

Minutes of meeting held Wednesday 3rd April 2024 8pm St Peters Hall Wilburton.

Present: Cllr Mark Duckworth, Cllr James Lambert, Cllr Steve Morgan, Cllr Gill Spencer ,
Cllr Harvey Upton, Cllr Elizabeth Whittle

Also Present: Parish Clerk Andy Milne and Tina Vale Note taker.

Public: Tup, Ann and Mark Pinkney

23- 110: Apologies, Acceptance of apologies and declarations of interests

Apologies received from Cllr Attrill and Cllr Thurston.

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

23- 111: To approve the minutes of the previous meeting held on 6th March 2024

Cllr Spencer signed, dated, and approved these minutes.

23- 112: 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)

Tup thanked Cllr Morgan for his excellent work supporting the contractors work on the carpark.

Tup asked if the cemetery gates could be inspected. She feels they are in a state of disrepair which is not in keeping with the respect due to users of the cemetery. She would like improvements to be made and budgeted for.

Cllrs agreed there were repairs and improvements needed in the cemetery and the gates would be included in the review of work to be done.

[Cllr Morgan to carry out review of work required to improve and make safe the cemetery. The wall repairs should be carried out by a firm understanding lime work.](#)

23-113: Reports from County and District Councillors

None

23-114: Business Matters

1. Confirm booking conditions for a play group fundraising event in St Peter's Hall 20th or 27th July 2024 – Cllr Spencer (Vice chair)/All Councillors.

Vote this to be free of charge on this occasion: Proposed by Cllr Lambert, seconded Cllr Duckworth, and voted in favour unanimously by all parish councillors.

2. Confirm date for annual general meeting in May 2024 (15.05.24)– Cllr Spencer (Vice chair)

AGM 15th May 2024 was confirmed by councillors.

3. Further updates and ideas for the external gym paper 1 attached – Cllr Spencer (Vice chair)

Discussed accessible path would need approval.

Cllr Upton asked if maintenance is in budget.

Planning and tree officer may need to be consulted if under trees.

[Cllr Spencer to get 2 more quotes for gym equipment.](#)

Further progression and agreement in principle was proposed Cllr Upton and seconded Cllr Morgan seconded and voted unanimously in favour by all parish councillors.

4. Review standing orders, paper 2 to follow, current SO on website – Cllr Spencer

SO 2020-22 guidelines recommend review annually.

Update in 2022 (by NALC) Purchasing threshold increased from £25,000 to £30,000, to advertise locally, 3 sealed bid envelopes.

Clerk said Procurement new version will be issued in six months, wording may need to be reviewed again.

Clerk to review SO every year and review wording as needed. The SO will be presented to the PC annually.

Vote to review SO annually: Proposed Cllr Lambert, Cllr Whittle seconded, and voted unanimously in favour by all parish councillors.

5. PSGA Mapping update log on – Clerk/Cllr Whittle

Clerk has registered and will share logging on info with councillors.

Cllr Whittle will start creating maps, conservation area, trees, parish boundaries etc. ex -councillors and school may have old maps. Any councillor will be able to create a map with PSGA which has good user instructions.

[Cllr Whittle to send clerk any new maps.](#)

[Clerk to circulate link with username, password PSGA](#)

[Cllr Upton to update website with any maps created.](#)

6. Chairman's paper following surgery on Saturday the 9th of March – Clerk/Cllr Spencer (Vice chair)

The Clerk read the paper to the meeting.

Cllr Spencer has received a thanks for new carpark.

7. Neighbour comments, observations, and considerations for the grass area behind the social club –

Clerk/details attached

Cllr Attrill, Cllr Duckworth, Cllr Lambert and the clerk to meet with residents to discuss their concerns.

Specification for the area is still under discussion.

Smoking area for social club could be moved to a new location outside of St Peters hall which may improve noise and smoke pollution and potential problems with families and children in the garden.

Cllr Upton suggested confirmation sought that no Japanese knotweed in the area.

Cllr Duckworth said his local area had been treated effectively.

8. Boules area dead ground, no leaf fall, funding stream (paper 3 quote) – Cllr Morgan

WRAP group want to improve use for different age groups so can apply for larger projects funding.

Tim Hughes (estate) happy with idea of boules.

£2308 Johnson construction, Dave Malby £2590 to take off grass, prepare ground and to turn it into boules area.

Quotations to specification so Johnson would be successful.

Site to be decided, which Estate need to approve so discuss with Bidwells.

Any age group could play using own boules.

Vote to go ahead: proposed Cllr Morgan, Cllr Duckworth seconded, voted unanimously in favour by all parish councillors.

9. Clerk to gain formal approval CAPALC & Scribe annual subscriptions £484 & £561 – Clerk

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

10. Website and One-drive Update – Cllr Upton/Clerk

Cllr Upton and the clerk are working on website structures, menus, and establishing protocols for future document uploads which can include anything except HR.

Clerk reported One Drive link should be circulated next week.

The clerk email will be used for future continuity.

A One Drive link will be given for referencing finances, invoices etc. Anything can go on it except HR. BOX file 2014 onwards will be archived on it, if possible.

Cllr Upton explained documents will be pdf so cannot be changed, plug in used to reduce security risk, reduce files sizes on emails. Work to be done on historical documents.

Guide to be shared later how to upload documents.

Cllr Duckworth asked if hits to website can be monitored. [Cllr Upton - Netwise](#)

11.Update on the cottages following visit – **Cllr Duckworth/Clerk**

Cllr Duckworth visited about 2 weeks ago- electrician will return when better access is possible to storage heaters which may be repairable. Dave Maltby explained the cottages were refurbished and insulated 2018.

Cottages heating to be re-assessed before next winter.

Masonry on chimney needs replacing - awaiting quotation.

Cllr Upton reported staircase very narrow.

Cllr Duckworth reported is legal, however future widening could be investigated.

Dave Maltby and electrician quotation to be approved.

Visit found serious leak under bath - Dave Maltby to repair and clerk has approved work.

Cllr Upton reminded temporary heaters should be returned when heating repaired.

[Clerk to arrange new date with electrician.](#)

12.Update on the neighbourhood plan following discussion at the last meeting (in minutes) – **Cllr Duckworth**

Cllr Duckworth reported a neighbourhood plan can be used as a catalyst and facilitator for change in a village, an opportunity to shape the future including housing, diversity, transport etc. It may be opportunity to explore district heating concept with government funding support -no gas in village- EPC score older properties may be lower, possibly devalued, central plant can be upgraded more easily than individual houses. Swaffham Prior have district heating project. Emma Fletcher may be source for future research along with Lucy Frazer.

To get indication of local interest Parish council could ask Emma Fletcher to give village talk on district heating in the future.

Cllr Whittle reported a Neighbourhood plan gives village more control over development and protecting open spaces, enabling diversity. Cllr Whittle expertise could ensure diversity is encompassed in the plan.

13.Biodiversity project with the school (paper 4 quotation) – **Cllr Morgan/Cllr Whittle**

Cllr Morgan explained the published strategy is to enhance and increase Biodiversity. School has a grassed area with 3 trees suitable for biodiversity, baseline will be needed, can enhance it, monitor it from beginning and develop it. Need money to fence the area and use as a pilot project which the school will help to monitor. Good for council and children.

Requires 65m fencing along with gate posts. £2450 + VAT Johnson, Dave Maltby £2860

Cllr Whittle and Cllr Morgan will visit and liaise with school.

Cllr Upton asked if fencing would include hedgehog corridors.

Cllr Whittle said ECDC running hedgehog project.

Cllr Morgan reported WPC has built 3 hog houses.

Vote to go ahead with fencing and project: Proposed Cllr Lambert, seconded Cllr Upton and voted unanimously in favour by all parish councillors.

14. Hinton way/PC consider gated access to prevent vehicle entry in winter (P 5 details attached) – Cllr Spencer (Vice Chair)

Cllr Attrill has received request from Shaun Clark but after Councillors discussion with information received so far it was felt clarification was needed to what he is actually asking WPC for.

ECDC may be improving matters during the summer.

Cllr Lambert said a number other villages, stopped 4 wheel drives April – Oct, doesn't stop motor bikes.

[Clerk to invite Shaun to June meeting.](#)

15. Forest School Nature Exploration Activity Club request to use our land (P 6 details attached) –

Cllr Morgan enabled Sandpits to be developed, pond and areas, is very wet at present. School and guides use it. Parking would not be suitable for outsiders to use. Management plans are in place for biodiversity which are not conducive to the proposed usage by the Club.

[Clerk to write to her that request not granted.](#)

16. Topple Tester update – Mrs Tina Vale (notetaker) & now Parish Councillor Volunteer

Tina reported she has been booked on a Management of Memorials training course 10th April in Fakenham run by the ICCM (Institute of Cemetery and Crematorium Management)

She hopes to be able to update PC next meeting with ICCM instructions for managing the cemetery memorials.

17. Help required from Parish Councillor with facebook/fielding e mails – Cllr Spencer (Vice Chair)/Clerk

Cllr Lambert offered to help with Facebook

Cllr Attrill email address is on website. PC needs a councillor to take initial emails and then disseminate them to relevant person to deal with.

[Cllr Upton can look at the traffic volumes and areas of enquiries which may offer more information to discuss when a solution needs to be decided in May.](#)

18. Elections for Chair in May – Clerk

Cllr Attrill will carry on as councillor but not as Chair.

He will stay on as chair of WRAP committee and shop project/community hub

Cllr Spencer is willing to carry on as Vice Chair at present & possibly as Chair from November onwards

WPC will need a Parish Councillor to put themselves forward to be Chair for at least June – October period

19. Co-option – Appoint a new parish councillor following a casual vacancy notice (CV will be circulated) – Cllr Spencer (Vice Chair)

Ann Pinkney has applied. She attended the meeting today, introduced herself and gave an overview of what skills and interests she could bring to the PC , including extensive work with DC, CC and PC in the past. She was co opted onto PC and can join in the May meeting.

[Clerk to complete all relevant paperwork with her.](#)

20. Planning Applications –

None

23-115: Agenda items for May meeting

1. Update and review of Cemetery gates and cemetery repairs
2. Update outside gym equipment
3. Update on Cottages

4. Clerk Year end report
5. AGM-Cllr Attrill to set agenda
6. Cllr Whittle update
7. Topple tester update
8. Consider supporting Sutton PC weight restriction
9. Emails and facebook enquiries

23-116: Councillors Questions – To receive any comments or questions from the Councillors

Cllr Duckworth reported a successful meeting with Cllr Whittle and Lucy Frazer about 30 people attended meeting

Neil Cooper to use Rec for trophy day, 30th June, will have all insured, inflatables etc. Cllr Morgan aware of booking. Clerk asked Cllrs what Wilburton football club's expectation is for the 17/04/2024
18:03 17/04/2024 18:04 charge for use.

Clerk has had an email from Sutton PC detailing weight limit proposals which they would like WPC to support. Cllrs decided they would need more time to consider this.

[Councillors to feed back any views to Cllr Upton to collate for clerk.](#)

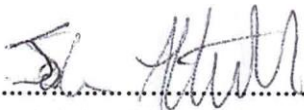
Kara, Asst Clerk has copy created with Cllr Attrill 15th April about PC for the Village Voice.

[Clerk to add to and submit.](#)

Clerk reported the new heating system is more economical and efficient than the old.

23-117: Date of next meeting – Wednesday 1st May 2024 8pm

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



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