

WILBURTON PARISH COUNCIL.

Chairman: Mr Chris Fella

Clerk: Mrs G Woods

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22 Longfields

Ely

Cambs

CB6 3DN

Minutes of a meeting held on Monday 13 January 2014 in the Baptist Church Hall

Present: Councillors Fella, Dodson, Warren, Yarrow, Hennessy, Kirk, Reynolds, Furness and Forsyth. 2 local residents.

010114. Apologies, Acceptance of apologies and declarations of interests.

None

020114. To consider approving of the minutes from the monthly meeting held on 9 December 2013.

Resolved: - It was agreed that the minutes of the meeting held on 9 December 2013, should be approved.

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

030114. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

Barry Starr from the Wilburton Theatre Group confirmed that he had been able to obtain two more quotes for stage repairs (already forwarded to the Councillors by the Parish Clerk) and were significantly higher than AH Entertainment Engineering. He had also received a revised quote from AH Entertainment to include stage cloth and winding gear adding a further £1255.00 to the quote. The Parish Council has already approved payment of £1535.00 for the stage fly drop system, SWAT were donating £1200 and the Theatre Group would be paying for the rest of the works on the quotation. Councillor Warren confirmed that he and Barry Samuel would be doing the flooring and gave details of the flooring which would be within the budget agreed of £500.00

Barry Starr would like to get the stage done at the end of Jan/beginning of Feb with most of the work being done during the day, but the flooring needs to be done first.

He also requested that the Council pay the full invoice with them donating their portion. It was confirmed by the Clerk that this was not possible due to VAT regulations.

Barry Staff confirmed if this was not the case, then they would not be able to get all the works carried out.

Councillor Forsyth asked what the life span of the repairs/alterations was to see if we could consider giving more towards the alterations and Barry Starr confirmed that would be approximately 20 years.

Back in session

It was proposed by Councillor Fella and seconded by Councillor Yarrow to approve the repairs to the stage flooring by Councillor Warren and Barry Samuel up to the budget of £500.00, and in addition to the £1535.00 already approved for the stage repairs, agree a further £1000.00 towards the cost of the invoice from AH Entertainment. It was counter proposed by Councillor Reynolds and seconded by Councillor Forsyth to pick a further item from the invoice to be paid instead. The curtain tracks and adjustable rope pullies were proposed. The counter proposal was voted on all in favour.

Resolved: - It was agreed that the council would approve, in addition to the £1535.00 already approved at the November 2013 meeting, to pay up to the agreed budget of £500.00 for the stage flooring, and a further amount of £1250.00 for the curtain tracks and ropes and pullies should be approved.

Resolved: - It was agreed that the works could be carried out to the timescales requested providing that this did not affect the bookings already received for the Hall in this period.

040114. Reports from County and District Councillors.

Councillor Hunt reported on the following:-

A14 is going ahead with no toll roads as central government has now found extra funding.

He totally supports the Southern By pass, especially the railway crossing closing and tunnel staying open controlled with traffic lights, so the pedestrian path can be widened.

Touchstone will be building the new Cinema in Ely and paying for the necessary car park and tunnel under A10.

Root branch review of costs being carried out at East Cambs District Council starting with a zero based budget.

Post Office have treated Ely disgracefully, the District Council are currently renting out 12 car parking spaces for the post office port cabin in Paradise car park to service its customers for £1000 per month on a short term basis.

The Science park railway is going ahead with planning application going in shortly.

The Park and ride at Milton will start charging £1.00 for the use of the building at the park and ride but not the car park itself - occasionally it will be closed due to lack of staff etc., but only the building, the car park itself will still be available.

Due to the railway station opening at Milton, predicts that house prices will go up in this area and therefore fully supports CLT.

The County Council is now split with 32 Conservatives and 37 none conservatives from different political groups so no longer have majority and will be harder to get decisions through and motions carried.

The Council are trying to achieve no increase in council tax

He generally opposes wind turbines and is opposing an application for 4 in Aldreth.

The hourly bus service from Haddenham to Ely – existing administration will continue the current subsidy of £58000 for 3 years. Planned for 7.00am - Witcham, Haddenham, Wilburton, Stretham (hub

to meet up with buses to Cambridge), Little Thetford, Market Street Ely, Station at Ely in the morning and the reverse in the afternoon.

He attend a meeting today regarding the LMHIS, and confirmed that, he had put forward the case for the footpath at Broadway in Wilburton although he was not allowed to vote.

He is currently chasing ECDC re Pony Farm Lodge building works and planning to ensure that the correct procedures and benefits are being put in place.

050114. 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 - £45.00

Rent of football ground February 14 - £37.50

Reimbursement of CALPAC Helpdesk costs - £60.00

Donation to Baptist Chapel for use of meeting room for November meeting - £25.00

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Warren that all the accounts be paid. All in favour.

(b) Return of deposits

It was confirmed for the new Councillors that the council had previously agreed that any Hall bookings where a deposit was required, on confirmation from the caretaker that no damage had been carried out to the Hall, and it was left in a suitable condition, that the deposit could be returned to the Hirer prior to the next Parish Council meeting.

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

Action Point: - Clerk to liase with the caretaker of St Peters Hall regarding any such bookings and arrange for the refund of the deposit to be returned, and added to the next council Agenda for ratification.

(c) Donation for the use of the Baptist Chapel for November’s meeting

Councillor Dodson declared an interest in this subject and did not take part in any discussions or voting.

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Warren that a donation of £25.00 be made to the Baptist Chapel for the use of their meeting room for the meeting held on 11 November. All in favour, apart from Councillor Dodson who abstained as above.

Action Point: - Clerk to add this account to the payments made above.

(d) Precept

The decision as to the setting of the amount of the precept for 2013/2014 was discussed at length alongside the proposed budget for 2013/2014 and Council plans and projects.

It was proposed by Councillor Reynolds, and seconded by Councillor Forsyth to raise the precept by 3%.

It was counter proposed by Councillor Dodson and seconded by Councillor Furness to increase the precept by 5%.

The Counter proposal was voted on with 5 in favour and 4 against and therefore carried.

Resolved: - It was agreed that the precept be increased by 5% as above.

Action Point: - Clerk to send relevant forms to East Cambs District Council.

(e) Budget

The new budget for 2013/2014 was discussed together with the timing of charity donations and merits of membership with CPALC.

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Forsyth to move charity donations to the March Agenda and discuss merits of membership to CPALC with Haddenham Parish Council who have decided not to continue their membership.

Action Point: - Clerk to amend Agenda's to include charity donations in the March Agenda each year and contact Haddenham Parish Council Clerk regarding membership with CPALC.

(f) Contribution from Wilburton Blades regarding deadline for new Pavilion

It was confirmed that the contribution from Wilburton had a deadline of December 2014 for the funds to be used, otherwise will need to consult them again.

Action Point: - Councillor Yarrow to supply a copy of the letter written to Wilburton Blades when he was Chair for the Council's records.

(g) Internal Auditor

The Clerk advised that the current Internal Auditor was resigning and she would be obtaining quotes for a new one to be discussed at the next Council Meeting.

Action Point: - Clerk to obtain quotes and add to Agenda for February.

(h) Grass Cutting Tender

All tenders were opened at the meeting and it was agreed that the Clerk would amalgamate all information supplied onto a spreadsheet so could be compared on a like for like basis, and for references to be obtained for the two lowest quotes.

Action Point: - As above.

060114. PLANNING

Applications:-

Re-submission of change of use from a House (Use Class C3) to a Care Home (Use Class C2) with potential for reversion to a House (Use Class C3) – 6 Millfield Lane, Wilburton – Ref 13/01093/FUL –

Approved:-

Erection of cart lodge garages – 1 Station Road, Wilburton

Variation of tree order relating to 21 Station Road, Wilburton and 3 Broadway

Update:-

Building works to site near Pony Lodge, Grunty Fen Road – It was confirmed by the Clerk that no paperwork had as yet been received from East Cambs District Council and it was not on their web site.

Garage at boundary of Station Road and Broadway – It was confirmed that planning permission had been obtained for the garage.

Any other planning correspondence received by 13 January 2014

070114. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

It was advised that Councillor Warren had has authorised some extra guttering required at the Pavilion and resolved that himself and Councillor Fella would inspect the Pavilion once finished prior to payment.

Council came out of session to discuss problems with the electrics experienced by the Theatre Group in St Peters Hall.

Barry Starr confirmed the details of the problems they had experienced with the electrics in the Hall, and that full electrical tests were carried out prior to a show. Also the emergency electrician called out could not find any faults and was unable to get the electrics to trip when loaded with heating, lighting and Theatre Group equipment. Various tests and possibilities were explored including a possible power surge to the grid.

Back in session.

It was agreed that the Theatre Group should continue doing their pre-show checks and advise if the problem occurs again.

080114. MATTERS ARISING

(a) Pavilion Lease and Sub-committee – meeting on 23rd

Resolved: - It was confirmed that a meeting had been arranged for the 23rd of January 2014 and that a report would be made at the next monthly meeting.

Action Point: - Clerk to add this as an Agenda item for the February meeting.

(b) Social Club Lease Update

Councillor Dodson confirmed that draft lease had been sent to all Councillors and for any queries to be raised from Councillors to be advised so could be discussed. The items raised were discussed and amendments confirmed – legal Acts quoted to be confirmed as any other superseding acts.

Resolved: - It was agreed that the amendments discussed would be included in the lease with any legal acts quoted being confirmed to be superseded by any more current acts.

Action Point: - Councillor Dodson to make amendments for approval at next meeting and passing to Social Club.

St Peters Hall – Sub-committee and flooring to small committee room/Electrics/Stage repairs.

Resolved: - Discussed under action points and public participation as above.

(c) Risk Assessments

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

Action Point: - Clerk to add to February Agenda.

(d) Policy regarding quotes and purchase orders together with equal opportunities and safeguarding policies.

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

Action Point: - Clerk to add to February Agenda.

(e) Community Land Trust

Councillor Dodson confirmed that she is a Trustee and Vice chair for the Stretham and Wilburton Community Land Trust Scheme, however three other trustees have recently stepped down and new Trustees are required from both Councillors and community.

Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Fella that Councillor Charles Roberts be invited to the next meeting for a 15 minute slot to discuss the scheme. All in favour.

Action Point: - Councillor Dodson to contact Councillor Roberts to see if he is able to attend.

(f) Proposals for sub-committees/Fundraising working parties

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

Action Point: - Clerk to add to February Agenda.

(g) Signs and bins for Berristead/Speedwatch stickers for wheelie bins – chase ECDC re bin

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

Action Point: - Clerk to add to February Agenda and chase East Cambs District Council regarding the bins.

(h) Cottage repairs/heating

Resolved: - It was confirmed by Councillor Warren that the storage heater in the Cottage had been inspected and needed to be replaced on a like for like basis. The contractor is currently arranging this with tenant.

(i) Parish Traffic Management Plan

Councillor Forsyth confirmed that he had documented the issues and passed to all Councillors – he will update with comments received and re-circulate.

Action Point: - Councillor Forsyth to update document and re-submit.

(j) Parish Community Plan

This plan was discussed and confirmed that it was a major exercise with lots of work involved, but one that the Council needed to start. It was proposed and volunteered by Councillor Reynolds that a start was made with a consultation framework and working group involving residents of the village as well as Councillors, with a questionnaire being sent to all residents in the village. This was seconded by Councillor Hennessy and all in favour. Councillor Fella also volunteered as a Parish Councillor.

Resolved: - It was agreed that Councillor Reynolds starts a consultation framework for a Parish Community Plan.

(k) Playground working Group

Councillor Fella confirmed that the Ameycespa grant form had been submitted with the working group putting in a lot of time and effort and doing a fantastic job.

1 letter of complaint had been received with several issues and concerns from residents. A meeting is being held on 17 January 2014, when this will be discussed and a response composed.

Resolved: - Councillor Fella to compose response and report back to Council after the meeting on 17 January 2014.

Action Point: Councillor Fella to compose response and Clerk to add to Agenda.

(l) Allotments/Picnic Area

It was confirmed by Councillor Yarrow that 3 of the 4 new allotments had now been rented.

(m) Cemetery Procedures

The new cemetery procedures were discussed with slight amendments regarding the purchase of ashes plots in advance and the length of time for wreaths being left for normal burials agreed.

Resolved: - It was proposed by Councillor Reynolds, and seconded by Councillor Dodson, that, once the amendments above had been made, that the new procedures be approved. All in favour.

Action Point: - Councillor Reynolds to amend as above and re-circulate to Parish Councillors

090114. CORRESPONDENCE NOT COVERED IN MATTERS ARISING

Rural Services Network – Newsletters

Cambs Acre – Newsletter

Highways - A11 Fiveways to Thetford Improvement Scheme Traffic Management update

E-Mail regarding update of damaged caused to bus by overhanging trees along Station Road

E-Mail Bury Farm Wind Farm

E-Mail Funders Fair

E-Mail regarding Wren grants
E-Mail Local Highway Improvement Panel Meeting

Any other correspondence received before 13 January 2014

100114. Councillors Questions – To receive any comments or questions from the Councillors

Councillor Forsyth asked if anyone was available to attend Fund raisers Fair on 23/1/14 for the 2-4pm slots.

Councillor Yarrow confirmed that there were drainage concerns at Grunty fen with problems due to the number of sites and requested that this was added to the Parish Management Plan.

Councillor Warren advised that the street light had been taken down from the property on the High Street opposite Clarkes Lane and requested this be added to the next Agenda.

Councillor Dodson requested that payment to the church towards the cost of electricity for the Christmas tree lights be added to the next Agenda and thanked Councillors Fella and Furness for putting up and taking down the Tree.

Councillor Reynolds raised the idea of using an internet box account for storing and sharing Council paperwork and requested that this be added to the next Agenda. He also requested that any paper documents be given to the Clerk.

110114. Date of next meeting – 10 February 2014

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