

WILBURTON PARISH COUNCIL

Minutes of the Full Council meeting from 7th of February 2024 held at St Peters Hall, at 8pm

Present: John Attrill, Mark Duckworth, James Lambert, Steve Morgan, Gill Spencer, William Thurston Harvey Upton, Elizabeth Whittle,

Also Present: Parish Clerk (Andy Milne), Tina Vale (note taker)

Richard Stewart SA Events, Martin Sewell Cambridge Fireworks Company, Darryl Flemming Titanium Fireworks were also present for participation Business Matters 1.

23-0 94: Apologies, Acceptance of apologies and declarations of interests

Apologies received from Henry Wilson

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

23-0 95: To approve the minutes of the previous meeting held on 3rd January 2024

This was proposed by Cllr Attrill, seconded by Cllr Spencer and voted unanimously in favour by all parish councillors

23-0 96: 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)

None.

23-0 97: Reports from County and District Councillors

No reports

23-0 98: Business Matters

1.To decide on the fireworks contractor for 2024 and 2025 – Cllr Attrill/Clerk/ All parish councillors

Cllr Attrill updated: Tender was sent out to 5 companies. Replies were received from 3:

Titanium £8000

Alchemy £8000 (Alchemy Glen abroad and cannot attend this meeting)

Cambridge Fireworks 8th £ 8000 or 9th £9000.

Cambridge Fireworks did 2023 but were already booked for another client for Saturday 9th November 2024. However, they can do Wilburton, but it will need more event planning.

SA Events, Cambridge Fireworks and Titanium Fireworks discussed various questions raised:

Cllr Duckworth asked how they decide on their display. The Clerk asked if themes can be used. Also about company accountability and security as tender is for 2 years and WPC need good reputation to continue.

They explained ideas, themes, music wishes can be taken into consideration but need to keep them open to ensure good choreography and scope to use their professional expertise.

Titanium is in 11th year, substantial contracts, on one site so logistics and production overheads manageable. Turnover good compared with costs .5 m in bank, invoiced after show, no deposit for this event, happy to show accounts.

Cambridge Fireworks, all on one family-owned site, reduced overheads, same terms as last year, stable base, 2002 est. SA Events, can provide consistency of same staff, book staff and volunteers in advance and ensure pre-trained and use experience of 2023 event to ensure smooth running of 2024.

Cllr Attrill said event broke even as planned £14k 2023.

2024 Ticket price will be £1 more. Envisage increase takings to 2-2.5k more with any profit given to local charities.

Cllr Attrill congratulated the companies on the high quality of their comprehensive tenders and councillors were invited to vote in favour for each tender.

John Attrill 06.03.24

Alchemy – no votes

Titanium – no votes

Cambridge Fireworks – all voted in favour for 2024 and 2025.

Cambridge fireworks will need date for 2025. Ely is usually Saturday nearest bonfire night.

Martin will need to start working on event during April/May and feedback on any ideas to be considered.

Cllr Attrill and councillors thanked the firework companies for their detailed tenders and attending this meeting.

2.To discuss ideas and further progress with the Wilburton Village/ Classic car show – Cllr Attrill

Cllr Attrill showed an event poster that is being distributed. Has already had 20 plus emails in response.

No charge for cars nor visitors this year.

The Clerk reported The Ely Palace garden classic car club event attracted 600 first year but c2000 nowadays,

Richard, SA Events updated council on planning progress:

Shared his map of car show site, 58 cars in U shape, EWN.

20 cars already interested. grouping them, to accept variety of vehicles priority to be given to local cars of interest.

Parking rights application for The Sheep field is progressing. JA check

Has emailed 120 people and distributed posters. Same weekend as folk festival

Hope to have food vans and stalls and charge £15 / £24 /50, possibly % takings to be discussed.

2 different pizza vans

Funfair

Cadets

Event costing about £1700 -£1800 at present JA check

Bar will be run by Dave Maltby, negotiable fees. (Social club unable to supply)

Parking: the Bidwell's document specifying liabilities etc for parking about 150 cars to be considered. Could be used for other events.

SA Events and councillors discussed other pertinent issues:

Cllr Lambert checked no conflict bar being on the new car park.

Cllr Lambert - raised issue of disclaimers.

Richard has drawn up form for participant liabilities etc to be completed before attending.

Cllr Morgan raised issue of possible ground contamination from car leakage, discussed trays under cars, sand, spillage sheets.

Cllr Whittle asked if one person one car to ensure more participants this first year.

Cllr Attrill will start booking event necessities. Poster has been designed; publicity started.

In future years may charge cars. This year encourage maximum participation 3 weeks after beer festival.

Richard, SA Events has LED screen can advertise events, businesses etc to generate income and interest during events.

Contact him if more posters required by anyone.

3, An update on the hub – Cllr Attrill

Cllr Attrill has been actively looking into various options which are ongoing about the Hub.

The Wilburton community benefit society and bank account are set up.

Converting the Parish Cottages is likely to cost thousands and the shop would have to take 100k.

If the project failed it would even cost more to turn the building back into cottages.

The Pub, which is for sale, could be used but needs a large capital purchase investment of about £350k then further investment of at least £150k to improve it.

Cllr Attrill has looked to the viability of putting a portacabin on the grass area in the playground. It would cost about £35k to convert a container, plus supplying electricity and providing toilets. Full permission would be sought for this to be a permanent position for the shop. This is a possibility.

John Attrill 06.03.24

In the last few days using the pub has been revisited.

The purchase is still with solicitors for the building to be used as a restaurant with bar, hopefully completed by about July/August.

Its success is likely to need more footfall which the prospective buyers feel could be achieved by their business site being community minded with a shop, post office, warm hub, used for the library and blood transfusion service etc. to visit.

They would like to own the nodule grass area that Sanctuary own to extend their property. In the meantime, a portacabin could be used.

The community hub would need to be autonomous with its own front door and run separately to the restaurant. The new owners have experience of restaurants and shops and are confident they can make the business a success.

This potential site for the Hub seems feasible if the purchase goes through as planned.

4, Update on 20mph speed limit/LHI bid – Cllr Attrill

Cllr Attrill has had a zoom call meeting with Michael Martin the District officer responsible 20mph etc

This coincided with twenty pence road closure.

The LHI bid went in in January.

The 20mph window for applications opened on 17th Jan to end March.

Cllr Attrill has nearly completed it and will confirm with Michael Martin if anything else needs to be included.

The DC will do a feasibility traffic study worth £10-12k to improve road safety.

Wilburton would only pay £1k.

This application could be used as basis for any future bids and grants.

5.Update on Award of the Growth & Infrastructure Funding – Cllr Attrill

Cllr Attrill reported that Jim from WRAP group helped him write bid applied for £180k.

The DC voted to increase the £700k fund.

Stretham CLT were granted the £700k and the remainder went to Witchford PC

£15k was left over and awarded to Wilburton PC for astro turf/ tennis court.

Cllr Attrill has looked at many other funding avenues and nothing like this sum is available.

It may be possible to fund either the tennis court or astro turf but not both.

Cllr Attrill is researching details about applying for a FCC Communities Foundation grant.

Cllr Attrill will hold a day's parish surgery on Saturday 9th March from 11 -5.

He hopes to collate thoughts and views from residents on local issues.

Wilburton Parish Councillors thank the DC for awarding this grant.

6.To adopt The Wilburton Parish Councillors Code of conduct/discuss training– Cllr Attrill/Clerk

The Code of conduct has been circulated to councillors.

Cllr Attrill, Cllr Spencer and the Clerk attended the CALPC training.

The consultant who drafted it attended the training session and shared good practice.

Haddenham and other local villages have adopted this Code of Conduct.

Once adopted. all councillors need to attend the National 2 hr evening training which is run frequently.

The Clerk can also request specific dates if needed.

To adopt the Code of Conduct: proposed by Cllr Attrill, seconded by Cllr Spencer and voted unanimously in favour by all parish councillors.

7.To review and adopt/embrace Wilburton biodiversity action plan (attached) – Cllr Whittle

Cllr Whittle gave an update.

There is leeway on the time scale the DC expects the biodiversity plans to be submitted. *John Attrill 06.03.24*

A base line survey is needed (p5). This is best done by a professional ecologist who would ensure anything rare, endangered, what we need to do to protect our environment etc is included.

This will enable an action plan to be made.

Ann Brierley who lives in the village is a professional ecologist and would be ideally suited to carry out this survey.

Cllr Spencer proposed Cllr Whittle approach Ann Brierley, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors.

Legislation, since yesterday, requires all local authorities to maintain and enhance their biodiversity.

Grass management could be changed for instance.

Cllr Morgan has already done extensive work on diversity.

Cllr Upton asked whether rivers and fish would be included in the survey.

Cllr Upton will help with planning feedback and responses from PC.

Cllr Whittle explained we need to ensure they comply with policy and encourage to do more than the minimum. The PC can suggest ways to improve things: Swift boxes etc.

Cllr Whittle has a map outlining the area PC is responsible for.

The Clerk to put on website once wording is correct.

Clerk reported the policy was adopted by PC in January and will be submitted to DC along with action plan

Cllr Whittle will date the action plan and policy so that there is a starting point.

The Clerk reported there is a £1k in the budget for biodiversity costs related to the policy, advancing the action plan and creating the base line survey.

The Clerk has asked the DC to include Cllr Whittle on all planning applications.

8.Talk on Kingfisher Bridge – Clerk

The Clerk has had an email from Ian Harvey, (biologist, Hills Road Sixth Form) who would like to do a talk about Kingfisher Bridge Nature reserve and the advisory panel in St Peters Hall (for no cost) which would be advertised on our Facebook page and our website.

There was agreement from the Parish council that he can use St Peters Hall for free. He can contact Cllr Spencer, for Facebook and the Clerk for website.

Proposed Cllr Spencer, seconded Cllr Duckworth and voted unanimously in favour by all parish councillors.

9.Major clear up at REC including litter/toilets – Cllr Attrill/Cllr Morgan

Old mats, pallets, rubbish in male toilets and rubbish on the Rec is unacceptable and needs clearing as impinging on other users. The cricket club has agreed to fund half the cost.

Councillors discussed introducing a new hire terms and conditions which would include a strongly worded clause about removal of rubbish with extra charges to be incurred if the PC has to organise its removal.

Parish councillors agreed to arrange for the current backlog to be cleared before the Cricket season starts in April and new agreements to be in writing

Other users have complained about the current state of the grounds and toilets including WFC, HFC & CCW & GFC.

The Clerk to prepare new terms and conditions for hiring .

The Clerk to send letters to current hirers emphasising need to clear rubbish on the day.

Cllr Attrill to co-ordinate suitable date with cricket club and volunteers and for 8yd skip delivery.

The Clerk to arrange payment for skip.

11.An update on bookings and an update to income for the recreation ground – Clerk

The cricket club and football clubs all use the Rec and invoices had not been raised for 2 years.

The Clerk has now received £1015 income from Wilburton Cricket club *John Attrill 06.03.24*

and £1040 income from Wilburton football club

The invoices required for the past 2 seasons for Haddenham Rovers and Cambridge Women's & Girls football club are still being calculated and hope to be resolved during this current financial year.

The theatre group income now received for £1000 last year, £500 use Jan– March 2024, and then will have income for next financial year .

Cllr Upton wanted the minutes to show the councillors acknowledgement of the Clerk efforts at improving the credit control of outstanding bills and future income.

Cllr Upton also thanked the Clerk for his efficient work on the booking system and clients.

The new heating is working well. The old controls are now off saving money. Cllr Upton, Claire and Dave Maltby all working together with social club to enable controls to be used effectively.

12. An update on the condition of the social club flat roof and agree way forward – Cllr Upton

Report circulated with list of jobs to be done.

Cllr Morgan to go through list with Dave Maltby

Dave Maltby to quote individually for outstanding jobs.

Cllr Morgan reported lead flashing repairs are completed.

There is some historical water ingress, probably only decorative.

Toilets need redecorating.

Original Skylight repair could be expensive.

Other jobs relatively minor.

Flat roof needs to be cleaned every year to fulfil terms of guarantee- there is a budget for roof maintenance.

13.To discuss the condition of the two cottages including the heating system and improvements required to maintain the standards – Cllr Attrill/Clerk

Cllr Upton with Matt Maltby visited the cottages.

The hot water is via electric heater.

Upstairs there are 3 dead storage heaters, and 2 downstairs.

Cllr Spencer suggested independent electrician check them – it could be a simple wiring fix.

Clerk to ask Matt Campbell/Nigel Pymore to supply electrician.

Air conditioning units to be considered only after heaters checked.

Clerk to ask Dave Maltby to repair fallen fence.

The staircase is very narrow, only 18inches, and may not be compliant.

Cllr Duckworth (surveyor) suggested a proper assessment, by a holistic report surveyor, be done of the flats to comply with EPC. Cllr Duckworth will look at it first in case a retrofit assessor required, and he will dictate a report for PC.

14.Planning Applications

None

23-099: Agenda items for next meeting (March)

1. Clerk to ask CAPAL for an auditor – Clerk.
2. Spreading project work more evenly amongst councillors – Cllr Spencer.
3. Conservation map to be amended – East Cambs conservation remapping- Cllr Whittle.
4. Agree terms of use for Pavilion and Rec – Clerk.
5. Format of website for navigation especially PC meetings to be revisited - Cllr Upton

23-100: Councillors Questions – To receive any comments or questions from the Councillors. *John Attrill*

06.03.24

Councillors acknowledged huge amount of work Cllr Attrill is currently contributing to the PC and to various ongoing projects despite family commitments and for this to be minuted.
Cllr Spencer suggested discussing more allocation of various tasks at next meeting.

The Clerk has received comments from previous parish councillors about lack of profiles and photos of new councillors on the website. Cllr Whittle, Cllr Thurston and Cllr Lambert to provide.

It is minuted that the Parish Clerk is joining the LGS scheme from 1st August 2023

23-101: Date of next meeting – Wednesday 6th March 2024 at 8pm

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at www.wilburtonparishcouncil.org

Signed by the Chairman – John Attrill

John Attrill 06.03.24