

# GREAT WILBRAHAM PARISH COUNCIL

## Parish Clerk – Mrs Natalie Mulvey

18 Orchard Road, Melbourn, Nr Royston, SG8 6HL

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## Parish Chairman – Mr Stephen Bartlett

14 High Street, Great Wilbraham, Cambridge, CB21 5JD

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## AGENDA

Notice of full meeting: Full Council

Time: 7.30pm

Date: Thursday 17<sup>th</sup> September 2020

All members of the Council are hereby summoned to attend **via video conference** due to COVID-19 pandemic, for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

### Join Zoom Meeting

<https://us02web.zoom.us/j/86412611382?pwd=L08yR3FkckR5SmFPZXBzMVJqWmZkdz09>

Meeting ID: 864 1261 1382

Passcode: 818566

Members of the public and press are invited to attend the meeting.

Mrs Natalie Mulvey – Clerk to Parish Council  
10<sup>th</sup> September 2020

Members: 5

Quorum: 3

20-21/49 **To receive and approve apologies for absence**

20-21/50 **Declarations of interest and dispensations**

- (a) To receive declarations of interest from councillors on items on the agenda
- (b) To receive written requests for dispensations for disclosable pecuniary interests
- (c) To grant any requests for dispensation as appropriate

20-21/51 **Open Forum for Public Participation (10mins)**

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

20-21/52 **To sign and approve minutes** – of the meeting held on 16<sup>th</sup> July 2020 and 27<sup>th</sup> August 2020

20-21/53 **Matters arising / Chairman's correspondence / Clerk's report** – For information only

20-21/54 **To discuss Parish Council vacancies and co-option**

20-21/55 **County & District Councillors Report & Questions**

- (a) District Councillors Report
- (b) County Councillors Report

20-21/56 **To discuss Great Wilbraham surface water**

20-21/57 **To discuss traffic calming / highways matters including speed awareness device and campaign**

20-21/58 **To discuss re-siting Cambridge Wastewater plant**

20-21/59 **To discuss annual parish inspection report**

20-21/60 **Planning and tree applications**

(a) **Planning applications**

- i) 20/03321/HFUL Wilbraham Temple Demolition of existing single storey extensions and conservatories and the erection of single storey extensions and alterations
- ii) 20/03322/LBC Wilbraham Temple Demolition of existing single storey extensions

- ii) 20/01085/HFUL 18 Temple End Great Wilbraham 2 Butt Lane, Great Wilbraham and conservatorys and the erection of single storey extensions and alterations  
Single storey rear extension replacing an existing conservatory, a single storey detached outbuilding and a new front entrance porch replacing an existing canopy – Amendment Revised red line boundary and Certificate B submitted with notices served.

**(b) Tree Applications (to undertake work on trees situated in a conservation area) – For information only**

- i) 20/1859/TTPO Wilbraham Temple 18 Temple End Great Wilbraham Cambridge T001 Horse Chestnut - Fell to ground level. The tree is infected with Ganoderma applanatum which is established on the main stem of the tree between 0m and 2m. The fungus has developed multiple fungal brackets which appear to have been present for a number of years. These are approximately located on each cardinal point of the main stem and all feature fresh growth of this year. This shows that the fungus is entrenched throughout the stem of the tree and not just confined to a localised point. The tree is within falling distance of the main house and a outbuilding. The work recommended is to fell the tree to ground level.

20-21/61

**Finance**

**Total funds as of 30<sup>th</sup> June:** £66,331.25      **This includes S106 funds:** £2,918.73  
**Current account balance:** £53,299.48      **Savings account:** £13,031.77

**(a) To review Parish Council calendar**

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

- |      |  |           |
|------|--|-----------|
| i)   | Natalie Mulvey – Clerk Salary July & August                                  | £572.00   |
| ii)  | Clerk Salary – Inland Revenue July & August                                  | £143.00   |
| iii) | CGM Invoice 231982   | £407.59   |
| iv)  | PWLB Payment (10/50)   | £2,364.76 |
| v)   | Cambridgeshire County Council – Street light energy<br>01/10/2019-21/05/2020 | £384.88   |

**(c) To receive funding and expenditure requests.**

**(d) To discuss items for consideration in the 2021 – 2022 budget**

20-21/63

**Reports from working parties**

**(a) Memorial Hall – S Ramus**

**(b) Parish Cemetery – S Bartlett**

**(c) Community Cohesion & Well-being – To discuss Garden Project the Wellbrahams.**

20-21/64

**To discuss Website Accessibility Publication regulations**

20-21/65

**Current actions outstanding**

20-21/66

**Matters for future consideration**

20-21/67

**Dates of next meetings**

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)

20-21/68

**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.

## **Use of video conferencing to hold Council meetings during the Coronavirus (COVID-19) crisis.**

Since the introduction of restrictions on gatherings of people by the Government in March 2020 it has not been possible to hold standard face to face public meetings in the Wilbrahams Memorial Hall. This led to a temporary suspension of meetings and the postponement of the Annual Parish Meeting.

The Coronavirus Act 2020 has now been implemented, however, and in Section 78 it gives local authorities (including Parish Councils) the power to hold meetings without it being necessary for any of the participants or audience to be present together in the same room.

It is the intention of Great Wilbraham Parish Council to now hold Council meetings for the foreseeable future as online meetings, using the Zoom video conferencing system. This system is simple for members of the public to access, as well as participants. Information on Zoom and the process for public accessing online meetings is below.

During meetings, the participants (Councillors) can be seen and heard by members of the public. A recording of the meeting will be taken by the Clerk for minuting purposes and will then be deleted. Members of the public, however, will be muted unless they are asked to participate by the Chairman, for example to ask a previously submitted question.

The public have no right to participate in the proceedings of the Council, unless permitted (invited) to do so by Council (the Chairman). Members of the Public are however encouraged and welcome to attend meetings, and a 10-minute period (which can in special circumstances be increased, if Councillors agree) will be provided at all Council and Committee meetings to put relevant questions.

***For online meetings, any questions must be submitted in writing to the Chairman of the Parish Council or the Parish Clerk no later than 24 hours before the scheduled start time of the relevant Council or Committee meeting.***

### **Information on Zoom and process for the public accessing online meetings.**

During the current emergency period Parish Council and Committee meetings will be held via online video conferencing using Zoom (website: zoom.us). Members of the public will be able to watch and listen via a link provided along with the agenda. The agendas will be placed in advance on the Parish Council website [www.wilbrahams.co.uk](http://www.wilbrahams.co.uk)

To attend the meeting check the agenda and use the web link provided to join.

There will be a separate link for each meeting. The first time you use the link it may take a few minutes to install Zoom. Follow instructions on the screen. If using tablet or smart phone you may need to download an app so allow extra time. There is no need to set up a Zoom account yourself.

Members of the public will be able to see and hear Councillors on the screen or hear on the telephone. But members of the public will be muted and so will not be heard. The exception will be if they are putting a question or are invited to speak by the Chair.

We hope that meeting this system will provide a good experience while we are unable to meet in person, but we would like to hear your feedback on the experience. Please email the Clerk, Natalie Mulvey, [clerkGW@wilbrahams.co.uk](mailto:clerkGW@wilbrahams.co.uk) with any comments or suggestions.