

WILBURTON PARISH COUNCIL.

Chairman: Mr Chris Fella

Clerk: Mrs G Woods

Tel. 07510 102444

Email: Clerk.wilburton@gmail.com

22 Longfields

Ely

Cambs

CB6 3DN

Minutes of a meeting held on Monday 14 April 2014 in St Peters Hall

Present: Councillors Fella, Forsyth, Dodson, Reynolds, Hennessy, Yarrow and Warren

010414. Apologies, Acceptance of apologies and declarations of interests.

Apologies were received from the Clerk Gillian Woods. No declarations of interest.

020414. To consider approving of the minutes from the monthly meeting held on 10 March 2014

Resolved: - It was agreed that, with a few minor amendments the minutes of the monthly meeting held on 10 March 2014 should be approved.

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

030414. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

Meeting closed

Councillor Dodson confirmed that she had been contacted by a resident of Berristead asking about when the Parish Council meeting was as they wished to address the Council in the public participation part of the meeting, but was awaiting on another local resident, to address issues regarding the play area, particularly with the bungalows.

Details of the communication/consultation process with residents of Berristead were as follows:-

14th January 2013 - Initial Letter describing Berristead playground possibility (which included contact phone number and email address).

April 2013 - Village Survey (delivered in person in Berristead by members of working group who chatted to many residents)

5th June 2013 - Update Letter (including information about Playground Stand at Beer Fest)

22nd June 2013 - Information Stand at the Beer Festival was well attended by residents

9th December 2013 - Letter - including description of unexpected funding opportunity, invite to Hall Consultation and the following: **We hope to see as many of you as possible on the 17th. If you are unable to make this date but would like to view the plans please contact us using the email address above or by telephoning Gillian Woods, the Parish Clerk, on 07510 102444.**

17th December 2013 - Consultation event in St Peter's Hall - very well attended including by some Berristead residents.

15th January 2013 - Update Letter (including full contact details again)

28th February 2013 - Schedule of Works Letter (including full contact details again)

23rd March 2013 - Update Letter (including full contact details again)

It was also confirmed by Councillor Fella that some residents had notices saying no callers, so the working group did not knock on these doors, but paperwork was inserted into post boxes.

The caretaker of the Cemetery requested that a proper notice board was erected at the Cemetery confirming all the rules and regulations, as there had been some problems recently regarding the state of one of the graves, and the soil being put over the top (quite correctly) due to sinking of the grave. He also confirmed that there was some fencing work needed around the Cemetery

It was also advised that the removed sign for Car Pond Lane, and the damaged one had still not been replaced.

Another resident wished to say that the new playground was fantastic and all credit to the working group.

She was concerned, however to read in the Cambridge News that a planning application had been submitted for an anaerobic digester plant in Mepal, which will handle 80,000 tonnes of maize per annum which could add significantly to the traffic locally.

Also, since the permissive footpath that used to come down by cemetery had been closed and residents re-directed, some people now walking through the Cemetery.

Back into session

Action Point: - Clerk to chase missing street sign in Car Pond Lane and damaged street sign previously reported.

Action Point: - Clerk to produce laminated sign for procedures for the Cemetery.

Action Point: - Fencing work around Cemetery to be referred to grounds, litter and minor works committee.

Action Point: - Signs (A4 or A3) to be put across details of where permissive path used to be and where is now.

040414. Reports from County and District Councillors.

None

050414. FINANCE

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

New Laptop - £674.40
Stage repairs - £3342.00

Clock-winding - £47.66
Caretaking – St Peter’s Hall - £329.33
Parish and Booking Clerk - £377.56
Rent of football ground May 14 - £37.50
Hall Insurance - £954

Hall water rates – 1/4/14-30/9/14 - £250.61
Rent or recreation field – 25/3/14 – 28/9/14 - £284.69
Spraying and grass cutting in cemetery - £293.50
Keys for pavilion - £27.00

Any other accounts received before 14 April 2014

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Fella that all accounts be paid except for the rent of the recreation field and Hall insurance which needed to be queried with the Clerk. All in favour apart from Councillor Warren who did not vote as the payment for the keys was reimbursement to himself.

Resolved: - It was proposed by Councillor Fella and seconded by Councillor Reynolds that the football field rental cheque, for this year only, could be raised between meetings provided it was for the same period as last year. All in favour.

Resolved: - It was proposed by Councillor Fella and seconded by Councillor Reynolds that the insurance cheque for St Peters Hall, for this year only, could be raised between meetings provided it was for the same or less than the premium paid last year. All in favour.

- (b) To review and approve the Annual Return for 2013/2014. Clerk to provide all documentation to the Finance Committee to prepare formal statements and advise the committee of the annual accounts basis.

Resolved: - It was agreed that this be referred to the Finance committee.

- (c) To review and amend the current financial regulations including any amendments as required under Matters Arising (a) below. Clerk to confirm the legal minimum reserves requirement and to agree the Council's policy on de minimis reserves. It was confirmed that the Clerk had sent out the information and now Refer to finance committee

Resolved: - It was confirmed that the Clerk had sent out information regarding the legal minimum reserves requirement and agreed that this be referred to the Finance committee.

- (d) To review and approve the Parish Council's expenditure options and agreed spending priorities as per the meeting held on 24 March 2014 and to ensure the motions to upgrade the lights at Berristead and playground funding document, already E-Mailed to Councillors are included. Councillor Reynolds confirmed that he had not as yet received quotes regarding the streetlights in Berristead and looked into existing lights in the village which seemed okay. He also advised that an amount of up to £15000 would be required to complete the playground this year. Councillor Warren confirmed that it was difficult getting quotes for a footpath down Broadway without a formal plan and specification. Councillor Forsyth confirmed he would re-send the spreadsheet prioritising the Council's expenditure options.

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Hennessy that up to £15000 be assigned to ensure that the playground would be completed this year. All in favour.

- (e) To review and approve a Capital and Expenditure statement to agree to (d) above. Bump to next meeting

Resolved: - It was agreed that this should be added to the Agenda for the next meeting.

Action Point: - Clerk to add to May's Agenda.

060414. PLANNING

Applications:-

Approved: - Construction of a car port at 19 High Street

Councillor Yarrow requested an update on the unauthorised use of land and access on a field near pony lodge.

Action Point: - Clerk to contact East Cambs District Council.

Any other planning correspondence received by 14 April 2014

070414. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

080414. MATTERS ARISING

- (a) A motion 'to adopt the best practices as de facto WPC polices, (already E-mailed to Councillors), standards and best practice processes, superseding any existing polices, processes and standards, and remaining in force until amended by a specific revision approved by subsequent motion. To ensure The Clerk effects these into the necessary Standing Orders and Policy Documents as required'

Note that, whilst the quality approved parish council scheme is no longer in operation, the quality principles set out therein should be adopted by WPC.

Resolved: - It was proposed by Councillor Forsyth and seconded by Councillor Dodson that the Council adopts these policies. All in favour.

Action Point: - Clerk to effect these into the Standing Orders and Policy Documents as required.

- (b) A motion to constitute the following subcommittees and working groups formally (many are formally or in-formally operating already), to accept the proposed Chair/Members of the subcommittees and the Chair of each Committee/working group to prepare and agree within the sub-committee/working group Terms of Reference for the group to be submitted for approval at the May meeting.

Finance, Resources and General Purposes (Committee – Quarterly/as required)

Forsyth (Chair), Yarrow, Reynolds, Kirk

Roads, Footpaths & Safety (Working Group)

Forsyth (Chair), Dodson, Warren, Hennessy
Parishioners, Road/Police Traffic Liaison

Grounds (inc Allotments and Cemetery), Litter & Minor Works (Committee – every 6 weeks to 2 months)

Yarrow (Chair), Furness, Warren, Fella, Kirk, Dodson

Planning (Committee – Monthly <1 week before Parish Council)

Fella (Chair), Yarrow, Dodson, Kirk, Hennessy

Crime, Anti-Social Behaviour & Police Liaison (Working Group – Quarterly)

Dodson (Chair), Fella, Reynolds, Furness
Plus Parishioners, Police Crime Liaison

Playground (Working Group – Quarterly)

Fella (Chair)
Parishioners

Pavilion (Working Group – 6 weekly/as required)

Forsyth (Chair), Hennessy, Kirk, Fella
Plus Parishioners, Sports Clubs and Pell Estate Liaison

Community Led Plan (Working Group – as required)

Reynolds (Chair), 3 Parishioners

Resolved: - It was proposed by Councillor Forsyth and seconded by Councillor Fella that these subcommittees and working groups be formally adopted. All in favour.

Action Point: - Chair of each Committee to prepare and agree within the sub-committee/working group Terms of Reference for the group to be submitted for approval at the May meeting.

- (c) A proposal to adopt the e-mail handling policy, already sent to Councillors, with immediate effect (superseding any e-mail policy outlined in (a), where applicable)

Resolved: - It was proposed by Councillor Forsyth and seconded by Councillor Fella that this policy be adopted. All in favour.

Action Point: - Clerk to adopt policy and raise any questions/problems that may arise.

- (d) A motion to 'consider, agree and allocate responsibilities in connection with the May 14 Parish Annual Meeting'

The format and items on the Agenda for the annual Parish Meeting were discussed with Councillor Forsyth suggesting that any questions raised from the floor should be the responsibility of the relevant subcommittee to answer.

Action Point: - Draft Agenda and paperwork to be sent to all Councillors, so any queries can be raised prior to the next monthly parish meeting on 12 May 2014.

- (e) A motion 'To authorise Vice-Chair to initiate exploratory discussions on establishing the asset value of the cottage (if available for sale as a freehold), the Hall and Social Club (if available for sale with development rights for 8-10 1 bedroom dwelling, under both CLT and normal commercial terms) and the Allotments (if available for sale with development rights for 6-10 3-5 bedroom dwellings, under both CLT and normal commercial terms)

Resolved: - It was proposed by Councillor Forsyth and seconded by Councillor Reynolds to authorise the Vice chair to initiate exploratory discussions on establishing the asset value of the various items owned by the Parish at no cost to the Council. Outcome of vote was 5 for, 1 against and 1 abstained so motion carried.

Action Point: - Vice Chair to initiate discussions as above.

- (f) A motion to consider the 'Suggestions to improve the Management & Operation of Wilburton Parish Council' already E-mailed to Councillors

Resolved: - It was agreed to move this item to the next meeting.

Action Point: - Clerk to add to May's Agenda.

- (g) Buildings of interest

Local buildings of interest already listed were discussed, together with those in the conservation area.

- (h) To discuss the issues of dog mess and rubbish in Hinton Way

Councillor Fella gave an update confirming that he had had complaints from village residents regarding litter in Berristead and Hinton Way. He has contacted the Police and District Councillor Hunt, and been advised that although litter is not a police matter but a district council matter, they would ask the local PCSO to provide some strongly worded advice to those responsible. Councillor Fella has also confirmed that the large soft drink bottles appear to have been modified for the use of drug taking, however, in the last 1-2 weeks littering seems to have improved.

Action Point: - Clerk to contact parishioners that had raised complaints to inform them of the action taken.

090414. 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

E-mail from resident regarding work carried out at Castle Lane – Councillor Dodson confirmed that she had responded to an E-Mail regarding the Lane between the Cottages and Cemetery. E-Mail regarding use of recreation ground for a boot camp – This was discussed as to whether the pavilion would be used, whether it was required at the same time as the Cricket Club and what fee should be charged with £5.00, £10.00 and £20.00 per session being raised. A vote was carried out and 5 voted for £10.00 so motion carried.

Resolved: - It was resolved that the Boot camp be allowed to run on the recreation ground at £20.00 per session when not in use by the Cricket Club, that the cricket square area and pavilion are not to be used, and for a maximum of 12 people per session.

Action Point: - Clerk to advise the boot camp of above.

Letter regarding Cemetery – It was confirmed that a letter had been received requesting a kerb to be put around two graves beside each other in the old part of the Cemetery (kerbs are already around one of the graves.)

Resolved: - It was agreed that this should be considered by the Grounds, litter and minor works committee for their recommendations.

Action Point: - Subcommittee to discuss and report their recommendations at the next meeting. Clerk to add this to the Agenda

Phone call and E-Mails regarding the Church Green – complaints have been received regarding the damage done by builders when installing the Superfast broadband box. This is even more apparent once the grass had been cut and needs rectifying.

Resolved: - It was agreed that the green had been left in an unacceptable condition, after the Superfast broadband box was installed near the Church and that a complaint should be raised with Councillor Hunt and Toby Harper.

Action Point: - Clerk to raise the above issue and update the residents who complained.

E-Mail from Wilburton Theatre Group advising one of their microphones went missing between April 1st and when he went into the Hall the following week

Letter of thanks from Wilburton Theatre Group to the Parish Council for their support and Peter Warren and Barry Samuels for works to the stage.

E-Mail from Tree Officer confirming tree at St Lucas Court is dead.

Action Point: - Clerk to obtain quotes for cutting the tree down to a ‘seat level’

Quote for new kettle in St Peters Hall had been received by Councillor Warren.

Any other correspondence received before 14 April 2014

1004214. Councillors Questions – To receive any comments or questions from the Councillors

Councillor Reynolds raised the possibility of putting a multi signal Wi-Fi at St Peters Hall and requested this be put on the Agenda for the next meeting to discuss

Councillor Yarrow advised that two people pick up litter every Saturday at Station Road and requested this was minuted to acknowledge the Council's gratitude and thanks.

Councillor Hennessy confirmed that the Beer Festival was to be held on the 21st and 22nd June and requested that the grass be cut on 18th June or early that week and that the Public Entertainment licence be provided.

He also confirmed that the new kitchen in the pavilion was being fitted 26 April, with gratitude and thanks from the Parish Council, courtesy of the Fireworks committee.

Councillor Dodson officially thanked Councillor Reynolds for all the time and effort that he had put into the updates to website.

110414. Date of next meeting – 12 May 2014

Meeting closed.

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at www.wilburtonparishcouncil.org