

WILBURTON PARISH COUNCIL

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

Present: Cllr Elizabeth Whittle, Cllr Gill Spencer, Cllr John Attrill, Cllr Steve Morgan, Cllr Ann Pinkney, Cllr Harvey Upton.

Also Present: Parish Clerk Andy Milne ,Kara Atkinson Assistant Parish Clerk, and Tina Vale Note taker.

Public: Tom Walker

24- 18: Apologies, Acceptance of apologies and declarations of interests

Apologies from Cllr James Lambert & Cllr Mark Duckworth

The clerk has received a verbal communication from Cllr William Thurston that he will be resigning.

The clerk has requested a written resignation be sent to the Chair Cllr Whittle.

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

24-19: To approve the minutes of the previous meeting held on 5th June 2024

Cllr Whittle approved, signed and dated the minutes from 5th June 2024

24-20: 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

24-21: Reports from County and District Councillors will not be permitted due to July elections

None attended

24-22: Business Matters

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

Tom said he feels Wilburton has the best nets, square and outfield in East Anglia resulting in increased usage and clubs growing. He thanked Cllr Morgan for his work maintaining the ground.

1.The football and cricket clubs both have equipment that needs to be stored safely. Professional carpenters are amongst their membership, and they want to build a storage area with a stud wall and shelves, paint inside, add a light and have a Wilburton walkway displaying achievements. Scott estimated the cost for materials will be £342 with all their labour and work being donated.

2.With increasing numbers visiting the grounds new signage is needed for the clubs.

3.To consider a compost bin for grass cuttings for next season

Cllr Morgan agreed the building work would be a positive improvement.

The light would need an approved electrician.

Signage may need approval from Highways and consideration given for conservation area.

The site would need to be agreed to not block other signs or future needs for signage, also the format.

Tom to provide Cllr Attrill with proposed design.

The lease needs to be checked and landlord consulted in relation to the signage only.

Cllr Morgan proposed pavilion improvements can go ahead, Cllr Upton seconded and voted unanimously in favour by councillors.

Neil Cooper football club is happy with proposed improvements.

Tom thanked the PC for the pavilion changes and Cllr Attrill's support of the clubs.

Tom said that membership achievements have been acknowledged with successful national awards.

2. Review cemetery policies, terms and conditions and fees - Kara Atkinson (Assistant Clerk) papers attached

The asst Clerk had provided the PC with a summary of costs in other local parishes.

Funeral directors feedback is that Wilburton costs are low. Costs to be reviewed.

There have been about 5 burials and 2 ashes internments in recent years.

Some plots have already been purchased with maximum of 100 years from purchase date.

The asst. Clerk suggested fees lower than Haddenham's £150, perhaps £120 which Councillors agreed reasonable.

The asst Clerk to review costs and documents and present at Sept PC meeting.

Cllr Upton suggested a dated review of fees, policies and terms and conditions every 5 years.

3. Cemetery Biodiversity sign (attached) – Cllr Whittle

All councillors agreed the sign should go on website and cemetery notice board.

4. Beer Festival, follow up to the event – Cllr Attrill

Debrief in 2 weeks but very successful and positive comments that more intimate than larger Haddenham.

Profit not known yet as income and expenditure increased. Ticket cost may be reviewed.

Non-alcoholic drinks sold well and nearly all beer sold out.

Cllr Morgan raised issue of eco friendly prizes and products being encouraged next year.

5. Village/Classic show updates – 20.07.24 – Cllr Attrill

Typo on agenda it is 13th not 20th

80 cars, various food stalls, Speedwatch, Manchetts sponsoring event ,trucks, police cars-space on site will be filled. Parking for beer festival 152 cars, Tim said can provide more space on field possibly for 200 cars.

Cost covered. With buckets & bar on day hope to make profit for charity.

Cllr Whittle thanked Cllr Attrill for his work co-ordinating beer festival. Cllr Attrill responded by saying they had a well organised committee.

6. Update on funding and budget for outdoor gym equipment - Cllr Spencer

Thalia waste management co. grant for £15,000 approx will be applied for by 1st September

7. Lime work on cemetery wall/Conservation officer – Cllr Morgan

Cllr Morgan contacted ECDC conservation – verbal assurance given no inspection or permission needed if keep structure like for like.

Cllr Attrill asked for this to be in writing to cover PC in the future.

Cllr Morgan to ask them to confirm in an email. Difficult getting any timely response from ECDC.

Seasonal job so will be spring 2025, long term investment.

Cllr Morgan has quotations at present to repoint and replace bricks to match

Johnson £9500 (would do in about 2 weeks), Clive Maltby £7120 (probably plus VAT who would do job in stages as workmen available)

No response to tender request from Dave Maltby, Matt Campbell and others he has contacted.

Johnsons to do village sign – work to be reviewed by Cllr Morgan

Cllr Morgan to request 3 new quotations in February 2025 so contractor can start April 2025

8.Solar panels update on research - Cllr Whittle.

Clerk reported have credit of £2500 with EDF, paying £300 per month at present, should be able to sell back to grid. Cllr Whittle : Solar panels cost may be in excess of £10,000 but Capital grant can be applied for through DC.

Potential solar panels on roof of hall. ECDC Lisa Eves, home energy adviser,

Not listed buildings and not facing public highway-no building nor listed building consent required

Preliminary information: need IEA (independent energy assessment) to evaluate building, potential for savings, energy certificate etc.

Cllr Whittle will move forward with commissioning assessment with government linked company.

9.Bins for the Rec – Cllr Attrill

Standard bin collection needs to be near road.

Lockable 240L bin delivered £117.45, would be PC bin, get VAT back.

Thalia Waste Management will go from kerbside and £20 delivery, £24 month for 2 collections.

To go halves with cost with cricket club.

To ask same of football club.

£12 collection can be started and stopped as needed.

To go ahead with purchase of bin and contract Thalia Waste Management.

Proposed by Cllr Attrill, Seconded Cllr Morgan and voted unanimously in favour by all parish councillors

10.MUGA – Funding and writing specifications pre contract – Cllr Attrill/Cllr Morgan

Work can start from today onwards.

Cllr Morgan reported contractor will start end August/beginning Sept.

Cllr Morgan to get 2 more quotes for floodlights.

There may be no revenue back to start with as football clubs do block bookings for astro turf when clocks go back/forward and floodlights probably not completed in time for October.

November 2023 tenders for full specification to include tennis courts–

Charles Lawrence, Verde Sports Ltd, Artificial Grass, (Cambridge).

January 2024 companies asked to re-tender without tennis court as funding not available.

Grants for MUGA 9.2.24 £100,000 from FCC, £15,000 (minutes 23-098 5) from ECDC

Excluding lights and VAT tenders 13.2.24 Charles Lawrence £115,335, Verde Sports Ltd £125,225 and Artificial Grass, (Cambridge) £165,000

Cllr Morgan has told Charles Lawrence they have been awarded contract and is co-ordinating start date.

11, Volunteers required for speed watch – batteries and duties – Cllr Attrill

2-person job changing batteries, 3-person job to move it.

Cllr Upton, Cllr Lambert and Andy Milne clerk volunteered to help and do any training required.

Cllr Upton to co-ordinate rota and volunteers.

12.Approve internal auditors for next year's internal audit – Clerk/vote

Proposal for CAPALC to do internal audit next year at £40 per hour.

Timescale forms and external audit with PKF.

Proposed by Cllr Attrill, seconded by Cllr Spencer voted unanimously in favour by all parish councillors

13. Community engagement/village voice update (SAI) – Cllr Pinkney

There will be varied content in the Voice in coming months including:

- information/update about the cemetery including plans for repairs,
- PC bio of councillors. Cllr Upton - each councillor review and edit own bio and send to him to update website. (Deadline for August edition is 15th July.)
- cricket club, Cllr Pinkney will speak to Tom captain cricket club regarding growth and success of teams.
- Overview of any interesting parts of approved minutes
- Any feedback she receives from the Church cream tea this weekend.

Cllr Pinkney would appreciate being given any content or information about events that could be included in the Voice.

14. Neighbourhood Plan update and progress so far –Cllr Duckworth

Cllr Attrill read out Cllr Duckworth's update in his absence.

In summary:

The Localism Act of 2011 introduced neighbourhood planning which is an important and powerful tool that gives communities statutory powers to shape how their communities develop, considering the views of the people who live in the parish not just the planning department

The subcommittee met on 19th June and hope to meet again in August.

Their aim is to act as catalysts and facilitators to acquire the relevant data by different local engagements to create the plan. The whole community needs to be included including those living on the parish boundaries 71 questionnaire responses have been received from the beer festival with a further 12 and 15 from an online version of the questionnaire outlining the same open questions.

Cllr Duckworth is co-ordinating research to explore the feasibility of a community heating system.

Cllr Whittle reported that Haddenham have a neighbourhood plan.

The framework could be used putting in Wilburton's needs and requirements as data indicates.

The DC has professionals that can create it once they are given the gathered data.

The Clerk explained funding is available via Locality along with very comprehensive information about creating a Neighbourhood plan and support that is available.

<https://neighbourhoodplanning.org/>

<https://www.eastcambs.gov.uk/local-development-framework/statement-community-involvement-sci>

15. CILCA Qualification for the Clerk (more info to follow) – Clerk

The course takes a year to complete the portfolio project based on a real event in the parish.

This course will bring a new level of competence for the clerk which will benefit the PC.

The cost to PC of £850 includes the clerk being supported by a mentor.

Cllr Attrill proposed authorising the Clerk Andy Milne to study for the qualification, seconded by Cllr Whittle and voted unanimously in favour by all parish councillors

16.PC facebook page – Cllr Spencer needs password to make changes.

Cllr Attrill will contact Dave Reynolds and ask for relevant changes to be made to allow Cllr Spencer to be the administrator.

17.Planning Applications – Attached – Cllr Attrill

24/00517/FUL – 77 Streatham Road Wilburton Cambridgeshire CB6 3RX – Construction of a self build (1 in number) Three bed bungalow - [24/00517/FUL | Construction of self-build 1no. 3 bedroom bungalow | 77 Streatham Road Wilburton Cambridgeshire CB6 3RX \(eastcamb.gov.uk\)](#)

No objections

24/00519/FUL – 11 Littlefield Close Wilburton Ealy Cambridgeshire CB6 3RU – Site extension, rear extension, Newport area, new windows and façade changes including air source heat pump - [24/00519/FUL | Side extension, rear extension, new porch area, new windows and facade changes including air source heat pump | 11 Littlefield Close Wilburton Ely Cambridgeshire CB6 3RU \(eastcamb.gov.uk\)](#)

No objections

24-23: Agenda items for next meeting in 4th September 2024

1. Highways/bollards agree specification and costs - **Cllr Attrill**
2. Approve new Financial Regulations (2024) – **Clerk/vote**
3. Community engagement/village voice update (SAI)-**Cllr Pinkney**
4. Solar panels IEA update – **Cllr Whittle**
- 5.Thalia bin for Rec- **Cllr Attrill**
6. Lime work cemetery wall – to go agenda Jan and Feb 2025 new quotations – **Cllr Morgan**
7. Village sign work Johnsons update – **Cllr Morgan**
8. Neighbourhood plan update **Cllr Duckworth**
9. Cemetery update – **Asst Clerk Kara**
- 10.Pavilion update – **Cllr Morgan**
11. tople testing memorials -**Tian Vale**

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

Cllr Attrill- Bollards for Station Road – ongoing discussion with Highways, LHI will fund.

Cllr Attrill reported the surveys completed at beer festival and online will be checked to ascertain how many are from Wilburton residents which could be included in data for the neighbourhood plan.

Clerk/Cllr Cllr Upton: Following audit the PC email address needs to be changed from .org to wilburtonparishcouncil.gov.

The bill with Netwise for doing this has been paid but the change will be actioned later in August when all emails relating to the annual internal audit have been completed.

Cllr Whittle: has replied to ECDC that PC would like to take responsibility for cutting of verges from 2025. Green highways maintenance has informed Cllr Whittle that ECDC will be increasing their spraying regime which seems at odds with biodiversity policies and is being challenged. Cllr Morgan suggested PC should be the decision maker regarding any spraying in line with Wilburton biodiversity policy.

Updates regarding cemetery:

Clerk: Costs £5000 year to run cemetery.

Cllr Morgan: Ongoing repair costs for new gates, repairs to wall and lychgate canopy.

Cllr Morgan will check with Conservation dept if lychgate can be repaired by Dave Maltby or if specialist firm needed.

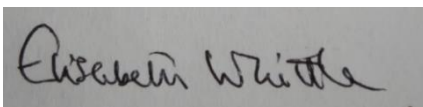
Asst Clerk: New memorials are considered in line with biodiversity policies.

Asst Clerk Kara Atkinson and note taker Tina Vale to meet and share information before September PC meeting to plan tople testing memorial stones in cemetery.

Clerk: requires allotment holder list. Asst Clerk to locate it.

24-25: Date of next meeting – Wednesday 4th September 2024

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



04.09.24