

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 11 November 2013 in St Peters Hall

Present: Councillors Fella, Dodson, Warren, Yarrow, Hennessy, Kirk and Forsyth. 4 local residents.

011113. Apologies, Acceptance of apologies and declarations of interests.

Apologies were accepted from Councillor Furness, and Councillor Forsyth who advised that he would be late for the meeting.

Councillor Kirk disclosed an interest when quotes for repairs to the Pavilion were discussed.

021113. Co-opting of Parish Councillor – This was deferred until after item 061113 to allow time for Councillor Forsyth to attend.

Two applications were received from local residents and the forms E-mailed to all Councillors.

A secret ballot was carried out and the votes were counted by the Clerk.

Resolved: - It was confirmed that David Reynolds was elected and completed the Declaration of acceptance of office form.

Action Point: - David Reynolds to complete the Declaration of Interests form and return to the Clerk for recording and sending to East Cambs District Council within 28 days.

Action Point: - Clerk to advise East Cambs District Council of new Councillor as well as changes of Chair and Vice-chair.

031113. To consider approving of the minutes from the monthly meeting held on 14 October 2013.

Resolved: - It was agreed that the minutes of the meeting held on 14 October 2013, with a slight amendment should be approved.

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

Session closed for public participation.

041113. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

Steve Smith from Speedwatch gave an update on the Scheme, which is a community partnership to educate speeding drivers. They record details of vehicles that are speeding, which is passed to the police who will send the driver a letter, if caught again, a stronger letter is sent, and if it occurs a 3rd time, they will receive a visit from the police.

The Ely West Panel covers Wilburton, Haddenham, Witchford, Coveney, Wentworth and Sutton and is operated by volunteers, who like to operate in their own Village. A notice is being placed in The Voice in December to encourage people to join. The police expect activity at least once a month, and if not, could get Highways to take down the signs. Depending on amount of traffic, time of day etc. the Scheme needs 2-3 volunteers at least to be working together (sometimes struggle with 4!). There are only 3 volunteers for Wilburton and more are required.

There is no bespoke budget for Speed watch, the police are looking for Speedwatch to become part of wider Parish traffic management plan, which could lead to more funding by Highways for traffic calming measures.

Sites for signs have been inspected with Councillor Yarrow and 3 existing posts at Stretham Road, Haddenham Hill and Twentypence Road have been identified, necessary forms completed and just need to be signed. They can then be sent to the police with the photos of the sights to be approved.

Councillor Dodson raised the possibility of having stickers for wheelie bins.

Back into session.

Thanks were given to Speedwatch for the update and help with the signs.

Resolved: - It was proposed by Councillor Dodson and seconded by Councillor Hennessy that the signs be approved. All in favour.

Action Point: - Councillor Fella signed the form for the signs to begin the process.

051113. Reports from County and District Councillors.

None

061113. 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
Rent of football ground December - £37.5
Grass cutting cemetery £390
Grass cutting Back Lane £55.00
Grass cutting Lucas court- £90
Grass cutting – cricket/football field and Berristead - £241.56
Groundwork’s to Pavilion - £230

Water rates – Pavilion - £13.64
Refund of deposit - £100.00
Electricity – St Peters Hall - £111.08
Electricity – Floodlights – £12.42
Electricity – Pavilion - £50.69
Repairs to broken boarding at Pavilion - £25.00
Sign for BMX track - £54.00
Paint and materials for the Pavilion - £121.55
Sand for cemetery - £46.20

Any other accounts received before 11 November 2013

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

Budget/Precept

This was discussed at length, with confirmation given to new Councillors that this was only an estimate for East Cambs District Council, and the actual precept would be set in January 2014.

It was proposed by Councillor Warren and seconded by Councillor Yarrow that Alan to freeze at the same rate as last year.

It was counter proposed by Councillor Hennessy to increase to £31500, this was seconded by Councillor Dodson.

Counter proposal was voted on with four 4 in favour so carried.

Resolved: - It was resolved to increase the precept estimate to £31500 as above.

Action Point: - Clerk to advise East Cambs District Council.

Donations

The Clerk confirmed that donations of £100 were made to Victim Support, Dial-a-ride, EACH, Citizen's Advice and First Response
Prop pw, seconded KH – all in favour

Resolved: - It was proposed by Councillor Warren and seconded by Councillor Hennessey that the same donations were made this year. All in favour.

Action Point: - Clerk to raise the cheques ready for signing at the meeting in December.

Ballot for co-opting of councillor was carried out now – see 021113 above

071113. PLANNING.

Applications:- None

Approved: - Extension to existing renewable energy solar farm.

Refused: - None

Appealed: - None

Update:-

Building works to site near Pony Lodge, Grunty Fen Road – It was confirmed that the Clerk had contacted East Cambs District Council and was waiting for an update.

Garage at boundary of Station Road and Broadway – Councillor Furness has been unable to contact resident.

Councillor Warren proposed, and was seconded by Councillor Yarrow that the Clerk writes to East Cambs District. Four were in favour, two against and one abstained.

Resolved: - It was resolved to contact East Cambs District Council regarding planning permission.

Action Point: - Clerk to write to East Cambs District Council.

Any other planning correspondence received by 11 November 2013

081113. Review of Action Points from previous meeting to be carried out and any further actions to be agreed.

Repairs to stage at St Peters Hall

Resolved: - It was proposed by Councillor Warren and seconded by Councillor Dodson that, for health and safety reasons, the Parish Council pay for the ropes and pulleys for the stage on St Peters Hall at a cost of £1535.00, that the Theatre Group confirm their insurance information and that, as the Hall is hired out to other users that the Council has no liability to any damage caused by other users of the Hall. Also, to note that, due to the specialist nature of the work, only one quote has been able to be obtained. All in favour.

Action Point: - Clerk to contact Theatre Group regarding the above and for confirmation of when the works would be carried out as there are already bookings in the Hall for January 2014 onwards.

Possibility of Fireworks and Beer Festival becoming Sub-committees of the Parish Council

Resolved: - Councillor Hennessy confirmed that the fireworks committee would be happy to become a sub-committee of the Council, and this was discussed with the potential problems and constraints this would put on the committee in respect of amalgamation of bank accounts/constraints on charity donations etc. It was agreed that Councillor Hennessy would look

into this further with the Council's Insurance Company, and to contact Haddenham fireworks to see how they operate.

Action Point: - Councillor Hennessy to contact Insurance Company and Haddenham Fireworks as above.

Repair to flooring in Cottage

Resolved: - As it was impossible to obtain confirmation of the cost to the floor in the Cottage until it had been ripped up and damage assessed, and obviously could not be left like this for three quotes to be obtained, it was proposed by Councillor Warren and seconded by Councillor Fella, that Councillor Warren arrange for the floor to be inspected and work to be carried out if cost under £500. If over this amount, Chair and Vice-Chair to be informed. All in favour.

Action Point: - Councillor Warren to contact builder for works required as above.

Inspection reports on Cottage

Resolved:- It was agreed that copies of the letting agency reports should be obtained for the Parish Council's records and that an inspection be carried out after Councillor's Yarrow and Warren attended the cottage to carry out some measurements to the cottage kitchen.

Action Point:- Clerk to request inspection and copies of previous inspections.

091113. MATTERS ARISING.

Interest declared by Councillor Kirk regarding quotes to the Pavilion due to relationship with one of the contractors so abstained from all discussions and voting

(a) Pavilion repairs.

Quotations that had been received regarding the repairs to the pavilion were discussed and it was proposed by Councillor Yarrow and seconded by Councillor Dodson that the quotation from Jon Peck. All in favour apart from Councillor Kirk who abstained as he had declared an interest as above.

Resolved: -That the quotation from Jon Peck be accepted and letters of thanks sent to all who had sent in quotations.

Action Point: - Clerk to advise Jon Peck of the above and to liase with Councillor Warren regarding access to the pavilion.

Action Point: - Clerk to write letter of thanks to unsuccessful contractors as above.

(b) Pavilion Lease and Sub-committee.

Councillor Forsyth confirmed that a productive initial meeting had been held on 16 October, and that a subcommittee was now being arranged. To be added to December's Agenda for update.

Resolved: -To add to December's Agenda for update.

Action point: Clerk to add to Agenda for December.

(c) Social Club Lease Update.

Resolved: -To add to December's Agenda

Action point: Clerk to add to Agenda for December.

(d) St Peters Hall – Sub-committee and flooring to small committee room.

Resolved: -To add to December's Agenda.

Action point: Clerk to add to Agenda for December.

(e) Grass cutting tenders.

The wording of the grass cutting specification was discussed and slightly amended to include, type of mower used and for the recreation ground and play area to be strimmed 3 times a year.

Resolved: -To request tenders from 5 contractors with closing date of 1 January 2014.

Action point: Clerk to send the specification and invite to tender to be opened at the Agenda in January 2014.

(f) Allotments.

The allocation of the new allotments and renewal of existing allotments was discussed.

Resolved: - Proposed by Councillor Forsyth and seconded by Councillor to contact first 4 residents on the waiting list to offer an allotment at £5.00 per annum, with effect from 1 December 2013, and to contact Councillor Yarrow if interested. All in favour. Existing tenants to be offered renewals at existing fees for plots effective from 1 December.

Action point: Clerk to action above.

(g) Risk Assessments.

Resolved: -To add to December's Agenda.

Action point: Clerk to add to Agenda for December.

(h) Policy regarding quotes and purchase orders.

Resolved: -To add to December's Agenda.

Action point: Clerk to add to Agenda for December.

(i) Local Highway Improvement Initiative.

This was discussed together with the cycle path to be cleaned up and the Conifers backing onto Broadway to be cut back.

Resolved: -Proposed by Councillor Dodson and seconded by Councillor Fella that a path in Broadway be applied for under this scheme. All in favour. Councillor Yarrow to word a flyer for Councillor Fella to distribute to residents in Broadway requesting a response by 30 November 2013 to support the application.

Action point: Councillor Yarrow to word flyer and Councillor Fella to distribute.

Action point: Clerk to complete application form once responses received from residents.

Action point: Councillor Reynolds to confirm details of the cycleway for Clerk to contact Highways.

Action point: Councillor Fella to confirm details of the conifers for the Clerk to contact the residents.

(j) Signs and bins for Berristead.

Resolved: -To add to December's Agenda.

Action point: Clerk to add to Agenda for December.

101113. 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
Update regarding disabled bays in Bakery Close
Consultation on the Draft North Ely Supplementary Planning Document

Councillor Warren produced correspondence that he had received regarding a review of the Neighbourhood Panel Scheme. Councillor Yarrow proposed that the questionnaire was completed by Councillor Warren, this was seconded by Councillor Yarrow – all in favour.

Resolved: -Proposed by Councillor Yarrow and seconded by Councillor Fella for Councillor Warren to complete on behalf of the Council. All in favour.

Action point: Councillor Warren to complete the questionnaire and let the Clerk have a copy for the Parish Council records.

He also advised that at the last meeting, letters from residents in Car Pond lane were handed in regarding issues with parking.

Resolved: - It was agreed that Councillor Warren would draft a letter to be sent to Highways and Councillor Hunt regarding double yellow lines and cross hatching markings outside gates to the School, and to E-Mail to Clerk for inserting onto headed paper.

Action point: As above.

Email from Theatre Group re repairs to stage

Any other correspondence received before 11 November 2013

111113. Councillors Questions – To receive any comments or questions from the Councillors.

Councillor Dodson raised the issue of a Christmas tree – If Councillor Furness can locate he will put up and Councillor Fella has lights.

Councillor Dodson also confirmed that the Parish Council meeting on 9 December 2013 could be held at the Baptist chapel due to the panto being performed in St Peters Hall.

Councillor Forsyth queried when the annual budget was set – it was confirm that this was in January/February when the precept had been confirmed.

He also raised the possibility/value of sub committees and councillors taking on responsibilities using their skill sets. Parish Councillors will let Councillor their preferences and he will come up with some proposals for the next meeting . **To be added to next Agenda.**

Councillor Warren confirmed that there was a lot of litter in Berristed and that a sofa had also been dumped.

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: