

# Great Wilbraham Parish Council

## Minutes of the Annual Meeting of Great Wilbraham Parish Council

Held Thursday 21<sup>st</sup> May 2020 7.30pm via video conference

- Present:** Stephen Bartlett (Chair), Sally Ramus, Roddy Tippen and Claire Jackman (arrived 8.56pm)  
District Councillors Claire Daunton & Graham Cone and County Councillor John Williams  
The Clerk, Natalie Mulvey was in attendance. No members of the public.
- 20-21/1 To receive and approve apologies for absence** - Apologies had been received from C Hanson and F Phippen which were accepted.
- 20-21/2 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
- 20-21/3 Open Forum for Public Participation (10mins)** – District Councillors G Cone and C Daunton along with County Councillor J Williams provided written reports which were added to the Parish website. District Councillors wished to thank the voluntary organisations for their huge effort during the COVID-19 outbreak. C Daunton reported that there had been some parking related issues in Church Close and concerns over fencing and bollards. A scheme has been put forward for costing. J Williams highlighted the work the County Council had done in Great Wilbraham including increasing the capacity of the drains at a cost of £50,000. S Bartlett acknowledged this work and thanked J Williams for the support, however, he believed it was important ensure that Highways were aware of issues in the service they provide to encourage improvement.
- 20-21/4 To sign and approve minutes** - Minutes of the meeting held on 19<sup>th</sup> March 2020 were proposed by S Ramus, seconded by C Jackman 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 16<sup>th</sup> April 2020 were proposed by C Jackman, seconded by S Ramus and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman. .
- 20-21/5 Review of Standing Orders, Financial Regulations and Publication Scheme** – The Clerk circulated the policies for review including a GWPC COVID-19 Modification of meetings document. Members all agreed to adopt the policies for 2020-2021.
- ACTION: CLERK
- 20-21/6 Model code of conduct and review Members’ Register of Disclosable Pecuniary Interests** – The Clerk reminded members of their code of conduct and requested that they review their register of interests and update them if needed. Members agreed to sign their declaration of acceptance of office.
- ACTION: ALL
- 20-21/7 Matters arising / Chairman’s correspondence / Clerk’s report** – Members wished to thank the volunteers and District/County Councillors for the fantastic effort in supporting the local community at such a difficult time. All agreed that Hilary Burton and Andrew Carter warranted special thanks for the amazing work in leading and coordinating the local initiative. The Clerk advised that there had been correspondence from a resident reporting their disappointment that the green bin collections had been suspended. C Daunton advised that management had worked hard to put in place a system that meant the green bin collections were reintroduced from 4<sup>th</sup> May, monthly to start with. S Bartlett advised that the editors of the Warbler are preparing an electronic version of the next edition.
- 20-21/8 Finance**  
**Total funds as of 28<sup>th</sup> April:** £76,623.14      **This includes S106 funds:** £1,918.73  
**Current account balance:** £63,591.37      **Savings account:** £13,031.77  
(a) **Approval of accounts for 2019/2020** – Members to approve income and expenditure for

2019/2020, summary of receipts and payments and internal accounts (including list of assets).

The accounts had been reviewed fully by the Finance Committee at their May meeting and they had recommended approval. It was proposed by S Bartlett, seconded by C Jackman and members unanimously RESOLVED to approve the income and expenditure for 2019/2020, which included a summary of receipts / payments and internal accounts. The Clerk explained that the reserves were higher than twice the precept for the year due to the S106 reserve and a committed expense of £10,000 to the support highways project.

- (b) **External audit form** – Members approved accounts and responded to the Governance statements. Due to the current restrictions the Clerk agreed to post the AGAR to allow the Chairman to sign his approval in the appropriate places.

ACTION: CLERK

- (c) **Review of banking arrangements** – Members agreed they were happy with the current banking arrangements. It was proposed by R Tippen, seconded by C Jackman and members unanimously RESOLVED to that the NS&I account be closed and funds transferred to the Unity Trust deposit account.

ACTION: CLERK

- (d) **Review of systems of internal control** – These had been reviewed fully by the Finance Committee and there had been no issues raised. Members agreed that they were happy with the systems of internal control. The Clerk confirmed that the internal audit was scheduled to take place next week and she has been in contact with the internal auditor to see how it would work with the current restrictions.

ACTION: CLERK

- (e) **To approve payments of:**

i)	Natalie Mulvey – Clerk Salary March	£285.90
ii)	Clerk Salary – Inland Revenue March & April	£209.00
iii)	Natalie Mulvey – Clerk Salary April	£550.10
iv)	Watchthedot – Wilbrahams.co.uk (31/03/20 – 30/03/21)	£63.00
v)	Unity Trust Bank Charges – Jan, Feb & Mar	£18.00
vi)	Wilbrahams Memorial Hall January – March	£45.00
vii)	ICCM – Membership to 2020-2021	£95.00
viii)	SLCC Membership 2020-2021	£109.00
ix)	Burwell Print 20203 – Winter edition	£399.78
x)	Burwell Print 20379 – Spring edition	£399.78
xi)	BHIB Insurance - LCO00621-360863 01/06/20 – 31/05/21	£714.35

It was proposed by R Tippen, seconded by S Bartlett and unanimously RESOLVED to approve the payments as listed. The Clerk agreed to post copies of invoices and statements to R Tippen for signature.

ACTION: CLERK

- (f) **To report payments received:**

i)	M Evans – Warbler receipt	£64.00
ii)	J Baysham – Warbler receipt	£172.00
iii)	Parker – Warbler receipt	£16.00
iv)	McCubbin – Warbler receipt	£64.00
v)	Michael B – Warbler receipt	£43.00
vi)	Woodland Wishes – Warbler receipt	£108.00
vii)	PA J J A B A SW – Warbler receipt	£27.00
viii)	Colours of Dance – Warbler receipt	£81.00
ix)	Andys Test Centre – Warbler receipt	£108.00
x)	J & J Drake Ltd – Warbler receipt	£108.00

xi)	Fisher Carpets – Warbler receipt	£81.00
xii)	Bottisham – Warbler receipt	£43.00
xiii)	Chapel Dental – Warbler receipt	£108.00
xiv)	SCDC Precept 20/21a	£7,187.50
xv)	Hayns S – Warbler receipt	£108.00
xvi)	Colour Fence – Warbler receipt	£172.00
xvii)	SCDC Precept 20/21b	£7,187.50

(g) To receive funding and expenditure requests - None

(h) Minutes of Finance Committee Meeting 7<sup>th</sup> May – For information only

20-21/9

#### Parish Lands, Assets & Environment

##### (a) Re-affirm Parish Lands

##### Annual Rent

##### 2019/2020

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))	£124.00
Amenity Area 0.33 (Temple End/Angle End)	£0.00
Members confirmed the Parish Lands as listed. The Clerk advised the land agreements had been reviewed and would be reissued with the rent requests.	

ACTION: CLERK

(b) **Parish asset inspection report / health & safety report** - The Clerk advised that she had not contacted the authors of last year's report due to the lockdown restrictions. Members agreed to review the situation again in three months.

ACTION: CLERK

(c) **Parish grass and verge cutting arrangements** – S Bartlett reported that there had been no cut in May to allow the summer flowers to blossom. The cutting regime would resume in June. S Bartlett advised that correspondence had been received supporting this decision. S Bartlett believed there would be an abundance of fruit available from the Parish Orchard.

20-21/10

#### Planning and Tree Applications

##### (a) Planning applications – For information only

- |      |                 |  |  |
|------|-----------------|--|--|
| i)   | 20/01337/HFUL   | 2 Frog End Great<br>Wilbraham CB21 5JB           | Single storey front and rear extensions  |
|      |                 | -  | SCDC Permission granted 5 <sup>th</sup> May 2020   |
| ii)  | S/1221/19/COND4 | 24 Temple End, Great<br>Wilbraham, CB21 5JF      | Condition 4 – sample of the approved Sarnafil roofing  |
| iii) | S/3494/19       | 10 High Street, Great<br>Wilbraham,<br>Cambridge | Condition 3 - Details of how the listed building will be protected during on site works.<br>Condition 4 - Drawings showing the pad foundations.<br>Condition 5 - Detailed section drawings showing how flat roof to the extension will intersect with the existing roofs.<br>Condition 6 - Details of external materials.<br>Condition 7 - Details and samples of the reclaimed claf roof tiles.<br>Condition 8 - Details of all new internal floor, |

wall and ceiling finishes.

Condition 9 - Details of all new and replacement windows and doors.

Condition 10 - Assessment of the significance and condition of the stairs and full details including drawings and materials of the proposed replacement.

Condition 11 - Plan and elevation drawings showing details of the location of all pipework, vents and flues with regards to the relocation of the kitchen.

**(c) Tree Applications (to undertake work on trees situated in a conservation area)**

- i) 20/1309/TTCA                      22 Angle End Great                      For works to trees in a conservation area  
Wilbraham Cambridge

Members agreed a NO OBJECTION recommendation for the tree application.

- 20-21/11 To discuss highways including Local Highway Initiative** – S Bartlett advised M Smith was keen to get moving with the LHI application. J Williams has seen the proposals and would be happy to recommend them. Unfortunately, due to the COVID-19 restrictions the application process is on hold. J Williams agreed to advise when it will be restarting. Members asked the Clerk to circulate the current proposals to members.

ACTION: CLERK

- 20-21/12 To discuss Integrated Water Management Study (Greater Cambridge Local Plan)** – R Tippen raised the document that had been circulated which asked for Parish Council's to comment. The Wilbraham River Protection society had a meeting in November and a speaker talked on how we will be able to manage future supply. R Tippen felt the group would be in a good position to comment. Members asked the clerk to make contact. S Bartlett reported on the Wilbrahams Environmental group and advised he had provided them information on what the Parish Council currently does for the environment.

ACTION: CLERK

- 20-21/13 To review and approve a risk management and staff grievance policy** – The Clerk circulated proposed risk management strategy and staff grievance policy for consideration. Members agreed to adopt both policies.

- 20-21/14 Current actions outstanding** – The Clerk will be issuing new land agreements.

- 20-21/15 Matters for future consideration** – The Clerk advised that she would be investigating Parish Online and undertake Website Accessibility Guidelines Webinars to get a better understanding of the new requirements.

- 20-21/16 Proposed dates and venue of next meetings** – Members agreed the following dates.  
16<sup>th</sup> July 2020, 17<sup>th</sup> September 2020, 19<sup>th</sup> November 2020, 21<sup>st</sup> January 2021, 18<sup>th</sup> March 2021, 22<sup>nd</sup> April (APM Annual Parish Meeting) and 20<sup>th</sup> May (Annual Parish Council Meeting)

- 20-21/17 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 8.56pm.