

# WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

Clerk: Mrs G Woods

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## **Minutes of a meeting of the Ground, Litter and Minor Works Committee on Monday 8 December at the Baptist Chapel, Wilburton at 7.30 pm**

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

**MWC011214. Apologies, Acceptance of apologies and declarations of interests.**

None

**MWC021214. To approve the minutes from the meeting on 3 November 2014.**

**Resolved: - It was agreed that the minutes of the Committee meeting held on 3 November 2014 be approved.**

**Action Point: - Clerk to add minutes to website.**

**MWC031214. Public Participation.**

None

**MWC041214. Review of Action Points from the last Committee meeting and any further actions to be agreed.**

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Fella that a budget of up to £150.00 be approved for concrete posts required for boundaries at the allotments, and for these to be installed by Councillors Yarrow and Warren. All in favour.**

**Action Point: - Councillor Yarrow to purchase posts and install with Councillor Warren.**

**Resolved: - It was proposed by Councillor Fella and seconded by Councillor Upton that the suppliers of the Village Christmas tree be paid as soon as possible, and any donation made by the Pell Estate be paid to the Parish Council. All in favour.**

**Councillor Fella wished to thank the Twenty Pence Garden Centre for supplying the tree at cost and Councillor Dodson wished to thank Councillor Fella, Will and Adrian Furness for putting up the tree and lights.**

**Action Point: - Councillor Yarrow to contact the Chair, Councillor Hennessy to confirm decision and Clerk to raise cheque for signing.**

**Resolved: - Councillor Dodson thanked Councillor Fella for getting the lighting board in St Peters Hall repaired and it was agreed to put up signs stating that no drinks/fluids to be brought into the Control Room.**

**Action Point: - Clerk to print signs.**

**Resolved: - It was agreed not to pay the costs to Briar Security Systems requested by the Social Club as Councillor Warren had contacted the Social Club on several occasions to arrange for the new composite door to be fitted.**

**Action Point: - Clerk to advise Social Club.**

**Resolved: - It was agreed that the contractor hired to repair the chimney at the cottage should be chased and asked to contact Letting Agents regarding access. It was also confirmed that the Letting Agency be chased for an up to date situation regarding the vacating of the property.**

**Action Point: - Clerk to chase contractor and Letting Agency as above.**

#### **MWC051214. Business Matters.**

(a) To receive an update on the new plots for the allotments.

Councillor Yarrow confirmed that the wooden posts for the allotments had been purchased and ready to be put in, and concrete posts approved as above.

An allotment holder had requested to erect a shed, which was discussed in detail including construction, position, and liability.

The provision of water mains to the allotments was also discussed, together with tenants pumping from the existing well.

The request for chickens to be kept on the allotments was discussed regarding the risks/consequences/how the chickens would be kept and the attraction of rats/foxes etc, together with liability.

**Resolved: - It was proposed by Councillor Upton and seconded by Councillor Warren that the Committee would consider once confirmation received that the shed would be of a standard, reasonable wood construction with felt roof, standard colour and no bigger than 8ft by 6ft. Would also need confirmation of where the shed would be sited and that it was accepted that the shed would be the total responsibility of the tenant with no liability to the Parish Council. All in favour.**

**Action Point: - Tenant to be advised.**

**Resolved: - It was proposed by Councillor Fella and seconded by Councillor Upton that, whilst the Committee had no problem with tenants pumping water from the existing well, the cost of providing mains water would be prohibitive and therefore not something the Council could provide. All in favour.**

**Resolved: - It was agreed that the Council needed further information from the tenant regarding how the chickens would be kept, whether the risks and consequences had been considered and liability before they could consider the request.**

**Action Point: - Tenant to be advised.**

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

Councillor Dodson confirmed that a meeting had been held in the Hall with herself, Councillor Upton and members of the Wilburton Theatre Group and SWAT regarding the equipment in the Hall and it was agreed that an inventory would be made before the end of January 2015.

She also raised the issue of the kitchen in St Peters Hall, which had not been completed when upgraded, and Councillor Fella advised that he had been asked if a mirror could be put up in the ladies toilets.

**Resolved: - It was agreed that Councillors Dodson and Warren meet at the Hall to look at the works required to finish the updating of the kitchen so that quotes could be obtained.**

**Action Point: - As above.**

- (c) To resolve any known issues at the Cemetery.

Councillor Dodson confirmed she had been approached by a local resident regarding headstones that she wanted to put on a grave which did not comply with the Cemetery rules, and advised that she had not been told this was against the rules by the undertakers.

The Committee agreed that the Parish Council could not be held responsible, or, have to ensure undertakers have informed their clients of the rules, which are handed out by the Cemetery Clerk.

**Resolved: - It was agreed that Councillor Yarrow would confirm that copies of the rules were being handed out when funerals booked and plots purchased.**

**Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Warren that all applications for headstones be approved by the Ground, Litter and Minor Works Committee. All in favour.**

- (d) To resolve any known issues at the Cottage. This has been covered under action points above.

- (e) To resolve any known issues with the Pavilion/Recreation ground maintenance.

Councillor Yarrow confirmed that the heavy lorries at the fireworks display created a lot of damage to the grass on the recreation ground, and had spoken to the contractor who cuts the grass who confirmed that it would require spiking and rolling, but this could only be carried out under the right weather conditions.

The setting of some rules and procedures for the use of the recreation ground was also discussed.

**Resolved: - It was proposed by Councillor Fella and seconded by Councillor Warren that Councillor Yarrow had a budget of up to £500.00 to spend to repair the damaged grass when the weather conditions were right. All in favour.**

**Resolved: - It was agreed that the use of the recreation ground be raised at the full council meeting in January, to discuss rules of use and the policing of the rules.**

**MWC061214. Correspondence not covered in Business Matters.**

Councillor Fella confirmed that he has had approval for phase 2 of the playground to be signed off based on the snag list.

Councillor Warren confirmed that he had fitted the door in the Pavilion and the kettle in the kitchen in St Peter's Hall.

Councillor Dodson requested that maintenance issues at the Playground be added to the Agenda.

Councillor Upton confirmed that he had been approached by some residents regarding the overgrown hedge between Berristead and Broadway.

Councillor Upton had also been approached regarding concerns for the cattle in the field next to Station Road.

He had also been approached regarding the provision of a salt bin in Station Road/Berristead and this will be added to the next Agenda.

**MWC071214. Date of next meeting – 12 January 2015**

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: