

# WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

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## **Minutes of a meeting of the Grounds, Litter and Minor Works Committee held on Monday 13 October 2014 at St Peters Hall.**

**Present: Councillors Yarrow, Warren, Dodson and Fella.**

**MWC011014. Apologies, Acceptance of apologies and declarations of interests.**

None

**MWC021014. To approve any minutes from previous meetings.**

None

**MWC031014. Public Participation.**

None

**MWC041014. Review of Action Points from parish meeting to be carried out and any further actions to be agreed.**

**Resolved: - It was confirmed that a seat had been made for the bus stop. Thanks were given to Councillor Warren for building this and a letter of thanks to be issued to the local resident that assisted him.**

**Action Point: - Clerk to write letter of thanks as above.**

**Resolved: - It was agreed that, due to the amount involved, the quote for lighting at Berristead be raised at the next meeting of the full Parish Council.**

**Action Point: - Clerk to add to the Agenda for the next full Parish Council meeting.**

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Fella, that the minor amendments to the Cemetery terms and conditions be approved. All in favour.**

**Action point: - Clerk to print 6 copies to go with the burial book, laminate a copy for the Cemetery notice board and post a copy to the Parish Council's website.**

**Resolved: - It was agreed that the Clerk chase the letting agency requesting a copy of the latest inspection and arrangements for gaining entry to property for required repairs.**

**Action point: - As above.**

**MWC051014. Business Matters.**

- (a) To prepare a Budget for all areas covered by the Committee

Cemetery - £3,750  
Allotments - £500  
Cottage - £7,500  
Playground - £1,000  
Recreation ground - £6,500  
Hall maintenance - £10,000

**Resolved: - It was proposed by Councillor Warren and seconded by Councillor Fella, that the above budgets be submitted to the Finance Committee for the financial year 2015/2016. All in favour.**

- (b) To confirm renewal of tenancies and plots for the allotments

**Resolved: - It was agreed that the resident who expressed his intention to retire last year be contacted to confirm the expiry of his tenancy, and the renewal of the remaining tenancies and plots be added to the Agenda for the next meeting.**

- (c) To resolve any known issues at St Peters Hall

Councillor Dodson confirmed that she had been advised of a problem with the lighting desk at St Peter's Hall which will need to be repaired but there is some uncertainty as to who owns what equipment in the Hall.

**Resolved: - It was agreed that Councillor Fella would look into the issue with the lighting desk.**

**Resolved: - It was agreed to arrange a meeting between 2 members of the committee, Barry Starr from Wilburton Theatre Group and Dave Maltby from SWAT to do an inventory of the equipment, and ownership of the equipment at St Peters Hall.**

**Action point: - Councillor Dodson to arrange the meeting.**

**Resolved: - It was also agreed that Councillor Fella would, in the meantime, look into the problem with the lighting desk.**

- (d) To resolve any known issues at the Cemetery

**This was covered in action points as above.**

- (e) To resolve any known issues at the Cottage

**This was covered in action points as above.**

- (f) To resolve any known issues with the Pavilion maintenance.

Councillor Yarrow confirmed that he had advised the cricket club that the Council were not satisfied with the condition the pavilion had been left in. Councillor Fella raised the matter

of having the correct paperwork for the electrics for the Firework display. The Clerk advised that the fire extinguishers in St Peter's Hall were being serviced on 24<sup>th</sup> October, and the one from the Pavilion would need to be serviced at the same time.

**Resolved: - It was agreed that Councillor Fella would E-Mail Councillor Hennessy with details regarding the information required from the Fireworks Committee.**

**Resolved: - It was agreed that Councillor Warren would take the fire extinguisher to St Peters Hall ready to be serviced on 24<sup>th</sup> October 2014.**

**MWC061014. Correspondence not covered in Business Matters/Any other business**

The purchase of a Christmas tree was raised, and will be investigated and added to the Agenda for the next meeting.

**Action Point: - Clerk to add to Agenda for the next meeting.**

**MWC071014. Date of next meeting – First Monday in November 8.30TBC**

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)

Signed:

Date: