WILBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting from 4th October 2023 held at St Peter’s Hall, at 8pm**

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

Also, present Andrew Milne Clerk and FO

**23-062: Apologies, Acceptance of apologies and declarations of interests**

Apologies from Cllr Upton

**23-063: To approve the minutes of the previous meeting held on 6th September 2023**

 Minutes were approved and signed by the Chair

**23-064: 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.

One Cllr undertakes work on behalf of the Council.

**23-065: Reports from County and District Councillors**

Cllr read out a report (attached) from Cllr Caroline Shepherd, as she was unable to attend the meeting

**23-066: Business Matters**

1. **Update on car park and courts** - **Cllr Attrill/SM**

The planning application has been submitted for the car park, the tennis courts, astro turf and outside gym This should take 3 months and we hope to be inviting contractors from December onwards.

 2. **Update on Wilburton Fireworks display (disabled access) - Cllr Attrill/All PC**

Cllr Attrill to message Tim Hughes to use the grass on the corner near Berristead House

 The Clerk will arrange for Trulink to cut the grass if permission is granted, and this will become the disabled

 access for the fireworks display.

 Cllr Attrill reported that the following items have been done for the fireworks display: posters, banners,

advert for the Fen Scene (it was decided at the meeting to have a full-page advert at £375), advert placed in the Village Voice, featured by Spotted in Ely, the Harbour School car park arranged, radio promotion campaign booked with Star radio and all costs paid.

Cllr Attrill reminded the Council that the break-even is £12,000.

Cllr Attrill and Cllr Duckworth to revisit Pam about car parking.

1. **Update on cottages/hub developments and funding - Cllr Attrill/MD/All PC**

Cllr Attrill reported that he has a clear view and has worked hard on putting the pieces of the puzzle together for the Plunkett organisation.

There will need to be a Community Benefit Society.

This will require 4 members which will include Cllr Attrill, Cllr Lambert, possibly one further councillor and then ideally someone from the community.

Interested parties should approach Cllr Attrill.

Lottery funds may be applied for and £40-50, 000 of Section 106 funding may be match funded to this

 Project.

 The overall running costs for the Village Hub would essentially be the cost of the mortgage £8760.00 per

 annum and a salary.

 Cllr Attrill reported the Plunkett organisation have 700 shops throughout the UK and he estimates the

 running costs of our Hub to be between £60-70, 000.

 It was suggested contacting Silver Oak coffee and other local suppliers who may be interested in this

 project.

 The feasibility for this to become the village post office is going to be looked into.

 Cllr Attrill stated that hybrid working is here to stay. Cllr Lambert the village shop/Hub will require passing

 trade to ensure its success.

 The Clerk had tendered for the stage 1 measuring survey and had received 3 quotations:

 *Terrain Surveys £2,615.00*

 *Cambridge Land Surveys £1,800.00*

 *Survey Solutions £1,250*

 A further quotation was tendered following a meeting with Cllr Duckworth.

 *Ely Design Group £2,350*

 Cllr Duckworth reminded the Clerk that any topographical survey must be DWG compliant. The contract was awarded to Survey Solutions

1. **Issue with Taxi’s speeding through village going to the Harbour school** **– Cllr Morgan**

Cllr Attrill also raised the issue of taxis parking outside the Harbour school until the gates open at the end of the school day. Both speeding and parking on this road could be dangerous.

Cllr Attrill will contact the school to discuss the Council’s concerns.

 Cllr Morgan will take photos of the taxis that are believed to be speeding and report them to their

 companies.

1. **Update on heating for St Peters Hall** - **Cllr Attrill/Clerk**

The Clerk had put the work out to tender with 3 companies:

 Air to Air - £6,800.00

 Enietherm - £8,998.00

 Furnace - £4,800 (later increased to £5460, subsequent to meeting)

1. **Resource Booking system (rooms & cricket/football field)** – **Clerk**

The Clerk has attended a 3-hour training session with Scribe and can report the Resource Booking system, which has already been paid for but was not operational, is outstanding.

 It will satisfy all the needs of customers, the Parish Council, Governance compliance and the Auditors**.**

This is a completely digital system and is linked with Scribe accounting.

The Clerk had discussed the opportunity to oversee this function with Cllr Upton who volunteered to take this over once he had received the training.

The Clerk will arrange the 2 training sessions with Scribe as soon as possible that will be required for Cllr Upton to operate the Resource Booking system and the Clerk will attend these with him.

Customers may book online, or bookings can still be taken through the social club (they will need a computer).

Cllr Upton will confirm the booking, update the system, and issue invoices.

1. **To approve the WPC Financial Regulations (October 2023)** - **Cllr Attrill/Clerk**

The details of amendments and changes to the Financial Regulation were detailed by the Clerk in the Finance Committee prior to this full Council**.**

Cllr Attrill proposed, Cllr Duckworth seconded it and the vote was unanimous

1. **Reminder of the WPC insurance contract up for tender, currently Zurich (3 years**)-**Clerk**

The Clerk reminded the Council that the contract to provide Parish council insurance will be up for tender in January.

The 3 nominated suppliers to tender will be : Zurich, Gallagher and BHIB

Cllr Wilson asked if the NFU could be included in the list and this was agreed.

1. **Update on Biodiversity Policy** – **Cllr Whittle**

The Clerk asked Cllr Whittle if she would like to undertake and oversee creating a Biodiversity policy which has a submission timeline of January 2024.

This policy will promote the protection, conservation and sustainable use of biological diverse ecosystems and habitats. In doing so, they create significant public benefits and contribute to social wellbeing.

Cllr Whittle explained that she will require a great deal of information and help with this project which would include questions and facts about buildings and wildlife, specifically which areas of wildlife are under threat and how we might mitigate that threat.

Cllr Morgan offered to provide information on which wildlife initiatives have already been undertaken having a good insite as to how we manage our land and buildings including tree planting, the setting up of a pond that has newts and the establishment of 25 bird boxes.

We must consider what we can do to add and protect biodiversity.

Cllr Whittle asked if we could involve the local primary school and Cllr Morgan said that this is an initiative that is already in place and that he has a good relationship with the head teacher.

Cllr Whittle asked about the opportunities for hedge growing in the village.

Cllr Wilson explained that he along with his links to the Woodland Trust could supply trees, plants, and saplings.

Cllr Whittle will involve Ann Brierley, a local ecologist

Cllr Whittle will approach John Stimpson, a renowned ornithologist who lives locally and was featured on the TV series Country File for his achievements with swifts, starlings and house martins - [Cambridgeshire man makes 30,000 swift boxes (cambridgeindependent.co.uk)](https://www.cambridgeindependent.co.uk/news/cambridgeshire-man-makes-30-000-swift-boxes-9237350/)

 Cllr Whittle stated that we must list all the embedded biodiversity in everything we do.

1. **Tree report and schedule of works on the Rec** – **Cllr Morgan**

Cllr Morgan asked if everyone had seen the tree report by East Cambs Trading Co Ltd which had been circulated by the Clerk recently

 The Clerk will give the go ahead to East Cambs Trading Co. Ltd to undertake all the work within the

 quotation.

 Cllr Morgan requested that further dead wooding should take place at the same time by them.

1. **Update on the village sign** – **Cllr Upton/Morgan**

Matt Campbell the builder gave Cllr Upton the quotation

Could Cllr Upton elaborate the amount and the next actions.

1. **Link up new access gate post and rail fence with existing** – **Cllr Morgan**

Cllr Morgan stated the new access had been completed by Meads Construction.

Cllr Morgan and the Clerk have a quotation from Maltby Construction to complete the rest of the fencing, 53m fencing at £1500. Council to make a decision on this later.

1. **New Park benches**– **Cllr Morgan**

Cllr Morgan discussed an all in figure of £400 per bench which includes labour, flat pack and fixing kit at £330

Cllr Morgan proposed we put 3 new benches on the Rec which involves purchasing 2 and reusing a refurbished older one. The costs for this is likely to be £800 for the 2 new ones and £70 labour for the refurbished bench

Cllr Morgan proposed, seconded by Cllr Attrill and unanimously agreed by all the Parish council

1. **Next actions for the cemetery wall** – **Cllr Upton/Morgan**

Cllr Upton was going to liaise with Matt Campbell (builder) and this is still to be done.

Cllr Whittle brought up the issue of the little building in the cemetery which is almost completely covered in ivy which may be good for the environment but perhaps not the building

1. **Planning applications to discuss**

 Update on appeal at travellers’ site at Pool Road -this has been denied

 23/00971/ful- Hughes dog walking park on Twenty Pence Road

 23/01015/arn TP barn conversion

 Cllr Attrill showed the current and the proposed plans for both and there were no Highways issue and no

 comment from the Parish council

**23-~~059~~ 67: Agenda items for next meeting**

Quotations for car park

Quotations for gym equipment

Parish council Facebook page

Quotations for back of social club area including landscaping and biodiversity

Updates on biodiversity policy and actions

Parish clerk’s pension

Community hub

**23-~~060~~ 68: Councillors Questions – To receive any comments or questions from the Councillors.**

Cllr Morgan brought up the issue ECDC maintaining the paths including weeding, hedgerows, grass cutting and general maintenance. Currently being done twice a year.

 Cllr Attrill to discuss with Victoria, Haddenham Clerk, the possible option of taking over this budget and Parish Council doing it more often and more efficiently. Cllr Duckworth asked the Clerk to produce a report on the difficulties of the handover and to identify any further outstanding issues relating to the handover

**23-~~061~~ 69: Date of next meeting 8pm 1st November 2023**