

WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

Clerk: Mrs G Woods

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22 Longfields

Ely

Cambs

CB6 3DN

Minutes of a meeting held on Monday 1 September 2014 in St Peters Hall

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

010914. Apologies, Acceptance of apologies and declarations of interests.

Apologies were received from Councillor Forsyth. Councillor Reynolds declared an interest regarding the payment for the advertising banner.

020914. To acknowledge and/or approve the minutes from the monthly meeting held on 14 July 2014, Annual Parish Meeting on 14 May 2014, and Emergency meetings on 21 July 2014 and 1 August 2014.

Resolved: - It was agreed that the minutes of the monthly meeting held on 14 July, Annual Parish Meeting on 14 May 2014 and emergency meeting on 21 July 2014 should be approved.

Resolved: - It was agreed that the minutes of the emergency meeting on 1 August 2014 should be added to the Agenda for October, when Councillor Forsyth (who chaired the meeting), would be available.

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

Action Point: - Clerk to add the minutes from the emergency meeting on 1 August 2014 to the next Agenda.

To also consider amending the Agenda for the annual meeting regarding the production of Accounts.

Resolved: - It was agreed to discuss this when raising the Agenda for next year's annual meeting.

030914. Resignation of Councillor's Kirk and Furness and election of new Councillors.

It was confirmed that resignations had been received from Councillors Kirk and Furness and the necessary procedures put in place to elect 2 new Councillors.

Various ideas were discussed regarding the advertising of the positions, together with the advertising of the election due next year.

Resolved: - It was agreed that, together with the statutory notices being put up on the noticeboard and post office, the vacancies would be advertised on the website, facebook, and flyers.

Resolved: - It was agreed that Councillor Hennessy would write to Councillors Kirk and Furness thanking them for their support.

Session closed for public participation.

040914. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

A local resident enquired about a seat for the bus stop.

It was also confirmed that the allotments had been cleared and sprayed.

Session re-opened.

Resolved: - It was agreed that the subject of a seat for the bus stop be referred to the Minor Works committee.

050914. Reports from County and District Councillors.

None.

The Agenda was changed for item “a” from Matters Arising to be discussed at this point.

Structure and Conduct of Parish Council Meetings.

Councillor Hennessy raised the motion of adopting the guidelines recommended by NPALC for the running of Parish and Committee Meetings. This matter was fully discussed, including the timings of meetings, powers of Committees and what could therefore be approved at Committee meetings and what needed to be discussed at full Parish Council Meetings.

Resolved: - It was proposed by Councillor Hennessy and seconded by Councillor Yarrow to adopt the recommendations. All in favour.

Action Point: - Councillor Hennessy to provide an update at the next meeting with proposals for timetable of meetings and procedures.

060914. Finance.

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

Clock-winding - £47.66

Caretaking – St Peter’s Hall - £329.33

Parish and Booking Clerk - £377.56

Petty Cash - £30

PAYE – July-Sep 2014 - £274.80

Rent of football ground October 14 - £37.50

Maintenance at the Cemetery – July £260

*Grass cutting – Berristead, cricket and football field - £451.20

Final payment to Internal Auditor - £120

*Eyelets to St Peters Hall - £5.41

Water rates – Cemetery - £10.13
Water rates Pavilion - £67.25
Water rates St Peters Hall - £284.47
*Electricity – Floodlights - £3.66
*Electricity – Pavilion - £74.91
*Electricity – St Peters Hall - £105.61
*Banner – £34.98
Parish Council Insurance - £940.68
Maintenance at the Cemetery – August £280
Maintenance at the Allotment – June-August £117.50
Grass cutting - £60.00
Grass cutting football field, cricket field and Berristead - £320.40
White lines at St Peters Hall car park - £750.00

Any other accounts received by 1 September 2014.

Payments including VAT are marked with *

It was proposed by Councillor Dodson and seconded by Councillor Warren that all accounts be paid, except the invoice for white lines to St Peters Hall car park, which is to be disputed by Councillor Yarrow, as Chair of the Minor works committee, on behalf of the Parish Council. All in favour.

(a) Internal Auditors report.

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

(b) To approve the current financial regulations and standing orders, including any amendments as recommended by the Finance Committee.

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

(c) To ratify the Parish Council's expenditure options and agreed spending priorities as recommended by the Finance Committee.

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

(d) To review and approve a Capital and Expenditure statement prepared by the Finance Committee to agree to (c) above.

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

(e) Review of fees and salaries.

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

(f) Bank mandate.

Resolved: - It was agreed that the Clerk would retain and obtain any new paperwork required for bank signatories once the new Councillors had been elected.

(g) To approve the purchase of the 9th edition of the Local Council Administration book by Charles Arnold-Baker which has been up-dated to include recent legislation. –SLCC member cost £66.00 plus delivery.

Resolved: - It was proposed by Councillor Hennessy and seconded by Councillor Reynolds to approve the purchase. All in favour.

Action Point: - Clerk to order from SLCC.

070914. Planning.

Applications which were referred to the Planning Committee:-

Installation of three wind turbines at Berry Fen, Dam Bank Drove, Haddenham – Ref No 14/00728/ESF.

Change of use of land to mobile home park at Land Adjacent to Bedwell Park, Bedwell Hey Lane, Witchford.

Amendment to approved planning application at Australia Farm.

Proposed side extension to 2 Hinton Way – Reference 14/00808/FUL.

Approved: -

Prune, remove branch and crown Pine tree at 6 Car Pond Lane.

Reduce in height by 50% Yew tree at Bell Gables, 4 Church Lane.

Single storey extension to incorporate annexe accommodation at 1 Seppings Close.

Erection of 4 bay mobile classroom until end of August 2019 at Wilburton Primary School.

Change of use from storage of building materials and base for Civil Engineering Co to B8 storage and ancillary B1 uses including five rehearsal/recording studios and one control room at 107 Stretham Road.

Withdrawn:-

Change of use of 2 no listed barns to dwellings and construction of 2 no shed garages at land adjacent to 1 Station Road.

Alteration of 2 barns to from 2 dwellings at land adjacent to 1 Station Road.

Any other planning correspondence received by 1 September 2014.

080914. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

Resolved: - It was proposed by Councillor Hennessy and seconded by Councillor Reynolds to accept the quote for £760.00 inc VAT for a new secure door to the Social Club, and that the Clerk be given the quotes and the details of the contractor who was contacted but did not give a quote. All in favour.

Action Point: - Councillor Warren to order the door and give above details to the Clerk.

Resolved: - It was proposed by Councillor Warren and seconded by Councillor Reynolds to accept the quote for a new hot water boiler for the kitchen at St Peters Hall of £271.00 + VAT. All in favour.

Action Point: - Councillor Dodson to order over the Internet.

090914. Business Matters.

(a) Structure and Conduct of Parish Council Meetings.

This item was moved and discussed as above.

(b) To approve the terms and conditions and powers drawn up by the Chairs of the Committees.

This was discussed together with item (a) as above.

(c) To receive an update regarding the Social Club Lease.

Resolved: - It was agreed to add this to the next Agenda.

(d) To agree St Peters Hall hire costs for Humpty's Christmas fayre on Friday 21/11/14 and Saturday 22/11/14.

Resolved: - It was agreed that Councillor Reynolds would contact Humpty's to request payment of outstanding invoice and ask them for a formal request regarding the payment for this year.

Action Point: - Councillor Reynolds to contact Humpty's as above.

(e) To discuss the quote for Berristead lighting which was referred to the Minor Works Committee at the July meeting.

Resolved: - It was agreed that the Clerk would re-send the information regarding the quote to the Minor Works Committee.

Action Point: - As above.

(f) To receive an update from Councillor Warren regarding the quotes for the path on Broadway.

Councillor Warren confirmed that a detailed plan was required to obtain quotes, but that the application for the Local Highways grant needed to be submitted by 12th September.

Councillor Reynolds confirmed that we had received an estimate for approximately £28,000 and that the grant was for a maximum of £10,000, therefore there was a possible expenditure of £18,000 from the Parish Council.

Resolved: - It was agreed that we would apply for the grant, and if successful investigate further.

Action Point: - Clerk to complete grant application form.

(g) To receive any updates from any Committees.

The requested changes to the cottage tenancy agreement were discussed, together with any consequences to the Council.

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Warren to disagree with the changes. All in favour.

Action Point: - Clerk to contact Letting Agency.

1090914. Correspondence not covered in Business Matters.

Complaint from resident regarding noise at the Playground at Berristead.

Resolved: - It was agreed to refer this to the Playground Working Group.

110914. Councillors Questions – To receive any comments or questions from the Councillors.

120914. Date of next meeting – 6 October 2014.

Meeting closed 10.15pm

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

On-going projects

Pavilion & Recreation Ground
Stretham and Wilburton Community Land Trust Scheme
Playground Working Group
Working Groups
Parish Community Led Plan

Signed:

Date: