

WILBURTON PARISH COUNCIL.

Chair: Tracy Newman

Clerk: Mrs G Woods

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Ely

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Minutes of a meeting held on Monday 10 June 2013 in St Peters Hall

Present: Councillors Newman, Dodson, Fella, Warren, Yarrow and Furness. 3 residents.

010613. Apologies, Acceptance of apologies and declarations of interests.

Councillor Furness confirmed that he would be attending late.

Councillor Yarrow declared an interest in item 060613 as he had an invoice to be approved for payment.

020613. To consider approving of the minutes from the monthly meeting held 13 May 2013 and annual meeting held on 22 May 2013.

The minutes of the previous monthly meeting held on 13 May 2013, and annual meeting held on 22 May 2013 having been circulated, with a few minor amendments, were taken as read and signed as a true record.

Resolved: – That the minutes of the above meeting be approved.

030613. Co-opting of Parish Councillors.

Councillor Dodson proposed Vaughn Kirk be co-opted as a Parish Councillor, which was seconded by Councillor Warren. All in favour.

Councillor Dodson confirmed that Camilla Hughes had decided not to stand as a Councillor.

Resolved: – Vaughan Kirk co-opted as a Parish Councillor.

Action Points: - Clerk to advise East Cambs District Council of the election of Vaughan Kirk and arrange for paperwork to be completed.

Session closed

040613. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

Camilla Hughes confirmed that Pell Estate would be replacing the stock fence which borders the Recreation Ground and football pitch in the next few weeks and work has already begun to clear the old fence away. The new fence would include stiles to allow for lost cricket/foot balls to be retrieved.

She also confirmed that a revised route for the Doghouse Grove Permitted Footpath has been agreed with the Trustees and an open evening would be held in St Peters Hall shortly to show and explain the new routing.

Alan Burbridge confirmed that the unpaid for allotment had been topped and sprayed with weed killer.

He also confirmed that the new fence at the Cemetery had been erected.

Chris Akrill from Town Planning Services and Nick Sutton from the Abbey Group gave a presentation regarding a proposed large extension to the south of the solar farm. The extension is for 17 megawatts, which should generate sufficient electricity for 4000 homes, and is for 38 hectares (80 acres) of which 30% will be given to the panels. They were conscious that this was a big scheme and of the need for small wildlife to be able to travel through the site.

Questions were raised by the Councillors including whether the landowners close by had been consulted and proposing a leaflet drop to the village.

It was requested that the 'viewing area' at the farm be promoted with Wilburton School and the Education Authority so that it could be used by all schools in the area.

It was also agreed that the Councillors should visit the existing site so that they could raise and answer further questions.

Preliminary surveys etc. have been carried out and they are in a position to put in a formal planning application shortly.

Session re-opened

050613. Reports from County and District Councillors.

None

060613. 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 - £50.00
PAYE – £274.80 – April-June
Rent of football ground July - £37.50
Electricity – Floodlights - £27.13
Grass cutting cemetery £260.00
Grass cutting – cricket/football field and Berristead - £447.84
Treatment for moles - £144.00
Replacement cheque – change of payee from ECDC to N Tiley – £23.00
Hedge trimming at allotments - £72.00
Tree maintenance – Berristead Close and Recreation ground - £350
Plumbing work at St Peters Hall - £936.00
Fencing at Cemetery - £840.00
Internal Audit fees - £182.05
Sanitary bin in St Peters Hall - £80.20
Grass cutting (£120) and cleaning materials (£48) - £168

Bin for recreation ground - £265.00
Pat Testing - Pavilion and St Peters Hall - £59.40
Electrical repairs – St Peters Hall - £451.46

A query was raised regarding the possibility of disconnecting the floodlights on the football field until they started being used.

The Council discussed the tree work recently carried out and agreed that the suckers on the trees on the recreation ground and Berristed should be reduced further to ground level.

Complaints had been received concerning the fact that the neon light indicator switches on the heaters in St Peters Hall had been replaced with ones that do not have any lights.

There is also only one key for the re-set switch for the electrical sockets, which it was felt was insufficient.

Resolved: – It was proposed by Councillor Newman and seconded by Councillor Fella that all cheques be authorised, but the cheques for the tree maintenance and electrical work in St Peters Hall be held back until work completed to the Council’s satisfaction. 6 in favour. Councillor Yarrow abstained as he had declared an interest as per 010613 above.

Resolved:– It was proposed by Councillor Dodson and seconded by Councillor Newman that the Clerk ask the contractor to contact Councillor Yarrow to discuss the Council’s requirements regarding the suckers on the trees, and that payment be held until Council satisfied. All in favour.

Resolved: – It was proposed by Councillor Fella and seconded by Councillor Furness that the Clerk contact the contractor to find out why the switches on the heaters at St Peters Hall had not been replaced with neon light indicators and to hold back the cheque until query resolved. Vote 5 for and 2 against.

Resolved:– Proposed by Councillor Kirk and seconded by Councillor Dodson that Councillor Fella get 4 keys cut for reset switch for electrical sockets in St Peters Hall. All in favour.

Action Points: - Clerk to contact E-on regarding the electricity for the floodlights.

Action Points: - Clerk to contract contractor re tree maintenance query as above.

Action Points: - Clerk to contact contractor re neon light switches in St Peters Hall as above.

Action Points: - Councillor Fella to get keys cut to the reset switch for the plug sockets in St Peters Hall.

(b) Budget 2013/14 for approval

Resolved: – It was proposed by Councillor Dodson and seconded by Councillor Warren that the 2013/2014 budget be approved. All in favour. Councillor Dodson thanked Councillor Newman, on behalf of the Council, for all her hard work.

070613. PLANNING.

Applications: - None

Approved:-

Extension above existing single storey extension at 63 Station Road
Removal of Pine tree at 19 Broadway, Wilburton
Pruning of trees at the Recreation ground, Station Road, Wilburton

Refused:-

Change of use of land for two plots for show people at Site North of 198 Whitecross Road –
Ref: 13/00117/FUL

Removal of Oak tree at 19 Broadway, Wilburton

080613. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

Resolved: – All action points from the previous meeting were reviewed, and all further action agreed. Updated details will be attached to the Agenda for the next meeting.

090613. MATTERS ARISING.

(a) Policy regarding quotes and purchase orders

The proposal of having a written policy for the obtaining of quotes was discussed, covering how many Councillors needed to inspect to confirm the exact work that was required, written job specifications, which contractors should be contacted for quotes, who should obtain/manage quotes and whether they can be verbal or should be in writing.

The number of quotes required, dependent on the value of the work was also discussed, together with the idea of compiling a list of local contractors.

Resolved: – It was proposed by Councillor Dodson that a written policy be worked on detailing how many Councillors need to check work required, that a written specification be obtained before quotes requested, the supplier/contractor be selected by the Clerk on a rotational basis from list and that 2 quotes required for amounts between £100-500 and 3 over £500. Proposed by Councillor Kirk and seconded by Councillor Fella that Councillor Dodson prepare the draft policy. All in favour.

Action Points: - Councillor Dodson to prepare draft policy.

Action Points: – Councillors to advise Clerk of recommendations for local suppliers

(b) Fundraising Event/PAT

Resolved: – It was agreed to cancel the event, due to the lack of interested participants.

Action Points: - Clerk to advise the interested parties of the above.

Councillor Newman confirmed that 9 appliances had been PAT tested at the pavilion with 1 kettle being removed. She had also received an E-mail from the Beer Festival confirming they will ensure all suppliers use equipment that has been PAT tested when used in the pavilion. 25 items were tested at St Peters Hall with 1 item being removed (Headset adaptor owned by Southern State Dance Group.)

The electrician, however, raised some concerns regarding the stage lights which were not tested as they are the responsibility of the Theatre Group.

(c) Pavilion repairs/electrical repairs

Quotes have been received from two contractors to check the electrics in the pavilion - one for £120.00, and one for £260. It was unclear whether both quotes were the same and to BS7671 requirements.

Councillor Newman confirmed that she had been approached by a member of the Beer Festival Committee to see if the Council were willing to waive the £50.00 cost of the recreation ground. It was felt that, as this was only a nominal fee, this could not be waived, and it could set a precedence for others to request the same for charity events.

Resolved: – Councillor Furness to ensure that both quotes were on a like for like basis and were to BS7671 standards.

Action Points: - Councillor Furness to contact contractor to confirm.

Action Points: - Beer Festival committee to be advised that the fee cannot be waived.

(d) Football team –

Resolved: – That this be discussed at the next meeting.

Action Points: - Clerk to add to July's Agenda.

(e) Allotments

Resolved: – It was confirmed that letters had been sent to allotment holders asking them to confirm that their allotment was cultivated and in use, that it would be cultivated and used by 7/8/13, or that it was not being used and would be cleared by 7/8/13.

(f) ROSPA Report

Resolved:– Proposed by Councillor Fella and seconded by Councillor Newman that Councillor Fella speak to the playsafe inspector regarding the category of High Risk for the BMX track on the Rospa report, and if a meeting was required, Councillor Furness would attend with him.

Action Points: - As above.

(g) S106 funds

It was confirmed that the Council had some funds available under the above Scheme. Councillor Fella suggested that it was used for the new play area. Councillor Dodson suggested that it should be split and part for the play area on the recreation ground. Councillor Warren suggested part of it be used for a footpath on Broadway.

Resolved: - That Councillors think about where they would like to spend the money, send suggestions to Clerk and discuss further at next meeting. The Clerk to obtain application forms as necessary from East Cambs District Council.

Action Points: - Councillors to contact the Clerk with suggestions, Clerk to add to July's Agenda and contact East Cambs District Council for application form.

(h) St Peters Hall – Sub-committee

As there are a number of items needing addressing at St Peters Hall it was suggested by Councillor Newman that a sub-committee be formed.

Areas to be addressed include:-

Hire of small meeting room/liquid soap in toilets/repairs/hire of tables and chairs/keys and managing of contractors/cost of electricity/Stage lighting and electrics/potential fire hazard at back of stage.

Resolved: – That a sub-committee be formed, chaired by Councillor Dodson, together with Councillor Furness and Councillor Fella

Action Points: - Sub-committee to be formed as above.

(i) Social Club Lease

Resolved: – That this be discussed at the next meeting.

Action Points: - Clerk to add to July's Agenda and to send out copies of the lease to new and existing Councillors in the meantime.

100613. 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

CCC – Trading standards scams

110613. Councillors Questions – To receive any comments or questions from the Councillors

Councillor Warren confirmed that he had delivered the stone bases for ashes to the cemetery, just needs some sand and they can be laid.

He also requested that the items (Lease etc.) that were not discussed at this meeting be moved to the start of matters arising on the agenda for July.

Councillor Yarrow advised that the letting on one of the war memorials in the church was 'wearing' and needed revamping, and that the church warden needed to be contacted to see what approval (if any required) for quotes to be obtained.

Councillor Newman had received a request for meetings to start at 7.30pm.

Councillor Dodson requested that the Council re-open discussions with Pell Estate regarding the recreation ground lease.

120613. Date of next meeting – 8 July 2013 at 7.30pm

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

Signed:

Date: