

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council

Held Thursday 16th September 7.30pm at the Wilbrahams' Memorial Hall

- Present:** Sally Ramus (Chair), Alister McFarquhar, Roddy Tippen and Sam Dhaliwal.
County & District Councillors C Daunton, G Cone and J Williams
The Clerk, Natalie Mulvey and eighteen members of the public were in attendance.
- 21-22/56 To receive and approve apologies for absence** – Apologies had been received from C Jackman which were accepted.
- 21-22/57 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
- 21-22/58 Open Forum for Public Participation (10mins)** – M Gienke handed members of the Parish Council 20's plenty window and bumper stickers to encourage them to support the campaign.
- 21-22/59 To sign and approve minutes** - Minutes of the meeting held on 15th July 2021 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 25th August 2021 were proposed by S Ramus, seconded by S Dhaliwal and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.
- 21-22/60 To discuss Parish Council vacancies and co-option** – An application along with a statement of interest had been received from C Page. It was proposed by S Ramus, seconded by A McFarquhar and it was unanimously RESOLVED that C Page be co-opted as a member of Great Wilbraham Parish Council. Christine Page was invited to join members at the table. The clerk confirmed that there was still one vacancy on the Parish Council.
- 21-22/61 Matters arising / Chairman's correspondence / Clerk's report** – For information only.
The clerk reported she had received an update from a resident advising that they were in discussions with a tree company to see what work was needed on the tree in Station Road. The clerk advised that complaints had been received regarding overgrowing hedges in Toft Lane. The hedges in question were on private land and the clerk was asked to write to the landowners. There have been complaints too about overgrowing bushes and brambles in Toft Way. The Clerk will approach adjacent owners.
- ACTION: CLERK
- 21-22/62 County & District Councillors report & questions**
(a) District Councillors Report - Cllr G Cone provided a full written report; a copy will be added to the Wilbrahams website. A discussion followed on affordable housing. Cllr C Daunton & J Williams provided a full written report; a copy will be added to the Wilbrahams website. Cllr C Daunton highlighted the issue of density and Cllr J Williams provided clarification in relation to density and the delivery on some larger sites. J Williams encouraged the Parish Council to respond to consultations. S Ramus confirmed that none of the call for land sites submitted in the local vicinity had been successful.
(b) County Councillors Report Cllr C Daunton provided a full written report; a copy will be added to the Wilbrahams website. Cllr C Daunton highlighted issues in the report relating to Great Wilbraham including discussions on cycle paths with Bottisham. C Daunton reported that she had been in discussion with residents of Church Street on their request for yellow lines. As this is on South Cambs land, they will be writing to residents confirming what can and cannot be done. C Daunton asked everyone to promote the Fostering with Cambridgeshire campaign. The county is in desperate need for more foster carers.

21-22/63

To receive update from Transport Working Group, including proposed LHI application and revised Terms of Reference – A report and a revised terms of reference document had been circulated to members in preparation for the meeting. Apologies were received from T Page.
Meeting closed 8.08pm

D Richer highlighted items on the report and explained that the responses had shown interesting trends. There had been strong support for a 20-mile speed limit and 95% responses were in favour of more speed awareness units. There is apparently significant demand for size and weight limits and overwhelming comments had been made regarding the poor state of pavements. These results from the survey will be passed to the Parish Council. R Bray read out the draft proposals for the LHI application, including objectives, costs and the possible financial contribution from the Parish Council. The anticipated application cost was £17,000 however a maximum of £15,000 can be applied for under the scheme. The TWG will be approaching the Parish Council for the possible £2,000 difference. S Ramus asked whether the 40mph buffer zones were included in the application, members of the TWG thought this was something the highways team dealt with. C Daunton confirmed it needed to be included in the LHI. A McFarquhar reported how great it was to see so much enthusiasm for the project. A McFarquhar queried the installation of the gates at certain locations in the village. G Fry reported that although there is a lot of information it was important that the community support was clearly evidenced. A discussion took place on whether the buffer zones should be added rather than the gates due to the cost of the adding a buffer zone. S Ramus suggested that the submission should be abridged to be more effective and asked for the finished copy to be passed to the PC as soon as possible to enable comment before the deadline of 30th September.

D Richer explained that the terms of reference had been updated to reflect the work of the group more accurately. He highlighted communication and the importance of it being two-way between the group and the Parish Council. S Ramus agreed to respond with her comments so the final document can be agreed later.

Meeting opened 8.37pm

It was proposed by R Tippen, seconded by A McFarquhar, and unanimously RESOLVED that subject to reviewing the final application wording the Parish Council will support submission of the LHI by 30th September.

21-22/64

To discuss traffic calming & highways matters – A McFarquhar provided an update on the progress of the PHFI application, including the background and his meeting with the local Highways officer. A McFarquhar verbally presented the proposals received from the local highways officer and the costs involved. S Ramus suggested that as the information had only been received today the proposal would be presented for agreement at the next meeting, after discussion with members. S Ramus advised that there was no update on the possibility of appointing a lollipop person.

21-22/65

Planning and tree applications

(a) Planning applications

21/03192/HFUL	34 High Street Great Wilbraham CB21 5JD	Increase the width of the dropped kerb by two kerb stones on the right hand side of the drive, in order to make provision for a wider access to the drive.
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The Parish Council agreed a no recommendation response to application 21/03192/HFUL, the same as the recommendation returned to application 21/02030/HFUL which was withdrawn.

(b) Planning applications – for information only

21/00415/NMA1	13 Church Close Great Wilbraham CB21 5JL	Non-material amendment on 21/00415/HFUL to change pitched roof to flat roof
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(c) Planning appeal – for information only

21/00160/HFUL 35 Frog End Great Retrospective application for a front extension
 Wilbraham CB21 and raising of the roof to accommodate a loft
 5JB conversion

C Daunton explained there will be a written appeal and the Parish Council will be given an opportunity to comment.

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

21/1046/TTCA Kennels Leylandii (Cupressus leylandii) T1-T5: Removal
 Farmhouse 2 Mill due to proximity to building and excessive shade
 Road Great to garden - low amenity value.
 Wilbraham

The Parish Council has no objections.

21-22/66

Finance

Total funds as of 31st August: £71,752.67 **This includes S106 funds:** £1,918.73
Current account balance: £84,784.44 **Savings account:** £13,031.77

(a) To review Parish Council calendar - The clerk advised the couple of outstanding issues would be completed by the end of next week.

(b) To approve payments of:

i)	Natalie Mulvey – Clerk Salary July	£293.65
ii)	Natalie Mulvey – Clerk Salary August	£293.85
iii)	Clerk Salary – Inland Revenue July & August	£147.00
iv)	OPUS Energy invoices 20/06/2021 – 20/07/2021	£41.42
v)	OPUS Energy invoices 21/07/2021 – 20/08/2021	£40.66
vi)	CGM Invoice 241135	£102.00
vii)	CGM Invoice 241122	£372.91
viii)	CGM Invoice 241295	£509.59
ix)	CGM Invoice 240381	£112.61
x)	CGM Invoice 240382	£477.36
xi)	CGM Invoice 240031	£56.30
xii)	MyVillageHandyman Invoice INV001432	£36.00
xiii)	Public Works Loan (12/50)	£2364.76
xiv)	CDS Group – 73044	£780.00
xv)	CCC – PFHI Fee – 423002392269	£500.00

It was proposed by R Tippen seconded by S Dhaliwal and unanimously RESOLVED to approve, with exception item xiv the payments as listed.

ACTION: CLERK

(c) To approve receipts of:

i)	Ernest Doe – Warbler receipt	£86.00
ii)	P.R.E. Heating – Warbler receipt	£32.00
iii)	J & J Drake – Warbler receipt	£54.00
iv)	My Village Handyman – Warbler receipt	£86.00
v)	Woodland Wishes – Warbler receipt	£54.00
vi)	PA J J A B A SW – Warbler receipt	£27.00
vii)	Laura Alboni – Warbler receipt	£27.00
viii)	Mrs HK Clarke – Warbler receipt	£16.00
ix)	A McGarvey – Warbler receipt	£16.00

(d) To receive funding and expenditure requests – The clerk circulated a grant application received from the Wilbrahams' Environmental Group.

Meeting closed 9.05pm

N Toovey talked members through the funding application for £250 to support the organisation of a series of open evenings to discuss and explain issues relating to climate change and carbon use reduction.

Meeting opened 9.10pm

It was proposed by R Tippen seconded by S Dhaliwal and unanimously RESOLVED to approve the application and award the £250.

ACTION: CLERK

- (e) **To discuss items for consideration in the next budget** – R Tippen asked members to make him aware of any costs that should be considered at the next Finance Meeting for inclusion in the budget 2022-2023. S Dhaliwal asked for improvements in the website's accessibility costs to be included in the next budget.
- (f) **To discuss additional DPO and Data Breach Insurance costs** – The clerk had circulated information on the DPO provision offered by CAPALC and confirmed that she had contacted the insurance company to understand extra cover available for data breaches. R Tippen requested this subject be included on the Finance Meeting agenda.

ACTION: CLERK

- (g) **To discuss Parish website & communication including APP trial** – S Dhaliwal explained the methods and options open to the Parish Council to support them in improving communication with the village. S Dhaliwal proposed the trial of an APP. A discussion took place on how it works, the costs and how it will be managed along with the benefits of messages going to smartphones. All agreed it would be good to start the trial. S Dhaliwal explained changes on the website being implemented to better improve how project information is displayed.
- (h) **To discuss training/awareness session for the defibrillator and signs** – The clerk advised that she is still working on signs to highlight where the defibrillator is located and will promote the free training available on the website.

21-22/67 Reports from working parties

- (a) **Memorial Hall** – S Ramus reported that the trustees had not met this month, but bookings were increasing, and that it was good to see the hall being used again.
- (b) **Parish Cemetery & Community Orchard** – S Ramus advised that the Welbrahams Group will be holding a social event to promote the community orchard on 24th October and are keen to plant bulbs. Maintenance on hedges, ditch etc. need to be addressed. The clerk will seek quotes.
- (c) **Community Cohesion & Well-being** – S Ramus advised that the Welbrahams Group were looking at ways in which to continue to encourage well-being.

21-22/68 To discuss general village maintenance and agree village areas of responsibility

Meeting closed 9.29pm

N Toovey reported on the progress of Wilbrahams Environmental Group in various projects in the village. Discussions had started with local farmers about a footpath to the common, work is continuing on a carparking idea near the school, and they are liaising with LW&SMB on a detailed cycle use survey to provide ammunition to allow them to lobby for improved cycle paths for the village. They will be asking for the survey to be supported by the two Parish Councils as any funding applications will need to be endorsed by them. The option of introducing an electric bike hire scheme is being investigated. S Ramus asked if the group were liaising with the primary school regarding the project for trees. N Toovey said that they had a meeting with the Headteacher to discuss various ideas. He also reported that the Oak Tree (by the village sign) had produced oak seedlings, which they will dig up and move from the triangle and replanted in the Community Orchard.

- 21-22/69 To discuss Six Free Tree offer** (Double Nature in South Cambridgeshire) – N Toovey said the group would be interested in the free trees offered by SCDC, and the clerk agreed to forward the information.

Meeting opened 9.39pm

- 21-22/70 To discuss village trees and hedges including Ash tree in Angle End/Temple End corner and**

Cherry tree in Frog End – The Ash Tree had been inspected and it had been reported that it was suffering with ash die back a natural occurrence, which will be monitored. The clerk reported she had spoken to J Clarke (CCC Highways) who had agreed to visit the village and inspect the Cherry tree and discuss options with a member of the Parish Council.

21-22/71 To discuss Community Gritting Scheme applications for Winter 2021 – 2022 – A discussion took place on the scheme, and it was suggested that it be promoted to see if any residents are interested in supporting the initiative.

21-22/72 Current actions outstanding – None

21-22/73 Matters for future consideration – None

21-22/74 Dates of next meetings

18th November 2021, 20th January 2022, 17th March 2022, 21st April (APM Annual Parish Meeting) and 19th May (Annual Parish Council Meeting)

21-22/75 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 9.48pm.