WILBURTON PARISH COUNCIL

**Minutes of the Full Council Meeting from 6th December 2023 held at St Peter’s Hall, at 8pm**

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

Also present: Andrew Milne Clerk and FO**.** Also attendedLouisa Wood for agenda item 23-082,

**23-078: Apologies, Acceptance of apologies and declarations of interests**

 Cllr Wilson. Cllr Lambert & Cllr Thurston

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

**23-079: To approve the minutes of the previous meeting held on 1st November 2023**

Cllr Upton advised the clerk that he had been missed of the present list, so these minutes will be presented for signature at the next meeting.

**23-080: 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)

No other members of the public attended.

**23-081: Reports from County and District Councillors**

There were no reports.

**23-082: Business Matters**

**1.Approve schedule of expenditure for December – Schedule as below** – **APC**

 The Clerk identified that BACS voucher 19 to total value £132 had been duplicated.

 The Clerk explained that the Clerk’s salary and the amount due to HMRC were an estimate as he had encountered difficulties with the PAYE calculator. Shortly after the meeting BACS 14 and 15 have now been revised on the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payments for December 2023 |  |  |  |  |
|  |  |  |  |  |  |
| Payee | Detail | sub total | Vat | Total | BACS |
|  |
| Phil Warren | Clock W  | 48.70 |   | 48.70 | 1 |  |
| David Maltby | Caretaking | 403.88 |  | 403.88 | 2 |  |
| Bespoke  | Groundsman | 936.50 |   | 936.50 | 3 |  |
| Cemetery 1 x £160  |   |   |   |   |   |  |
| Bus stop & footpaths 1 x £135.00 |   |   |   |   |   |  |
| Allotment 1 x £75.00 |   |   |   |   |   |  |
| Litter Picking 6 x £12.25 |   |   |   |   |   |  |
| Recreation Groundsman |   |   |   |   |   |  |
| Ground works 5 x £70.00 |   |   |   |   |   |  |
| Grass cutting pav & PP 1 x £40.00 |   |   |   |   |   |  |
| Grass Cutting CTL 0 x £38 |   |   |   |   |   |  |
| Grass cutting cricket pitch 1 x £55 |   |   |   |   |   |  |
| Grass cutting Foot/Fields 1 x £48 |   |   |   |   |   |  |
| True Link  | April Berristead | 80.30 | 16.06 | 96.36 | 4 |  |
| True Link  | May Berristead | 80.30 | 16.06 | 96.36 | 6 |  |
| True Link  | June underpayment |   | 32.12 | 32.12 | 7 |  |
| True link  | August Berristead | 80.30 | 16.06 | 96.36 | 8 |  |
| True Link  | Sept Berristead | 160.60 | 32.12 | 192.72 | 9 |  |
| True link  | Oct Berristead Cl | 110.00 | 22.00 | 132.00 | 10 |  |
| Bench |   | 710.00 | 142.00 | 852.00 | 11 |  |
| Bench Anchors |   | 36.00 | 7.20 | 43.20 | 12 |  |
| Kara Atkinson | pay November |   |   | 130.55 | 13 |  |
| Andrew Milne | pay November |   |   | 1197.78 | 14 |  |
| HMRC | pay November |   |   | 491.54 | 15 |  |
| East Cabs trding | Dead wooding | 727.74 | 145.55 | 873.29 | 16 |  |
| Survey Solutions | Stage 1 H, SC & C | 1250.00 | 250.00 | 1500.00 | 17 |  |
| Furnace | Hall heating | 5460.00 | 1092.00 | 6552.00 | 18 |  |
| ~~TrueLink Ltd~~ | ~~Berrisyead Cl~~ |   |   |   | 19 |  |
| Fen Farm Suppl | chain & pdlk | 12.90 | 2.59 | 15.49 | 20 |  |
| Amazon  | Kerb ramps |   |   | 48.99 | 21 |  |
| Royal Mail | Recoded delivery |   |   | 7.35 | 22 |  |
|  | **Totals** | **10097.22** | **1773.76** | **13747.19** |  |  |
|  |   |  |  |  |  |  |

**2.To approve that we write a letter of support for the surgery in Stretham as requested by Mereside Medical - Cllr Attrill e mail attached**

Louisa Wood PHD, CEO for Mereside Medical came the meeting to explain the need to accommodate a medical hub in Stretham.

She gave an overview of the current situation.

There is no capacity at the Haddenham surgery to fulfil all the needs for face to face appointments nor the space.

Stretham part time surgery closed in March 2020 and has not been able to re-open.

The temporary pharmacy, operating in Stretham, cannot carry on in the existing premises which are dilapidated and would not pass future regulatory inspections.

Mereside Medical are trying to secure extra medical facilities in Stretham with significant time pressures.

Planning permission had been granted for a medical hub at Manor Farm, Stretham – this had full NHS approval.

They hope the new hub will accommodate the Stretham branch of the Haddenham surgery and will affect residents of Stretham and surrounding villages including Wilburton.

Louisa stated that Mereside Medical are keen to able to lease part of the premises to facilitate improving medical facilities which are challenging to access at the moment especially for many vulnerable patients.

She asked the Parish council to help by way of a letter of support.

This was proposed by Cllr Atrill , seconded by Cllr Whittle and voted unanimously in favour by all parish councillors .

 **3.The WPC Biodiversity Policy – Cllr Whittle paper attached**

Cllr Whittle explained there are 2 parts to the policy.

Part 1 is to agree the policy specific objectives.

Part 2 is to detail how we will comply with the policy.

Cllr Whittle went through the policy and the action plans and explained she had a great deal of experience working with Government statutory and non -statutory bodies.

She said we must be clear how and when to use the policy. It needs to be embedded in everything we do especially with protecting ourselves in future planning applications and securing public endorsement with parish council led activities.

Cllr Upton asked Cllr Whittle if there were any rare species in Wilburton.

Cllr Whittle will check with Anne Brierely and will have connectivity with the ecologist at ECDC.

Adoption of this policy was proposed by Cllr Duckworth, seconded by Cllr. Attrill and voted unanimously in favour by all parish councillors .

The policy will be submitted to ECDC in January 2024.

The Clerk will action this.

 **4.Review the 2024 – 2025 budget – Cllr Attrill/Clerk/All PC papers attached**

The Clerk submitted a balanced budget with a precept of £65,070 which is £616 less than last year.

The Clerk took all the councillors through every area of expenditure and income fully explaining any increase or decrease.

Great efforts were made by the Clerk and the parish councillors to keep precepts (and consequent council tax) as low as possible and to deliver value for money.

Proposal to accept this budget: Cllr Attrill proposed, Cllr Duckworth seconded and voted unanimously in favour by all parish councillors .

 **5.Planning applications to discuss**

None

**23-083: Agenda items for next meeting (January)**

1. CP update
2. Hub update
3. REC update
4. 2024 Fireworks

*Cllr Attrill explained we would need to tender with the firework companies and our preferred date would be Saturday 9th November 2024.*

 *Haddenham will be on Friday 1st and Ely Saturday 2nd November .*

*Litter picking must be added to costs.*

*Decisions must be made by end of February.*

1. 2024 Village show?
2. Update on bookings
3. Update on reserves

**23-084: Councillors Questions – To receive any comments or questions from the Councillors.**

Cllr Upton raised the issue of hirers for the hall must have the defibrillator code which is the same as the Rec defribulator.

He will advise the Clerk of the code.

This will be incorporated into the terms and conditions of hire.

Cllr Whittle asked if we needed St Johns ambulance for public events such as the Panto.

The Clerk will make enquiries and feedback at next meeting.

**23-085: Date of next meeting – Wednesday 3rd January 2023 at 8pm – please note Finance Cttee at 19.45**

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/)