WILBURTON PARISH COUNCIL

**Minutes of the Full Council meeting from 5th July 2023 held at St Peters Hall, at 8pm**

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

**Also, Present;** Parish Clerk (Andy Milne) and a Wilburton parishioner along with representatives from Lakenheath Fireworks, Essex Pyrotechnics and the Cambridge Fireworks Company.

**23-043: Apologies, Acceptance of apologies and declarations of interests**

Apologies: Cllr Duckworth

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

**23-044: To approve the minutes of the previous meeting held on the 7th June 2023**

There was an alteration made by Cllr Morgan at the meeting. The Parish council then approved the minutes.

**23-045: 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 no public participation.

**23-046: Reports from County and District Councillors**

There were no reports

**23-047: Report from Chair**

There was no report .

**23-048: Business Matters**

1. **Approve applying for car park and courts planning application**  – **Cllr Attrill**

The Council agreed they were happy for the car park to commence in spring 2024.

The Chair will instruct the architect to proceed. The cost for this is likely to be £1000.

1. **Discuss the potential of a November 2023 Wiburton Fireworks display - Cllr Attrill**

Richard Handley (from the 77 fireworks committee) circulated a plan from the previous fireworks display held in Wilburton in 2019.

Cllr Attrill explained that we would like to put on a similar display on Saturday 11th November 2023.

Richard agreed to oversee areas such as security, stewarding and to take responsibility for logistics and Health and Safety on the evening using his previous experience of having organised this event many times in the past.

Cllr Atrill confirmed the scouts would provide the food and the social club will provide the bar.

Cllr Atrill will contact the breweries to provide the beer and St Johns Ambulance to provide first aid services.

In addition, rides will be provided by James Gilbey

At this point Cllr Atrill handed over to the Clerk who had secured quotes from five firework companies who were available on the date.

Prior to the meeting the clerk had circulated a paper to all parish councillors giving further background information about the companies and their quotations. The prices ranged from £6750 up to £8000 + VAT.

The clerk had invited 3 local companies Lakenheath Fireworks, Essex Pyrotechnics and the Cambridge Fireworks Company to this meeting.

Each of the 3 companies were asked to give a 5-minute presentation outlining what they could do on the evening.

The Council then voted on each company (only able to vote once).

The Cambridge Fireworks Company received unanimous votes and were appointed there and then.

Cllr Wilson alerted the Parish Council to the risk of flooding on the Rec.

Each company had been asked what they would do in case of cancellation due to bad weather and they all said they would be willing to reschedule at the next closest date.

1. **Review of Beer Festival - Cllr Attrill/ Cllr Spencer**

Cllr Atrill has attended a review of the Beer Festival 2023.

It was suggested they needed better Sum Up machines (4G).

The beer festival tickets need to be online, available from the social club and on the gates.

The beer festival was very well attended, and the income is in the region of £28,000. The full figures will be available soon.

There was a variety of good bands that visitors enjoyed. The food vendors completely sold out.

Cllr Atrill ran a survey during the festival asking villagers what they may want to see on the Recreation ground in the future, such as classic car shows, winter wonderland.

There were strong comments about road safety, lack of parking and of dog walking areas.

The chair and the parish council thanked the beer festival committee for an amazing event.

**4.Mobile food vendors -** **Cllr Attrill**

Cllr Attrill explained food vendors could pay up to £1000 each to secure a licence to provide their services.

Alternatively, if the Parish Council were to secure a Licence for the premises (outside the social club) this would cost £192.

A vote was proposed to proceed with the application for the premises by Cllr Morgan and seconded by Cllr Spencer and voted unanimously in favour by all parish councillors.

The Clerk will apply for the Licence.

Once the licence has been secured it is intended that there will be band nights at the social club on a regular basis

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**5.Update on dropped kerb & contractor- Cllr Morgan**

Cllr Morgan explained he was waiting for the contractor to give a date and that part of the price is the roadworks.

He confirmed this will be completed as soon as possible.

**6 Update on the 2 policies and regulations review – Cllr Attrill**

Cllr Attrill confirmed that the standing ordersand financial regulations will be reviewed.

In addition to this the Code of Conduct Policy and Conflict of Interest Policy will also be introduced.

The Clerk will review these Model Policies and make any recommendations for amendments which will be circulated for consultation by the Parish Council. It will be on the agenda for a future meeting.

**7.Proposals and other discussions with the social club – Cllr Attrill**

Cllr Attrill has attended a meeting with the social club to discuss the best future use of the facilities.

Cllr Attrill explained there was a need for a shop / green space / youth club.

Claire Campbell brought a paper on behalf of Bob Moodliar referring to:

1.Changing area/catering area 2. The house to be considered as a village shop.

Cllr Attrill and Cllr Lambert were looking at an application for funding from ECDC

Richard Handley proposed external signage for the social club.

It was noted that the garden area had been cleared of rubbish and the grass cut.

Thanks go to David Maltby for this.

Removing the wall between the external table and chairs and the garden area was discussed along with creating good disabled access.

There is a need for a children’s area and dog friendly area for social club users.

Andrew Deailoth from the theatre group will be able to conduct a survey of this external area of the social club.

The Clerk will co-ordinate with him to organise this.

**8 Approve quotes for new basketball area – Cllr Morgan**

Cllr Morgan stated that Maltby Construction had quoted for the hard area.

The Clerk confirmed a quotation for £1150 + VAT had been received.

Cllr Morgan confirmed he had received 2 further quotes for £2520 + VAT and £6825 +VAT

Cllr Morgan explained there would be a further cost in the region of £3000 for a tarmac finish

A general discussion followed about the type of finish required including resin, concrete and tarmac.

Cllr Morgan recommended tarmac.

He will secure 3 quotations for a future meeting or for circulation to all Parish Councillors.

It was proposed by Cllr Morgan, seconded by Cllr Wilson and voted unanimously in favour by all parish councillors

to go ahead with Maltby Construction for the hard area

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**9. Update on speed watch including rotas, training and volunteers – Cllr Attrill/Cllr Upton**

Cllr Attrill explained that he was attending an induction on Friday 7th July .

A previous email had outlined all the update details.

It was confirmed the following councillors agreed to volunteer for Speed watch : Cllr Morgan, Cllr Thurston and Cllr Upton who is already actively involved.

The Clerk volunteered to help with Speed Watch

During these discussions Cllr Spencer volunteered to maintain a Wilburton Parish Council Face book page.

1. **Update on fly tipping cameras ­– Cllr Attrill / Cllr Thurston**

Cllr Thurston and Cllr Attrill went to Haddenham Parish Council meeting to investigate their solutions to reducing fly tipping.

It was confirmed that the PC must put the posts up and the DC pay for the cameras.There will be a trial run in the future to catch people fly tipping.

**11.Discuss the cottages and Hall and update all Cllr Attrill/Cllr Duckworth**

Much of the use of the cottages and Hall was discussed under Business matters point 7.

The Clerk agreed to discuss the length of the mortgage with the previous Clerk or confirm otherwise.

Cllr Upton proposed a full debate before any upgrades were considered as there were difficulties and complications with the electrical supply and parking.

Further design ideas will be discussed including the introduction of a shop.

Cllr Attill, Cllr Duckworth, Cllr Upwell and the Clerk will view the cottages on a Friday in July.

The Clerk confirmed that he could arrange a visit giving 48hrs notice to the tenants via the agent and that the keys would be available from David Maltby.

**12.Discuss the use of the front room in the Hall- Cllr Attrill**

Cllr Attrill asked if any of the councillors would like to champion oversight of this project.

Cllr Wilson agreed to take on this project to include noise and smell pollution issues with the sinks and investigate what we can do with this space.

**13. Up date on 20mph speed limit -Cllr Attrill**

Cllr Attrill has received an email to explain that a decision has been made but not shared with us yet.

A group of parish councillors will need to go out and evaluate exactly where the 20mph speed limit should be enforced.

A number of locations were discussed including the bottom of Twenty Pence Road and some of the 30 mph speed limit on the road to Haddenham**.**

Cllr Upton asked if speed humps could be considered.

Cllr Attrill stated that when a 20mph speed limit is introduced the average speed is 25 mph.

If there is a collision with a pedestrian at 20mph they are likely to survive, one at 30mph could be fatal.

**14. Discuss mending damaged fences at the playground – Cllr Attrill**

Tup brought this up previously. There were gaps in the fence and the gate does not close correctly.

Cllr Morgan agreed to sort this out.

**15. Any ideas or bids for East Cambs Community Fund grant application window – All Parish councillors**

There were no ideas for this specific fund (£1000)

Cllr Upton stated that there was a funding expert at ECDC and that he would find out who this was.

Cllr Attrill confirmed that he and Cllr Wilson had applied to the Restoration fund for £250,000 to help restore Wilburton village resources.

**16. Planning application to discuss**

None

**23-049: Agenda items for next meeting (September)**

1. Carparks and Courts
2. Firework event 11th November 2023
3. Mobile vendors
4. Policies and Regulations
5. 5. 20 mph speed limit
6. Basketball
7. Cricket nets
8. Front room of St Peter’s Hall

**23-050: Councillors Questions – To receive any comments or questions from the Councillors.**

A paper from Cllr Duckworth was read out by the Clerk and will be attached to the Minutes.

The paper outlined thoughts on proposals for the Rec during the recent beer festival and updates on the Neighbourhood plan.

Cllr Upton raised the issue of the condition of the wall in the cemetery which has deteriorated considerably.

Cllr Upton agreed to contact David Maltby to get an idea of costs.

Once we have this, we will consult the Conservation Officer at ECDC to understand any conservation issues and to try to establish a specification to preserve the wall.

The Clerk clarified that Richard Handley will take overall responsibility for the Fireworks event on 11th November 2023 including marshalling, security, and H& S.

Cllr Attrill agreed to contact the scouts and St Johns Ambulance.

Richard Handley clarified that all volunteers will be trusted to do the job.

It was agreed that the police must be informed of the event.

**23-051: Date of next meeting - Wednesday 6th September 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 Mr A Milne Date 11.07.23

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