

WILBURTON PARISH COUNCIL

Minutes of meeting held Wednesday 5th June 2024 8pm St Peters Hall Wilburton.

Present: Cllr Elizabeth Whittle, Cllr Gill Spencer, Cllr Attrill, Cllr James Lambert, Cllr Steve Morgan, Cllr Ann Pinkney.

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

Public: **none**

24- 10: Apologies, Acceptance of apologies and declarations of interests

Cllr Harvey Upton, Cllr Duckworth

Cllr Thurston did not attend, and no apologies were received.

Cllr Morgan undertakes contracted work for the parish council under his company 'Bespoke'.

24-11: To approve the minutes of the previous meeting held on 1st & 15th May 2024

Cllr Whittle approved and signed the minutes of the 1st and 15th May 2024

24-12: 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

24-13: Reports from County and District Councillors will not be permitted due to July elections

None

24-14: Business Matters

1. Request from the cricket club for work to be carried out on the pavilion – Cllr Attrill

Cllr Attrill explained the carpenters associated with the cricket club would like to improve storage- to be discussed at next meeting

2. Update & decision on Cemetery Gates and budget to be decided and update cemetery repairs- Cllr Morgan

Cllr Morgan has quotation that includes ironmongery which he hoped to be able to reuse.

Cllr Morgan has Suffolk timber quotation £819 smaller set +vat plus treatment.

To replace smaller set for longevity and appearance. Cllr Morgan will ask Dave Maltby for costs to refurb the arches above the gates

Cllr Attrill proposed buy gate, Cllr Lambert seconded and voted unanimously in favour by all parish councillors.

Repointing lime mortar repairs – Cllr Morgan reported great difficulty getting any company to quote for work which is usually a summer job.

Johnsons £8260 +vat, did car park

Cllr Morgan suggested look at brick work they complete on the sign and complete as a weather dependent gradual job. Cllr Attrill requested that Cllr Morgan must consult with the conservation officer about the wall

to ensure the specification of work is correct and that it complies with regulations, as it also joins a historic wall owned by the Hughes.

3. Notice re Biodiversity for cemetery – Cllr Whittle

Cllr Whittle congratulated Cllr Morgan on his grass mowing **which will encourage biodiversity**. Cllr Morgan is working with Cllr Whittle to cut grass with biodiversity in mind and do minimum. Cllr Whittle rec next mowing is to be done the same way and he will leave a section uncut. Cllr Whittle has written a draft article about the cemetery for the cemetery noticeboard which can also go on the notice board- clerk, Facebook- Cllr Spencer, website -Cllr Upton and in the Voice once completed.

4. Cutting the field and aggregate for field entrance prior to Beer Festival – Cllr Attrill

Sheep in field which will be used for car park. Tim Hughes will cut the field. PC needs to fill in near layby and gateway where there is a dip.
Cllr Morgan will approach Johnsons to do this

5.Update cottages and electrician – Clerk and Cllr Duckworth

Clerk been chasing electrician, sorted light covers in St Peters Hall, has done all jobs except cottages. Matt Maltby email address been given again, tenants need 48hrs notice.

6.Decision on bollards on Station Rd update - Cllr Attrill

Meeting on 14th with Neil Stevens to advise has been rescheduled.
Cllr Attrill will also discuss other highway matters as needed

7.Update on neighbourhood plan - Cllr Duckworth

Deferred

8. Discuss & decide contractor to make new sign please drive carefully – Cllr Morgan

Cllr Attrill and Cllr Morgan will sort out.

9. Council to approve the Clerk to join the LGPS to include very specific details – Cllr Spencer

A Resolution was passed today that the current and any future parish clerks will be eligible to join the LGPS pension scheme.

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

Name of current clerk to join LGPS: Andrew McLeod Milne Parish Clerk and RFO on 1st August 2023

Nominated approver: Cllr Gill Spencer 07900 907 511 gspencer@wilburtonparishcouncil.org

The employer contribution rate will be: 1st April 2023 -31March 2024 20.5%

Cllr Spencer to clarify with LGPS whether the joining rate remains at 20.5% for Andrew Milne until the next Fund valuation 31 March 2025 after which the LGPS will confirm the post 1 April 2026 employer contribution rates

Cllr Spencer to clarify with LGPS that the rates 1April 2024 -31March 2025 19.5% and 1 April 2025 -31 March 2026 18.5% are applicable to only to any new entrants to the scheme in that relevant year,

Costs: The current admission charge is £300 + VAT.

Andrew Milne, Clerk, has signed and returned the schedule of works to Cllr Spencer.
A new starter form has been completed by Andrew Milne and submitted to Cllr Spencer.

Cllr Spencer to send a copy of the Parish Council meeting minutes where the decision was made which employees would become members of the LGPS scheme.

10.To approve the annual governance statements 31 March 2024 (copy follows) – Clerk

The Clerk read out the annual governance statements points 1 -9.

Cllr Whittle, Chair, approved each section individually.

The Clerk and Cllr Whittle signed and dated the document 5.6.24

11.To approve the accounting statements 31 March 2024 (copy follows) – Clerk

Accounts have been subject to a full internal audit by Diane Lane of CALPAC.

The hall and cottages were gifted to the council.

Currently these are listed rebuild costs in the asset register.

However, no council asset should be listed in audit as more than value purchased.

Therefore, these will be shown with a value of £1 each asset when this is presented 2024/2025 audit figures.

Cllr Whittle and the clerk signed and dated the accounts 5.6.24

Clerk will go to external auditor PKF Littlejohn LP and get AGAR formally approved and ready to be presented for public viewing.

The clerk will provide a Notice of Public Rights and Publication of unaudited annual governance and accountability return before the end of June.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WILBURTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
		✓	✓

Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

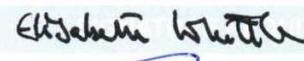
This Annual Governance Statement was approved at a meeting of the authority on:


05/06/2024

and recorded as minute reference:

24-14-010

Signed by the Chair and Clerk of the meeting where approval was given:

Chair  Elizabeth Whittle

Clerk  Andy Milne

<https://wilburtonparishcouncil.org/> AVAILABLE WEBSITE/PAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WILBURTON PARSH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	224,630	276,206	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	58,648	65,686	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,540	72,836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,946	10,897	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	11,755	11,565	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	57,911	146,698	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	276,206	245,568	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	227,951	226,433	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,001,450	1,508,168	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	171,750	164,917	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

05/06/24

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/24

as recorded in minute reference:

24 - 14 - 10

Signed by Chair of the meeting where the Accounting Statements were approved

Christine Whittle

12. Approaches from the 77 committee to buy and name a bench – Cllr Morgan

77 committee (ex- fireworks) would like a commemorative bench in park which they will purchase same design as others in park.

Cllr Morgan will co-ordinate this.

13. Community Engagement – Cllr Whittle and item 18

Prompted by comments by member of public.

Cllr Pinkney happy to engage with local groups and will see what their needs and wishes are.

Church groups meet first Sat each month.

Cllr Attrill beer festival and theatre group. Cllr Morgan recreation ground.

14. Decision on Verge Cutting by The Parish Council – Cllr Whittle

Cllr Morgan is keen we take over from county council- about half parishes do their own.

Emma Stannard green infrastructure team manager for highways maintenance in CC is on holiday .

PC would have more control over biodiversity projects.

15. Approve a right-hand ergonomic mouse for the Clerk at £29.99 – Clerk

Proposed Cllr Lambert, seconded Cllr Attrill and voted unanimously in favour by all parish councillors.

16. Preliminary discussion on solar panels on our own estate – Cllr Whittle

Cllr Attrill had circulated initial information about this during time as Chair.

Cllr Whittle suggested PC review funding available for solar panels and possible siting on flat roof.

Cllr Whittle and Cllr Attrill to review options.

17. Public area at the church in front of the lychgate – Cllr Whittle

Bench needs refurbishment/replacement and is near bins which is unpleasant.

Dave Maly agreed to do work last year – Cllr Morgan will raise with him.

Cllr Whittle to ask ECDC/CC about base, moving bin and when work will be done.

18. Agree the two key subject items and who will write the copy for the village voice – Cllr Whittle/Cllr Pinkney - (standing item on the agenda)

Agenda item each meeting to decide content for next Voice

Populate with list and photo of councillors.

15.6 liaise with Mandy at Voice and give copy

Cllr Pinkney will be contact

Beer festival and car show ongoing.

Cllr Whittle has some old photos that could be included in The Voice articles.

19. Planning Applications – Attached – Cllr Attrill

24/00464/FUL – 4 Stretham Road Wilburton Ely – Single story rear extension with internal editions and alterations

Cllrs discussed- no objections

24-15: Agenda items for next meeting on 5th July 2024 (last meeting before September)

- 1) Beer Festival
- 2) Village/Classic show – 20.07.24
- 3) An update on cemetery from Kara Atkinson
- 4) Update on funding and budget for outdoor gym equipment - Cllr Spencer
- 5) Lime work on cemetery wall – Cllr Morgan
- 6) Highways Cllr Attrill
- 7) Highways sign Cllr Morgan
- 8) Grass verge Cllr Whittle
- 9) Solar panels Cllr Whittle Cllr Attrill

24-16: Councillors Questions – To receive any comments or questions from the Councillors

Cllr Pinkney attended Greener Together event and met with other groups and councillors from other parishes. There is a Local authority retro asset mapping tool for energy performance that parish councils can buy into (about £300) and parishioners can use – they are looking for 5 parishes to take part in the scheme. Cllr Pinkney suggested this may be worth researching further if not already done. Cllr Pinkney said she hopes to attend the Parish and Community forum

Cllr Attrill reported surrounding areas are beginning to use our cricket pitch which does not get waterlogged. Sutton ladies cricket team and Cambs county ladies are both using our nets.

Cllr Attrill reported the car show plans are going well and costs paid for along with 70 cars

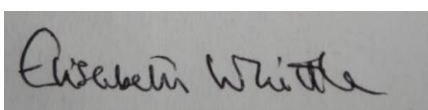
Cllr Attrill and Richard ? hope to start a performing arts festival in 2025 with the theatre group. There have reports of a road closure 10th June – clerk to contact highways and get clarification so information can be shared.

Cllr Lambert gave apologies that he will be unable to attend the next PC meeting.

24-17: Date of next meeting – Wednesday 3rd July 2024

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

Signed:



Date: 03.07.24