

WILBURTON PARISH COUNCIL.

Parish Councillors:-

Mr. Alan Yarrow
Mrs. Anthea Dodson
Mr. Victor Harris
Mr. Neil Thompson
Ms. Ann Sherwood

Mr. Peter Warren
Mr Chris Fella
Mr Chris Day
Mr Martin Barnham

Parish Clerk:-

Mrs. Gillian Woods

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MINUTES OF A MEETING HELD ON MONDAY 12 September 2011 in St Peters Hall

PRESENT

Councillors , Fella, Day, Warren, Yarrow, Barnham and Dodson.

1. APOLOGIES

Councillors Sherwood, Harris and Thompson.

2. MINUTES FROM PREVIOUS MEETING

The minutes of the previous meeting on 11 July 2011, having been circulated, were taken as read and, with some amendments required, signed as a true record.

3. MATTERS ARISING

(a) St Peters Hall

Councillor Warren is currently in contact with Anglian Water regarding the blockages to the drains and responsibility thereof.

Food Preparation area

Councillor Sherwood is in the process of completing a report for the Clerk to give to Wren to ask for some support in funding the updating of the food preparation area in St Peters Hall. Some kitchen units have been kindly donated by a resident. Councillor's Warren and Yarrow will collect and install the units

Licences

The options regarding the licences are still being investigated by Councillors Dodson and Yarrow.

(b) Social Club Lease/Rent

Councillor Dodson confirmed that she had been advised that the lease to the Social Club had to be discussed by the Social Club committee but early indications show they were unhappy with the clause regarding the smoking at the patio area. We are awaiting a response from the

Social Club once they had been able to discuss at a full committee meeting. Once conditions of the lease have been agreed, the monthly rental can then be addressed.

(c) Recreation Ground and Pavilion

Councillor Dodson confirmed that she had been advised by Giles Dodson that the Parish Council could be “Tenants at will” for the football ground whilst situation on going. Football team requested permission to erect new goal posts and were advised that this could not be considered until the paperwork for the tenancy at will had been completed Mr Foreman also confirmed that he had applied for some funding from the football foundation and requested any information regarding any proposed plans that have been made. Councillor Dodson will advise that no plans had as yet been made, and inviting him to meet the Parish Council at the football field and to attend the October meeting for further discussion of any thoughts/requirements he would like to be included.

Councillor Dodson also confirmed that a Community Land Trust Scoping Day had been arranged by Councillor Roberts for 13 September 2011.

(d) Repairs to Cottage

Repairs have all been completed and new tenants found from 16 September 2011. The new tenants requested the removal of the oven and permission to arrange for a cleaning company to clean the property prior to them moving in. Maintenance has also been carried out to the garden

(e) Street Lighting PFI Project/Balfour Beatty maintenance contract

Councillor Fella confirmed that himself and Councillor Thomson had been around the village detailing where current street lights were and which, if any could be safely removed. The maintenance contract for the street lighting that Balfour Beatty have taken over from Cambridge County Council was discussed and it was agreed that the Clerk would obtain further information regarding the contract, especially the number of streetlights the quotations were based upon. It was proposed by Councillor Fella and seconded by Councillor Day that if the number of street lights is confirmed at 11 and cost no more that £250, the Clerk to proceed with the contract for the year to July 2012.

4. REPORTS from County and District Councillors

None

5. CORRESPONDENCE

C C C - Minerals and Waste Local Plan Framework – Adoption of Core Strategy – No action required.

Various - Elizabeth 11 Fields Challenge funding information and seminar details – No action required.

Councillor Hunt –Information on Haddenham– No action required.

CPALC – Presentation information on “Aspects of Localism”– No action required.

ECDC – Weekly Highlights– No action required.

Rural Services Network – Newsletters– No action required.

ECDC- Mature & Active’s Guide to Summer 2011– No action required.

ECDC – Confirmation of suitable location for dog litter bin (Hinton Way) Proposed by Councillor Yarrow and seconded by Councillor Fella that a litter bin be purchased for this area Councillor Yarrow to be consulted when putting up to confirm correct location

C C C – Letter regarding winter season and Salt Bins - Councillors Barnham and Fella have volunteered to spread the salt. Clerk to check with County Council whether they will be delivering supplies to Councillor Yarrow for storage.

C C C - Commemorative Tree and Hedge Planting – Diamond Jubilee – Suitable locations to be discussed at the next meeting

C C C – Rights of way Parish Map– No action required.

S Alsop – Review of hall hire costs for Tai Chi class – It was agreed at the beginning of the hall hire to review the hall hire costs to look at offering a discount. This was discussed and it was proposed by Councillor Fella and seconded by Councillor Yarrow to offer a discount for regular weekly hall hire. All in favour.

6. FINANCE

Accounts to pay

Ad hoc payments:-

Insurance for cottage - £389.86

Additional premium for floodlights etc – £25.00

Water rates Pavilion - £885.51

Repairs to cottage - £4816.80

Clock-winding - £39.00

Caretaking – St Peter’s Hall - £277.33

Parish and Booking Clerk - £299.70

PAYE Jul-Sep - £224.80

Grass cutting cemetery - £255.00

Grass cutting and maintenance of garden at 41 High Street - £56.00

Grass cutting – recreation ground etc - £339.6 – July Inv

Electricity – St Peters Hall - £84.05

Electricity – Floodlights - £4.4

Electricity – Pavilion - £55.46

Grass cutting – recreation ground etc - £393.6 – August Inv

As a second cheque book was unavailable, some cheques (those in Italics) could not be raised at the meeting – it was proposed by Councillor Barnham and seconded by Councillor Day that those accounts that had been raised were agreed for payment, and the remainder would be issued, when the new cheque book available.

Review of fees/salaries etc – to be added to the Agenda for the next meeting and back-dated to September.

Bank Mandate – The new Councillors need to sign and complete new bank mandate and provide identification to the bankers if required. Clerk – to arrange for forms to be completed.

Donations – It was proposed by Councillor Yarrow and seconded by Councillor Warren that donations of £120.00 each be made to the Citizens Advice, Dial-a-ride, Victim Support, and First Response.

Internal Audit report for year ended 31 March 2011 - to be added to the Agenda for the next meeting.

Procedure for the refund of Hall Hire Deposits - to be added to the Agenda for the next meeting.

Purchase Orders - to be added to the Agenda for the next meeting.

7. PLANNING

Received:-

Retention of Mobile home – Furnholme Farm, Twenty pence Road, Reference 11/00555/FUL

Extension to existing canopy at rear of glasshouses and alterations to parking arrangements and access roads at Twenty pence Garden Centre – Reference 11/00703/FUL

Amendment to Two story extension at 56 Stretham Road – alterations to the proposed extension to step in it and down from the existing – Reference 11/00575/FUL

Single storey side extension to 4 School Lane – Reference 11/00674/FUL

Sixteen solar photovoltaic panel on shed roofs to workshop at rear of 8 Church Lane – Reference 11/00712/FUL

Approved:-

Construction of single and two storey extension at 4 Station Cottages, Station Road

Solar Panels on roof of school hall – Wilburton Primary School

Single story side extension to 7 Littlefield Close

Two storey extension to 56 Stretham Road

Extension to existing B1 A, B, C office, research and Development building – The Old Station Yard, Station Road

Pruning of 3 Turkey Oak trees at the rear garden of 3 Broadway

Refused:-

Change of use of land to travelling show peoples site – Land Parcel North of Driftwoods, Station Road.

Councillor Yarrow to E-mail the Clerk regarding queries regarding travelling show peoples site.

8. PUBLIC PARTICIPATION

Local resident raised question of cars parking on recreation ground. Councillor Dodson to E-mail football groups regarding parking in front of pavilion.

9. COUNCILLORS QUESTIONS

Councillor Warren raised question of donation from Abbey Renewable regarding solar panels – Clerk confirmed invoice and paperwork had been raised.

Councillor Day - None.

Councillor Yarrow – Confirmed that work had commenced to repair the footpath at Witchford

Councillor Barnham – None

Councillor Fella – Raised concern regarding some conifers at property in Clarkes Lane which obscure view of drivers and could be a safety risk. Clerk confirmed that this had already been raised with Highways and no action could be taken. He also raised query from a local resident regarding the erection of a shed on the allotments. Clerk confirmed that planning permission was required, and that she had responded to the resident confirming this. Clerk to re-send the E-mail.

Councillor Dodson/Yarrow – Confirmed that a letter had been received from East Cambs District Council regarding the Council's Neighbourhood Panel representation advising that, although the current representative was doing an excellent job, the official representative needs to be a member of the Parish Council. Councillor Day volunteered to fulfil this role and Councillor Warren will confirm the details of future meetings.

10. DATE OF NEXT MEETING –10 October 2011

Meeting closed 10.05 pm