

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council Held Thursday MAY 19th 2016, 7.30pm at the Wilbrahams' Memorial Hall

Present: Stephen Bartlett (Chair), Sally Ramus, Roddy Tippen and Patricia Davis
County Councillor John Williams and South Cambs District Councillor Robert Turner
The Clerk, Natalie Mulvey and fourteen members of the public were in attendance.
John Beadsmoore opened the meeting.

16-17/1 Election of Chairman

It was proposed by R Tippen, seconded by P Davis and RESOLVED by a unanimous vote to elect S Bartlett as Chairman.

J Beadsmoore handed over to S Bartlett at 7.37pm as the new Chairman.

16-17/2 Election of officers and representatives

(a) Vice-chairman

(b) Committees – Formal meetings, minimum of three members, publish written minutes.

i) Finance

(c) Officers

i) Planning

ii) Tree Wardens

iii) Health & Safety Officers (Annual Asset Survey)

iv) Highways

v) Parish Cemetery

vi) Website

(d) Representative – to represent the Parish Council at meetings and report back any relevant issues, where significant in writing.

i) Common Rights Holders

ii) Police Liaison

iii) Memorial Hall

iv) Warbler

S Bartlett proposed and all members agreed that the election of the officers and representatives should be postponed until the next meeting when it is hoped that the Parish Council would have filled the vacancies and have a full complement of members.

ACTION: CLERK

16-17/3 **To receive and approve apologies for absence** – Apologies had been received from J Bray which were accepted.

16-17/4 Declarations of interest and dispensations

(a) To receive declarations of interest from councillors on items on the agenda - None

(b) To receive written requests for dispensations for disclosable pecuniary interests - None

(c) To grant any requests for dispensation as appropriate - None

16-17/5 Open Forum for Public Participation (10mins)

A member of the public reported that they had been disappointed with the second part of the Annual Parish meeting. They read out the following 'We requested a resolution be put forward to those attending the Great Wilbraham Annual Parish Meeting on 21st April 2016 in the Wilbrahams' Memorial Hall which received overwhelming support. The meeting deplores the action taken by Bidwells (Estate Agents) to present a plan at short notice before the APM with grossly inadequate information.'

A member of the public asked if anything had been received from Bidwells. S Bartlett confirmed that some information had been received but unfortunately it was not considered adequate by the

Parish Council and they were working to find a way to move forward. The evening before the APM the Chairman had received a missive from a significant number of people that needed to be considered by the Parish Council. A member of the public advised that this document was not intended to be discussed in open forum at the meeting. S Bartlett reminded the members of the public that the Parish Council is governed by law and we need to behave in certain ways. Receiving the document 24 hours before the APM had thrown the original format into question. S Bartlett advised the Parish Council would now deal with the questions over affordable housing as quickly as possible.

One member of the public complained that the APM minutes implied that the document had come from him when it had been signed by over 120 people.

S Bartlett and the members of the Parish Council wanted their thanks to the former Chairman John Beadsmoore recorded for the enormous amount of time he had given freely to support the Parish and they hoped to call upon his knowledge moving forward.

- 16-17/6 To sign and approve minutes** – Minutes of the meeting held on 17th March were proposed by S Ramus, seconded by R Tippen and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman. Minutes of the meeting held on 5th April were proposed by S Ramus, seconded by S Bartlett and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.

16-17/7 Matters arising / Clerks report

15-16/101 – Members were reminded to inform the Clerk of any overgrown hedges that warranted a letter being sent to the property owner.

15-15/112 – The Clerk's performance review was completed by J Beadsmoore and S Ramus on Wednesday 11th May and a report would be circulated.

15-16/113 – Information on the viability of the hall had been requested.

The Clerk asked Councillor Turner if he would follow up the Parish Council's request to clean the street lights on Toft Lane with P Quigley. The Clerk also asked for confirmation of the criteria for a local connection for affordable housing.

16-17/8 County & District Councillors Report & Business

- (a) District Councillor's Report – Robert Turner thanked the electorate for his re-election. R Turner remains the Planning Portfolio Holder for SCDC. There will be a workshop held on 7th June when members would be briefed on devolution.
- (b) County Councillor's Report – John Williams advised that Whittlesford Highways depot is holding an open day on 27th June 2016. J Williams reported that he was now on the highways infrastructure committee and the first thing he has done is to ensure that the number of potholes to be repaired this financial year would increase by 50%. He reported that the County Council would be launching a Community Highways Volunteering scheme to enable communities to work on the highway to carry out routine maintenance. Volunteers signed up to the scheme would be covered by the council's public liability insurance and its personal liability insurance.

16-17/9 Finance

Total funds as of 28th April:	£53,342.20	This includes S106 funds:	£5,162.85
Current account balance:	£40,737.97	Savings account:	£12,604.23

- (a) **Approval of accounts for 2015/2016** – R Tippen reported that the finance committee had reviewed the figures at the last finance committee meeting and were all happy with what had been presented. Members approved the income and expenditure for 2015/2016, the summary of receipts and payments and internal accounts. Members thanked the internal auditor David Lee for his report which provided some useful suggestions.
- (b) **External audit form** – Members approved accounts and responded to the Governance statements. R Tippen advised that the Parish Council on schedule for all submission. The Chairman and Clerk signed the form in the appropriate places

- (c) **Review of banking arrangements** – The Unity Trust Bank account is now open, however, the internet facility was still not in operation. R Tippen requested that no action be taken on any existing accounts until the Council were confident the new account was operating successfully.
- (d) **Review investment policy** – Members to review and discuss
- (e) **Review risk strategy** – Members to review and discuss
- (f) **Review of systems of internal control** – Members to review and discuss
- (g) **Request for Parish Council Grants procedure** – Members to review and discuss proposal
S Bartlett proposed and all members agreed that items (d), (e), (f) and (g) should be postponed until the next meeting when it is hoped that the Parish Council would have filled the vacancies and have a full complement of members.

ACTION: CLERK

(h) **To approve payments of:**

i)	CAPALC	£226.66
ii)	SLCC	£103.00
iii)	M Plumb	£20.00
iv)	Aon UK Limited (renewal date 1st June 2016)	£767.28
v)	Unity Trust Bank – Service Charge – 01/04/16	£5.00
vi)	Unity Trust Bank – Service Charge – 01/05/16	£5.00
vii)	Natalie Mulvey – Clerk Salary March	£266.65
viii)	Clerk Salary March Inland Revenue	£66.80
ix)	Natalie Mulvey – Clerk Salary April	£266.85
x)	Clerk Salary April Inland Revenue	£66.60

It was proposed by R Tippen, seconded by S Ramus and unanimously RESOLVED to approve the payments as listed.

(i) **To report payments received:**

i)	Ernest Doe – Warbler Receipt	£40.00
ii)	Wheelie Fresh Bins – Warbler Receipt	£15.00
iii)	PIMS – Warbler Receipt	£40.00
iv)	Fisher Carpets – Warbler Receipt	£100.00
v)	Carpenters Arms – Warbler Receipt	£25.00
vi)	T H Tree Surgery – Warbler Receipt	£25.00
vii)	Colours of Dance – Warbler Receipt	£40.00
viii)	Ernest Doe – Warbler Receipt	£80.00
ix)	Wilbraham Boiler Services – Warbler Receipt	£60.00
x)	J & J Drake – Warbler Receipt	£25.00
xi)	Station Garage – Warbler Receipt	£125.00
xii)	Almary Green – Warbler Receipt	£40.00
xiii)	SCDC Precept	£11,000.00

(j) **Minutes of Finance Committee Meeting 4th May** – For information only

- (k) **HM Queen Elizabeth II 90th Birthday Commemorative Medals for Great Wilbraham Primary School** – It had been agreed at the Finance Meeting to purchase a commemorative medal for all the children at the Primary School. S Ramus agreed to make contact with the school to arrange presentation.

ACTION: S RAMUS

- (l) **Request to fund a defibrillator** – S Bartlett proposed and all members agreed that this item be postponed until the next meeting when J Bray would be able to provide a full report.

ACTION: J BRAY

Brimstone Fen 10.50 acres	£736.47
Public Acre Field 1.00 acres	£10.00
Parish Cemetery (Orchard) 0.75 acres	£0.00
Gravel Pit 2.38 acres	£157.00
Chalk Pit 1.8 acres	£0.00
Gt Wilbraham Common 57.5 acres	£0.00
Parish Allotments 0.5 acres (full plot £18(4) & half plot £10 (4))	£112.00
Amenity Area 0.33 (Temple End/Angle End)	£0.00

- (b) **Review of rents for Parish Lands** – S Bartlett proposed and all members agreed that this item be postponed until the next meeting when it is hoped that the Parish Council would have filled the vacancies and have a full complement of members.
- (c) **Health & Safety Report** – The health & safety inspection had been completed by J Bray and S Fordham and would be presented at the next meeting.

ACTION: J BRAY

16-17/11 Planning and Tree Applications

(a) Planning application

- i) S/0753/16/FL 25, Frog End, Great Mr Graham Refurbishment and extension
 Wilbraham, CB21 5LB Burton of house and garage.

Members agreed a no objections recommendation be made for the proposal. They would like to make the following comments: -

- We note that the applicant has confirmed the multiple alterations to this property, and are pleased to see that the roof height has been slightly lowered and roof material changed.
- However, there are still some anomalies in the supporting details and also the lack of a properly detailed eastern elevation to show the views on this side of the garage extensions.
- Although there is no strong material reason to recommend refusal for this application, there is still great concern, by Councillors and near neighbours, about how the building works are actually going to be achieved without impacting on near neighbours, and potential damage to the unadopted mud track which accesses the property (shared by three other houses). Quite apart from the unsuitability of the track surface, there is no room for large lorries and HGV's to turn without going on to adjacent private property. We would like to see conditions applied for the applicant to submit details on the proposed access and vehicle movements.

(b) Planning application – for information only

- i) S/0939/16/VC Land at Mill Road, Great Great Variation of Condition 2
 Wilbraham Wilbraham (Approved plans) of planning
 Solar Park Ltd permission S/2763/13/FL

- Members agreed a no objections recommendation should be made for the proposal.

(c) Results of planning applications – for information only

- i) S/0621/16/FL 7, Angle End, Mr Stephen Single Storey Rear Extension
 Great Drake
 Wilbraham,
 CB21 5JG

- SCDC grants permission subject to planning conditions 29th April 2016

- ii) S/0709/16/FL The Old Mr & Mrs Retrospective application for change
 Granary, Mill Chris and of use of detached outbuilding
 Road, Great Alison Gurney pertinent to dwelling in connection

Wilbraham,
CB21 5JW

with child-minding business.

- SCDC refuses permission 10th May 2016

- (d) **Highways** – S Bartlett had requested for clarification on what areas the Parish Council grass contractor covered. S Ramus presented historic maps, on first site this seemed to be different to the one the Clerk had provided. All agreed that this should be reviewed and a map prepared clearly showing which area the Parish Council took responsibility for.

ACTION: ALL

- i) **To review and discuss the Highways proposal** – J Beadsmoore had been concerned about vehicles going through the village and invited the highways team to investigate, to consider the width of pavements, the proximity of the small house to the road and hopefully make some suggestions on how life could be made safer for families going to and from the school. The proposal has been received and circulated. No costings were included on the report. It was suggested that if the road safety team were behind the proposals they may receive match funding from the LHI. The Clerk was asked to Investigate the S106 agreement to establish whether any money was put aside for highways.

ACTION: CLERK

- ii) **To discuss requested improvements to Station Road pavements** – A request had been received to take the footpath on Station Road further along the road. J Williams agreed to investigate the options.

ACTION: CLERK

- iii) **To review and discuss Angle End kerb damage caused during Memorial Hall rebuild** – The damage to the kerbs on Angle End was discussed and the Clerk was asked to contact Nicola Burdon as a matter of urgency. Highways should come and repair quickly as this damage was considered to be dangerous.

ACTION: CLERK

- iv) **To review and discuss the state and visibility of traffic signage in the village** – It was reported that one of the 30 mph speed signs coming from Fulbourn was currently covered by an over grown hedge. The Clerk was asked to approach the property owner to request that it be cut back and maintained.

ACTION: CLERK

- (e) **Service update and questionnaire from Planning and New Communities** – S Ramus agreed to review the document and propose a response to the questionnaire and circulate it for approval.

ACTION: S RAMUS

- (f) **Street Naming 6 Plots off The Lanes, Great Wilbraham** – S Ramus advised that a formal letter had been received requesting approval.

The meeting was closed to hear views from the public 9.04pm.

A discussion took place on the proposal 'Temple Meadow' and alternatives were suggested.

The meeting was re-opened at 9.10pm

Members decided to consider proposals and agree a response.

ACTION: CLERK

- 16-17/12 **Review of Standing Orders, Financial Regulations and Publication Scheme** - S Bartlett proposed and all members agreed that this item should be postponed until the next meeting when it is hoped that the Parish Council would have filled the vacancies and have a full complement of members.

ACTION: CLERK

- 16/-7/13 **Model code of conduct and review Members' Register of Disclosable Pecuniary Interests** – S Bartlett proposed and all members agreed that the code of conduct review should be postponed until the next meeting when it is hoped that the Parish Council would have filled the vacancies and have a full complement of members. Members confirmed that they had reviewed their register of interests.

ACTION: CLERK

- 16-17/14 Parish Councillor Vacancies** – Due to the significance of this item it was discussed at the start of the meeting. Members agreed that the notice of vacancy be issued on 23rd May and the deadline for applications be set as 15th July 2016.

ACTION: CLERK

- 16-17/15 Annual Parish Meeting** – S Bartlett agreed to meet with two members of the Parish who had particular concerns on the proceedings at the APM 21st April and how it was reported in the minutes of the meeting.

ACTION: S BARTLETT

- 16-17/16 Affordable Housing** – S Bartlett reminded members of the background. The Frog End opportunity had been withdrawn, a letter has been submitted by the previous Chair to Diocese to ask them to reconsider. S Bartlett felt it was important to remember that not everyone was in favour of this proposal.

The meeting was closed to hear views from the public 9.12pm.

The Bidwells proposal of one site by the church and one on the meadow, was clearly not acceptable. Bidwells had resubmitted a proposal on the meadow, which was not sufficiently detailed. S Bartlett agreed to speak to Bidwells and explain the Parish Council's concerns and request more detailed information.

The meeting was re-opened 9.22pm.

R Tippen requested that Bidwells be encouraged to make a presentation to residents for feedback before they made a planning application. The Parish Council's formal role is to respond to planning applications within 21 days. S Ramus advised that Bidwell had not taken any pre application advice yet.

ACTION: S BARLETT

- 16-17/17 Reports from working parties**

- (a) **Parish Cemetery** – No report was presented.
- (b) **Website / Warbler** – P Davis reported that the website and warbler were working in greater harmony. The website is providing a good system of communication and P Davis encouraged people to submit articles of interest. S Bartlett felt that the Parish Council should investigate further communication options.
- (d) **Memorial Hall** – S Ramus reported the opening on 28th March had been successful with 300 people attending. The Hall is currently being rented out to various parties and the Trustees were hopeful of a successful future. There will be a report in the Warbler outlining what is happening. The Trustees of Wilbrahams' Memorial Hall will hold their AGM 22nd June 8.00pm.

- 16-17/18 Matters for future consideration** – The Clerk requested that the use of a Dropbox facility for electronic storage be considered for discussion at the next meeting.

- 16-17/19 Proposed dates and venue of next meetings**

21st July 2016, 15th September 2016, 17th November 2016, 19th January 2017, 16th March 2017, 20th April (APM Annual Parish Meeting) and 18th May (Annual Parish Council Meeting)

- 16-17/20 Agenda items for next meeting**

Any business and payments, to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

There being no further business the meeting closed at 9.36pm.