved: - It was agreed that reports were required from Keeley's regarding the condition of the cottage before a new kitchen would be fitted.**

**Action Point: - Clerk to contact Keeley's.**

**Resolved: - It was agreed that the action points should be sent to Councillors in the form of a pdf file and not the entire spreadsheet.**

**Action Point: - Clerk to arrange.**

#### **080314. MATTERS ARISING**

(a) Social Club Lease Update

**Resolved: - It was confirmed under action points that the Lease had been amended and issued to Nigel Tiley at the Social Club.**

(b) St Peters Hall – Sub-committee and flooring to small committee room/Electrics/Stage repairs/Booking form amendment

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Fella that the booking form be amended to confirm that a fee will be payable to the Social Club for the use of the bar. All in favour.**

**Action Point: - Clerk to amend booking form.**

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Fella that Councillor Warren could get the wall hung kettle to the kitchen in St Peters Hall for a budget up to £200.00. All in favour.**

**Action Point: - Clerk to advise Councillor Warren/contractor of telephone numbers.**

(c) How to run the WPC paper/Proposals for sub-committees/Fund raising working parties/Risk Assessments/Box Paperwork

**Resolved: - It was confirmed by Councillor Forsyth that he would be forwarding proposals to be debated at the next meeting.**

**Action Point: - Councillor Forsyth to forward proposals and clerk to add to next Agenda.**

(d) Parish Traffic Management Plan

The school is considering changing parent waiting/pick-up/drop –off zone to inside the playground. Councillor Forsyth has a meeting with the Head of the school on Thursday to talk about safety and traffic issues in Car Pond including anti-social parking, of which some are being caused by workers at the School. A survey is going out to the residents and a possible part of the solution could be the use of Berristead more. Councillors Dodson and Warren have volunteered to be members of the working group.

(e) Parish Community Plan

It was confirmed that Councillor Reynolds, and 3 local residents were currently on the working group. They are currently waiting for membership to Acre to be arranged and looking to arrange a meeting in May to get more people involved.

(f) Playground working Group

Councillor Fella confirmed that the playground going ahead nicely and the date of completion should be by 20 March within deadline for AmeyCespa grant. Section 106 form has been completed and sent in to East Cambs District Council- the working group have spent a lot of time and effort and submitted an excellent application. Councillor Fella confirmed that three quotes had been obtained but did not have them so might be difficult to approve it, but the cost of the fencing from Kompan, who were proving the rest of the playground, was £11,440.10 exclusive of VAT, and asked to approve the quote, as we currently have enough in fundraising/donations to cover the difference between this and the Section 106 funds, and the fencing will take 4 weeks. Councillor Warren queried the amount but when details were confirmed, he agreed that this was reasonable. Councillor Forsyth advised that he was concerned that the fence should be pleasing and in concept. Councillor Fella confirmed that, if inclined and in tolerance with others, he would be inclined to put with one company, so any complaints could be addressed to one company. Councillor Dodson proposed, and was seconded by Councillor Fella, that irrespective of 106 funding that, as the majority had been funded by grants, that we say agree to the fence once three quotes confirmed, due to safety of children. Councillor Forsyth countered, and was seconded by Councillor Yarrow that, a) as the 106 application was specifically for the fence, committing other parish funds for this purpose was inappropriate, and b) as a fence was not a legal or safety requirement (which has been confirmed), that we therefore wait for section 106 funding approval to pay for the fence, which was due to be received in the next 4 days in any case. Counter proposal was voted on with 6 for, so motion carried.

**Resolved: - It was agreed that the fencing would be ordered once Section 106 funds were confirmed.**

(g) Signs and bins for Berristead/Speedwatch stickers for wheelie bins

Councillor Fella confirmed there are 2 bins at Berristead and queried whether we needed a third and also no litter signs. It was agreed to see whether these prove to be required. He also advised that he had been advised of drug smoking in Berristead and Hinton Way and will report this to Councillor Hunt and the police.

**Action Point: - Councillor Fella to advise of reports of drug smoking to police and Councillor Hunt.**

(h) Removal of street light at property on High Street

It was confirmed that the street light on 61 High Street had been removed and not replaced which makes the traffic junction dangerous.

**Action point: - Clerk to contact Council to see why removed and when being replaced.**

(i) Buildings of interest

**Resolved: - It was agreed that this item would be moved to the next Agenda.**

**Action point: - Clerk to add to next Agenda.**

(j) Website

Councillor Reynolds confirmed was in the process of building a new website using WordPress but would need to run this alongside existing website at an additional cost of £7.00 per month. It was proposed by Councillor Reynolds and seconded by Councillor Fella that this should be done. 4 Councillors agreed so motion carried.

**Resolved: - It was agreed that WordPress website would be run parallel to existing website whilst being built.**

#### **090314. CORRESPONDENCE NOT COVERED IN MATTERS ARISING**

ECDC – Weekly Highlights  
Rural Services Network – Newsletters  
Cambs Acre – Newsletter  
Highways - A11 Fiveways to Thetford Improvement Scheme Traffic Management update  
CLT Newsletter  
SLCC News Bulletin  
ECDC – Extra garden waste bins update  
CCC – Assessing adult social care  
Local Highways Initiative Scheme – unsuccessful grant application  
Resident – problems with dog walkers

Any other correspondence received before 10 March 2014

#### **100314. Councillors Questions – To receive any comments or questions from the Councillors**

Councillor Warren raised a query regarding the new kitchen for the Pavilion. Councillor Forsyth or Councillor Hennessy will check with the 77 committee. He also queried where the signs for the toilets were.

Councillor Warren stated that Barry Samuels had not received his letter of thanks regarding flooring to the stage at St Peters Hall.

Councillor Yarrow will speak to the caretaker of the Cemetery regarding grass cutting.

Councillor Fella requested that rubbish in Hinton Way be added to the Agenda for next month.

#### **110314. Date of next meeting – 14 April 2014**

Meeting Closed 10.00

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at [www.wilburtonparishcouncil.org](http://www.wilburtonparishcouncil.org)