

GREAT WILBRAHAM PARISH COUNCIL

Parish Clerk – Mrs Natalie Mulvey

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

Tel: 07887 813702 Email: clerkGW@wilbrahams.co.uk

Parish Chairman – Mr Stephen Bartlett

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

Tel: 01223 881096 Email: chairGW@wilbrahams.co.uk

Website: www.wilbrahams.co.uk

AGENDA

Notice of full meeting: Full Council

Time: 7.30pm

Date: Thursday 19th November 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/83738179141?pwd=QzNrMVFKSGZpMHAxU0ZWUEd1RndWdz09>

Meeting ID: 837 3817 9141

Passcode: 059132

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

Mrs Natalie Mulvey – Clerk to Parish Council

12th November 2020

Members: 6

Quorum: 3

20-21/69

To receive and approve apologies for absence

20-21/70

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

20-21/71

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.

20-21/72

To sign and approve minutes – of the meeting held on 17th September 2020 and 15th October 2020

20-21/73

Matters arising / Chairman's correspondence / Clerk's report – For information only

20-21/74

To discuss Parish Council vacancy and co-option

20-21/75

County & District Councillors report & questions

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

20-21/76

To discuss Great Wilbraham surface water

20-21/77

To discuss traffic calming / highways matters including speed awareness device and campaign

20-21/78

Planning and tree applications

(a) **Planning applications** – for information only

- i) 20/02527/CONDA 2 Butt Lane, Submission of details required by condition 3
Great (Traffic Management Plan) of planning
Wilbraham, CB21 permission 20/02527/FUL
5JE

- For information only

- i) S/2518/19/CONDA 23 High Street, Submission of details required for conditions
Great (windows and doors details) pursuant to listed

Wilbraham, CB21 building consent S/2518/19/LB
5JD

- For information only

(b) Results of planning applications – for information only

- i) 20/02527/HFUL 2, Butt Lane, Single storey rear extension replacing an existing
Great conservatory, a single storey detached
Wilbraham, outbuilding and a new front entrance porch
Cambridge, CB21 replacing an existing canopy
5JE

- Approved 14th October 2020

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

- i) 20/2151/TTCA Trees on The Right Various tree works
Leading To 5 Chapel
Meadows Great
Wilbraham
Cambridge

(d) To discuss overgrown trees in Station Road

(e) To discuss the Cambridge Eastern Access Consultation

20-21/80

Finance

Total funds as of 30th October: £66,428.01 **This includes S106 funds:** £2,918.73
Current account balance: £79,459.78 **Savings account:** £13,031.77

(a) To review Parish Council calendar

(b) Minutes of Finance Committee Meeting 22nd October 2020 – For information only

(c) To review budget and set the precept for 2021-2022

(d) To approve reviewed GWPC Financial Regulations November 2020

(e) To approve the Clerk's annual performance management review and NALC national salary award

(f) To approve payments of:

i)	Natalie Mulvey – Clerk Salary September	£293.90
ii)	Natalie Mulvey – Clerk Salary October	£610.90
iii)	Clerk Salary – Inland Revenue September & October	£226.20
iv)	CGM Invoice 234069	£351.28
v)	Burwell Print Autumn Warbler - 20690	£365.37
vi)	PKF Littlejohn LLP – External audit SB20202374	£240.00
vii)	CGM Invoice 233185	£210.59
viii)	Canalbs Ltd – Invoice 0371	£128.65
ix)	Unity Bank Trust – Charges	£18.00
x)	CGM Invoice 234069	£351.28
xi)	Watchthedot – Invoice 4777 – WCAG	£350.00
xii)	SLCC – 132889 – CiLCA Portfolio Course	£300.00
xiii)	Wilbrahams' Memorial Hall – Grant for trees	£333.00
xiv)	SLCC - 199548 Creating Accessible Word & PDF Documents	£36.00

(g) To approve receipts of:

i)	Mrs H F Patten – Allotment receipt	£20.00
ii)	B J Purkis – Allotment receipt	£20.00
iii)	F Fernandez Ellis – Allotment receipt	£11.00
iv)	D F Crowther – Allotment receipt	£11.00
v)	M A & S Lockley – Allotment receipt	£11.00

vi)	Parker FH – Warbler receipt	£16.00
vii)	PA J J A B A SW – Warbler receipt	£27.00
viii)	SCDC Precept – 20/21C	£14,375.00
ix)	Catherine Coen – Allotment receipt	£20.00
x)	Warbler award	£20.00
xi)	Sadler CD – Warbler receipt	£48.00
xii)	C Pearl – Allotment receipt	£20.00

(h) To receive funding and expenditure requests.

(i) To discuss Community COVID Grant award

(j) To acknowledge receipt of external auditor certificate and report 2019/2020

20-21/81 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.

20-21/82 To discuss Website Accessibility Publication regulations

20-21/83 Current actions outstanding

20-21/84 Matters for future consideration

20-21/85 Dates of next meetings

21st January 2021, 18th March 2021, 22nd April (APM Annual Parish Meeting) and 20th May (Annual Parish Council Meeting)

20-21/86 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

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 with any comments or suggestions.