WILBURTON PARISH COUNCIL

**Minutes of the Full Council meeting from 7th June 2023 held at St Peters Hall, at 8pm**

**Present:** Cllr Attrill Chair, Cllr Spencer Vice Chair, Cllr Lambert, Cllr Upton, Cllr Wilson, Cllr Morgan and Cllr Duckworth

**Also, Present;** Parish Clerk (Andy Milne), a number of Wilburton parishioners, 2 members of Haddenham PC and Caroline Shepherd (Liberal Democrat Councillor)

**23-033: Apologies, Acceptance of apologies and declarations of interests**

Apologies: None

A member of the parish council undertakes contracted work for the parish council.

**23-034: To approve the minutes of the previous meeting held on the 3rd May 2923**

The minutes from the meeting on Wednesday 3rd May 2023 were approved.

**23-035: Public Participation (15 mins) – to accept questions and comments from members of the public and councillors with a prejudicial interest**. (max 3 mins per person)

There was public participation.

Ann Sherwood and her friend from Wilburton theatre group raised concerns over the rates she would be charged for future bookings for St Peters Hall.

The Chair confirmed that the rates for existing bookings, including Friday and Saturday shows would remain as they are.

The proposal to charge £15 per hour on all future Saturday bookings in the Summer was discussed.

This item comes up under business matters 23-038. The Chair explained that in order to keep the precepts under control the Parish Council had an obligation to maximise revenue for the Hall and any other areas such as the Recreation Ground

**23-036: Reports from County and District Councillors**

Caroline Shepherd introduced herself explaining that she lived in The Broadway, Wilburton and is approachable and friendly. Caroline was elected in May but does not want to focus on politics during Parish Council meetings. She was vice chair of the Joint Planning Committee, was the Chair of the guided bus project and was a county councillor for Cambridgeshire County council.

She said she would like to help the village in any way she can and would welcome anyone coming to her with ideas.

Caroline asked for any suggestions as to where she may hold her surgeries in future.

There were several ideas including social clubs and warm hubs.

Cllr Duckworth supports her initiative and approach.

The Chair thanked her for attending and her presentation.

**23-037: Report from Chair**

The Chair read out a prepared paper (as attached to minutes) explaining historical decisions made relating to conflicts of interest between parish councillors and them conducting paid work within the parish.

Cllr Upton expressed that the paper was very balanced.

Cllr Duckworth thanked the Chair for clarifying past decisions and the approach to future decisions. He compared this with the Nolan principles. He emphasized the importance of public perception for complete transparency and clarity relating to any expenditure of any public funds. He stated we must uphold the highest standards of principles and integrity.

**23-038: Business Matters**

1. **Discuss training for all councillors** – **Cllr Attrill**

The Chair confirmed most councillors had undertaken the training or were booked on future courses including training for

It was emphasized that any councillors that have not attended councillor training must do so as a matter of urgency.

This training outlines the mandatory rules that each parish councillor must follow and will be committed to.

1. **Discuss updates to the conflict of interest’s policy- Cllr Attrill**

The Chair opened by saying that the agenda item was a wider subject because of the attached paper.

The PC and the Clerk agreed to review the standing orders and financial regulations to avoid any conflicts of interests and to clarify the rules on procurement.

All agreed that these must be fit for purpose, ensure no fiscal benefit to parish councillors and to reflect any lessons learned from the past; doing our best to follow advice on best practice.

The PC voted on the following actions:

a) Review the standing orders/financial regulations as soon as possible (ideally for the July meeting)

Proposed by the Chair, seconded by the Vice Chair and voted unanimously in favour by all parish councillors.

b) Introduce and review the code of conduct proposed by the Chair, seconded by the Vice Chair, and voted unanimously in favour by all parish councillors

c) Review and introduce a conflict-of-interest policy -proposed by the Chair, seconded by the Vice Chair, and voted unanimously in favour by all parish councillors

1. **Discuss request from theatre group to have the hall on Saturday 9th September 2023 - Cllr Attrill**

It was agreed that charges for new bookings for the theatre group will be reviewed between the council and the theatre group at our soonest convenience.   
Ann Sherwood asked if they could have the key to the disabled toilet for this weekend.

Tup clarified that the disabled toilet door was open.

The Clerk offered to ask Dave Maltby where the key is and where it will be stored in future.

**4.Discuss quotes for dropped kerb and associated works - Cllr Attrill**

The Chair handed over to Councillor Morgan for updates.

We have received 2 good quotations based on like for like specifications.

The first from CB at £12,750 + VAT

The second from Meads at £11, 956 + VAT

Cllr Morgan had approached several building companies including Durman & Stearn Ltd (Cottenham) but had been unable to secure a third quotation.

Cllr Wilson asked about the time scales to complete this- All to be confirmed.

It was proposed by Cllr Wilson, seconded by Cllr Duckworth and all councillors were in favour that we should proceed with Meads as the contractor.

**5.Update on progress with the car park and courts planning application – Cllr Attrill**

The plans had been re-tooled avoiding the root protection area of trees on site. It was decided to eliminate one tennis court and the MUGA becomes 20% larger. The MUGA will be marked as a tennis court /football field and hockey court. Cllr Attrill will conduct a consultation at the Beer Festival to ensure that all sports are correctly represented on the MUGA. At this point Cllr Attrill showed plans for the rec including root protection. The next actions were to give the architects the go ahead (Cllr Attrill) and remove fence panel from the sheep field (Cllr Wilson).

**6 Update on approving commencement of the cricket nets – Cllr Attrill**

There will be a £19,500 contribution from Thalia Fund.

The other 50% of this project is funded by the parish council

The project meets the requirements within the lease.

The contractor will commence on 10th July 2023.

**7.Update with speed watch on handover of 3 SIDs we now have – Cllr Attrill**

Cllr Attrill and Cllr Upton sat with Steve Smith from Speedwatch to agree where they will be sited**.**

Cllr Upton gave an open invitation for volunteers to help with this project: moving cameras around replacing batteries **(**which last a few weeks) and outlined a rota will need to be created to cover the activities.

Cllr Upton confirmed they will not be collecting data any longer now Roadwatch in Wilburton is finished

**8 Update on beer festival committee meeting – Cllr Attrill**

Cllr Spencer and Cllr Attrill went to meet the committee. They are ready to go with mugs and t shirts. East Cambs DC will provide bins free of charge including delivery and collection.

Cllr Attrill will be running a consultation during the festival calling for ideas for the parish council.

1. **Approve payment for electrical work at the rec by Nigel Pymont – Cllr Attrill**

Cllr Attrill confirmed there will be a change of the electrical distribution box consumer unit.

Cllr Duckworth confirmed excellent value at £678.70.

Cllr Attrill confirmed there will be a testing certificate issued.

Cllr Spencer proposed, Cllr Lambert seconded, and it was voted unanimously in favour by all parish councillors.

1. **Discuss clearing and use of the open space/ground behind the social club ­– Cllr Attrill**

Cllr Attrill had identified an unkept grass area behind the social club that was completely redundant and could be used creatively by the social club. It was decided to go ahead with this, and the Clerk would seek to organise contractors.

1. **Planning applications to discuss.**

**23/00521/FUL – 2 storey and single storey rear extension**

It was agreed that this was an improvement to the property and there were no objections.

**23-039: Discuss co-option of applicants for casual vacancies of Parish Council**

The Chair asked the Clerk to explain the voting process in a situation of co-opting applicants onto the Parish Council after the elections.

There are 7 parish councillors currently and 2 vacancies.

At the start of the meeting there were 5 applicants to be considered for co-option.

The Clerk had received and distributed 4 CVs sent by these applicants.

Former Cllr Aniskowicz had contacted the Chair by text during the meeting to say that he was no longer interested in applying.

This left applicants Liz Whittle and William Thurston who were at the meeting and the clerk invited them to make a short presentation to the Parish Council.

Ian Mitchell was unable to attend the meeting today but had submitted his application and CV to the Clerk for consideration.

The Clerk had not heard from Peter Axton who was not at the meeting.

Liz Whittle explained she has a background as a garden historian and in conservation planning. She had been an expert witness on public enquiries relating to planning applications concerning historic parks and gardens in Wales. She has also commented on draft local plans relating to planning applications concerning historic parks and gardens in Wales. She explained she would like to conduct an audit of the trees and local landscapes to review use by parishioners.

William Thurston explained that he was recently retired but still a director of 4 family companies.

He wanted to convey that he a great range of practical skills and would be an active volunteer for different parish council projects in the future.

The Parish Councillors were invited to vote for suitability of Liz Whittle for the first seat. It was unanimous.

The Parish Councillors were invited to vote for suitability of William Thurston for the second seat. 6 votes for and one abstained.

**23-040: Agenda items for next meeting**

Introduction of the councillor’s code of conduct.

Introduction of the conflict-of-interest policy

Review of standing orders/financial regulations

**23-041: Councillors Questions – To receive any comments or questions from the Councillors.**

Cllr Wilson explained some problems with tree limbs in the Rec.

Cllr Whittle offered to help create a proposal to ECDC regarding the trees.

Cllr Duckworth agreed to investigate the costs to refurbish The Cottages as it had recently been identified that they must be brought up to a required EPC standard (Every home, when it is sold or rented, is required to have an**Energy Performance Certificate (EPC)**, comprising a predicted fuel cost-based efficiency rating and a rating based on predicted carbon emissions.)

Cllr Wilson agreed to investigate how long the mortgages are for The Cottages.

There was a discussion about the longstanding village fireworks display which has historically been run by volunteers and its own working party. Cllr Attrill explained at present there were no plans for it to go ahead this year in this historical format. However, District Councillor Caroline Shepherd offered to help look into resurrecting the firework display if a different organisational format could be found.

Cllr Duckworth reminded everyone of a Choir concert taking place at the Church on Sunday 11th June from 3pm onwards and asked for volunteers to help with the stewarding of the guests within the church.

Scones, Pimm’s, teas, coffees and strawberries would be available after the concert.

Cllr Lambert confirmed we had received the free soil from British Sugar.

Cllr Attrill expressed the Parish council’s appreciation of their generosity.

**23-042: Date of next meeting - Wednesday 5th July 2023**

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/)

Signed: …………………………………… Cllr J Attrill (Chair) Date:…../……/……..