

# WILBURTON PARISH COUNCIL.

Chair: Tracy Newman

Clerk: Mrs G Woods

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## **Minutes of a meeting held on Monday 13 May 2013 in the Baptist Church**

Present: Councillors Fella, Warren, Yarrow, Dodson and Newman. 4 local residents.

### **010513. Apologies, Acceptance of apologies and declarations of interests.**

None

### **020513. Election of Chairman and Vice Chairman.**

It was proposed by Councillor Warren that Councillor Yarrow remain as Chairman and Councillor Fella as Vice Chair.

A counter proposal was received from Councillor Dodson that Councillor Newman was elected as Chair, which was seconded by Councillor Fella. A vote was carried out first for the counter proposal, which resulted in 3 for and 2 against, therefore the vote was carried.

Councillor Dodson proposed Councillor Fella as Vice Chair, which was seconded by Councillor Yarrow. All in favour.

**Resolved – That Councillor Newman is elected as Chair and Councillor Fella is re-elected as Vice Chair.**

### **030513. To consider approving of the minutes from the meeting held on 8 April 2013.**

The minutes of the previous meeting held on 8 April 2013, having been circulated, with a minor amendment, were taken as read and signed as a true record.

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

### **040513. Co-opting of Parish Councillors/Community Land Trust Trustees**

Councillor Dodson proposed Ben Furness be co-opted as a Parish Councillor, which was seconded by Councillor Fella. All in favour.

Councillor Dodson confirmed that Vaughan Kirk has declared an interest, but was checking his work commitments to ensure that he will be able to attend meetings on a regular basis.

Councillor Dodson proposed Councillor Newman as a Community Land Trust trustee, which was seconded by Councillor Fella. All in favour.

**Resolved – Ben Furness co-opted as a Parish Councillor.**

**Resolved – Tracy Newman elected as a Community Land Trust Trustee.**

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

Meeting closed for public participation.

**050513. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.**

The Parish Council was asked whether it had been approached for approval of a seat being erected in the Cemetery and it was confirmed that it had not.

Ron Sizer, a member of the Cricket Club, made a report to the Council. He confirmed the following:-

In 1993, the Ely Standard printed an article on the Cricket Club as a leading village club established in 1881(132 years old) and appreciated the help and support that it had historically received from the Parish Council and hoped it will continue. This included the loan for the pavilion from the Council to the Cricket Club, which, with correct communication, was paid back in an effective and timely manner. He requested that this direct and open communication be continued so that any problems, complaints and criticisms could be responded to and resolved. The current Cricket Club and younger members are very enthusiastic, they have already paid for paint and laboured for free inside the pavilion 3 times, and outside twice. They were, understandably, not happy to perceive they were being criticised when a report was printed in the Village Voice, although this was a misunderstanding.

The cricket club had written a letter to the Council covering various areas and an update was given regarding the purchases by the Cricket Club of a lawn mower and bowling machine to help with the youth practice. It was confirmed that the Club costs approximately £4000 per year to run, of which £1000 is spent on the cricket square. Although this is a public piece of grass, any help with it being respected would be appreciated as it is easily damaged. (i.e. not having football being played on it).

The Cricket Club are actively fund raising, have been in contact with East Cambs District Council community grant office and have been left with 2 possibilities out of 6 for funding, (due to the land not being owned) – they are hopeful that one could raise considerable funds. There is also a problem with the grass not being cut short enough which is causing problems, especially for the younger members, when fielding in the outfield.

Councillor Yarrow suggested that part of the problem could be that the grass is not rolled and cut, only cut.

A resident, who had put in an application for a planning application to build 2 x 4 bedroom houses on his land, discussed his application, giving some background to the Council (proof of no commercial or industrial interest in existing barns, use of the pre-application service and that the planners were now happy.) He confirmed that they want to move into one of the new properties, and sell the existing property and one of the new properties. The site plan/access roads etc were shown and discussed.

Back in session

**060513. Reports from County and District Councillors.**

None

**070513. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.**

The meeting was re-closed when discussing the action required regarding the drains at St Peters Hall, for input from member of the public with knowledge/experience, then re-opened.

**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.**

#### **080513. MATTERS ARISING**

(a) Social Club – A meeting between the Parish Council and the Social Club took place on 25/4/13, which Councillor Dodson kindly summarised and circulated to the Councillors. It was proposed by Councillor Dodson and seconded by Councillor Fella that the decisions made at the meeting regarding the transfer of the licence and the approval from Dave Maltby/Nigel Tiley for any events held in St Peters Hall be ratified. All in favour.

It was also agreed that the lease should be discussed in more detail at the next Parish meeting in June.

**Resolved – That the licence is transferred into Nigel Tiley’s name and the Parish Council pay the transfer fee of £23.00.**

**Resolved – That the lease be discussed in more detail at the next Parish meeting in June.**

**Action Points: - Clerk to complete licence transfer form, issue cheque for transfer fee, and add lease to next Parish meeting.**

(b) St Peter’s Hall bookings –There was an issue at St Peter’s Hall when the stage was required for a private function, but had sets on it for a theatre production. It was therefore agreed to change the booking form to ask if there would be any live entertainment and whether the stage would be required, so that Theatre Groups could be informed.

On several occasions, there were also some difficulties when the small committee room was required for theatre productions, but had been booked out for meetings. This was discussed, and it was proposed by Councillor Dodson and seconded by Councillor Fella that the small committee room would be available for £5.00 per night for the dates of the production, but could be hired out for meetings at any other time, unless specifically requested by Theatre Groups. All in favour.

**Resolved – That the booking form be amended to reflect whether the stage would be any live entertainment at an event and whether the stage would be required.**

**Resolved – That the small committee room be available at £5.00 per night for the dates of a production, but needed to be requested at any other time, and could be booked out for meetings if no request received.**

**Action Points: - Clerk to amend booking form and to advise Swat and WTG of resolution regarding the small committee room.**

(c) Electrical works required at St Peters Hall. Covered in action points.

**Resolved – Proposed by Councillor Dodson and seconded by Councillor Fella to accept the verbal quote received of £376.22, but must be made in writing.**

**Action Points: - Councillor Warren to obtain writing quote and confirm acceptance with contractor.**

(d) PAT Testing of appliances in St Peters Hall and pavilion – As the Council have adopted a new Health & Safety policy that states all appliances need to be Pat tested, it was proposed by Councillor Dodson and seconded by Councillor Newman that the Council arrange for all appliances to be tested this year, after which, annually at the cost of the users if any appliances brought into and used on the premises.

**Resolved – That all appliances in St Peters Hall and the pavilion be PAT tested, paid for by the Council, then annually at cost of user.**

**Action Points: - Councillor Newman to arrange.**

(e) Pavilion repairs and sub-committee – Councillor Newman confirmed that padlocks had been oiled as had the sliding bars, bins provided in pavilion, roof moss etc been removed, gutters cleared and repaired, flat roof repaired, and rubbish removed. Quotes were being obtained for repairs/plumbing/painting etc. Once all received, a meeting will be arranged, to be held in the pavilion, with the cricket club, football club, fireworks and beer festival committees, to discuss and agree a plan of action.

Plumbing requirements for the pavilion are being obtained alongside jobs required at St Peters Hall and the cottage, and may therefore have to be split to avoid undue delays. One contractor needs to be asked to attend the various sites so that his quote can be accurate rather than an estimate.

**Resolved – That the meeting to be arranged once all quotes obtained and that estimated quote is confirmed.**

**Action Points: - Councillor Newman to contact contractor and arrange meeting.**

(f) Grass cutting tenders. Due to timing issues, it was proposed by Councillor Yarrow and seconded by Councillor Newman, that the contractors be asked to re-tender in November for next year, and that the Council “firm up” it’s requirements in the tender specification. All in favour. It was proposed by Councillor Yarrow and seconded by Councillor Warren that, in the meantime, Truelink continue grass cutting the recreation field, and that a meeting is arranged with Councillor Yarrow, Truelink and the cricket club to discuss satisfactory cuts/strims/roll etc. All in favour.

**Resolved – That contractors are asked to re-tender in November for next year, that Truelink continue in the meantime and Councillor Yarrow meet with Truelink and Cricket Club to confirm requirements for satisfactory cuts/strims etc. to the cricket outfield and other areas.**

**Action Points: - Clerk to apologise to contractors and confirm re-tendering in November, and request Truelink to continue in the meantime.**

**Councillor Yarrow to arrange meeting with Cricket Club and Truelink regarding requirements for satisfactory cuts to the cricket outfield.**

(g) ROSPA Report – The ROSPA report raised some concerns regarding the BMX track and it was felt that the track should be looked at as a matter of urgency.

**Resolved – Councillors Fella, Yarrow and Dodson to look at BMX track on Saturday 18 May 2013 and report by E-mail any urgent action required.**

**Action Points: - Clerk to action findings of above once reported back to Council.**

(h) Rubbish/Litter in Village – Councillor Fella confirmed that he had received numerous complaints regarding the rubbish/litter around the village. The Neighbourhood Panel have had similar reports and are doing sweeps for other villages. Councillor Warren, as Wilburton Parish Council representative will raise at the next meeting and report back.

**Resolved – That Councillor Warren raise at next Neighbourhood Panel meeting.**

**Action Points: - Councillor Warren to report back after Neighbourhood Panel meeting.**

(i) AGM – The date for the AGM was discussed together with the report to be made by the Chairman.

**Resolved – That the AGM is held on the 22 May 2013 and that the Chairman’s report should be done by Councillor Yarrow, the retiring chairman.**

**Action Points: - Councillor Yarrow to prepare a report for the Annual meeting.**

### **090513. 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 - £70.00  
Rent of football ground May - £37.5  
Wet and Dry Cleaner –£427.08  
Water rates Pavilion – Jan-April 13 - £49.95  
Water rates Cemetery – Jan-Apr 13 - £3.80  
SLCC annual membership - £100.00  
ROSPA report - £81.60  
Works to pavilion – £265.00  
Cleaning materials and bin for pavilion - £29.26  
Grass cutting – Berristead and recreation ground -£452.52  
Grass cutting – cemetery - £260.00  
Electricity – St Peters Hall - £863.62  
Electricity – Pavilion -£27.32  
License transfer fee for St Peters Hall - £23.00

**Resolved – It was proposed by Councillor Fella and seconded by Councillor Newman that all accounts are paid. All in favour.**

**Resolved – It was proposed by Councillor Dodson and seconded by Councillor Fella that all regular users of St Peters Hall be advised of the two high electricity bills, and, although the meter is being checked, may have to raise hire costs when reviewed. All in favour.**

**Action Point – Clerk to contact regular users of the Club to confirm the above.**

Review of Council’s policy regarding quotes and purchase orders and the amendment to the financial regulations once approved. It was agreed that this should be moved to the June meeting.

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

**Action Points: - Clerk to add to June's Agenda.**

Budget for 2013/2014. It was agreed that this should be moved to the June meeting.

**Resolved – That the Budget be discussed at the next meeting.**

**Action Points: - Clerk to add to June's Agenda**

- (b) Invoice for the hire of the recreation field for the fireworks display in November 2012. As the firework committee had to carry out some electrical work for the firework display to go ahead, it was proposed by Councillor Yarrow and seconded by Councillor Fella that the invoice be waived, and, due to the new Health and Safety policy adopted by the Council, that no repairs are carried out without prior approval. All in favour.

**Resolved – That the invoice for the fireworks display in 2012 be waived and that no repairs are to be carried out without prior approval by the Council.**

**Action Points: - Clerk to advise the Fireworks committee of the above.**

**100513. 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  
ECDC – Amendments to Councillor Code of Conduct  
CPALC – List of funding within East of England  
E-Mail – Response regarding Invoice to 77 committee for bonfire night  
E-mail – Condition of BT red phone box – CF to get number  
E-mail – Rights of way grass cutting for 2013

**110513. PLANNING**

Applications:-

Extension to garage at 2 The Firs, Wilburton – Reference 13/00274/FUL – No objections

Extension above existing single storey extension and infill single story extension at 63 Stretham Road, Wilburton – Reference 13/00257/FUL – No objections

Change of use of land and outbuildings to dog training centre, including fencing, conversion of outbuildings to indoor training facilities, ancillary uses and car parking areas at land and buildings at White Cross Farm, White Cross Road, Wilburton – Reference 13/00272/FUL – No objections – just ensure waste disposal appropriate

Conversion of existing barns into 2 no 4 bedroom houses with 2 car sheds at Old Australia Farm, Twentypence Road, Wilburton – Ref 13/00344/FUL – No objections

Summer House at 33 Station Road, Wilburton – Ref 13/00310/FUL – No objections

**120513. Councillors Questions – To receive any comments or questions from the Councillors**

**Councillor Newman suggested holding a fundraising event in St Peters Hall where stalls and stands could be set up by local clubs/associations/school/preschool/church/etc. Possible date in July and Hall will be provided free of charge.**

**Councillor Dodson acknowledged and thanked DHL and Tim Nicklin on behalf of the Parish Council, for the donation made of £300.00 towards the cost of the new play area, and the beer festival who will also be donating all of their proceeds.**

**130513. Date of next meeting – 10 June 2013**

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)

Ongoing items

Pavilion and Recreation Ground – Currently awaiting more clarification regarding the Community Land Trust Scheme before considering all options for the re-building/re-location of the Pavilion.

Community Land Trust Scheme – Currently awaiting update after open meeting on 27<sup>th</sup> March 2013.

Playground Sub-Committee – Currently applying for grants and producing questionnaire for residents.

Parish Plan – Currently being developed.

Signed

Date