

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council

Held Thursday 19th March 2020 7.30pm at the Wilbrahams' Memorial Hall

- Present:** Stephen Bartlett (Chair), Chris Hanson, Roddy Tippen and Claire Jackman
The Clerk, Natalie Mulvey and one members of the public were in attendance.
- 19-20/108 To receive and approve apologies for absence** – S Ramus had sent her apologies, which were accepted.
- 19-20/109 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
- 19-20/110 Open Forum for Public Participation (10mins)** – None
- 19-20/111 To sign and approve minutes** – Minutes of the meeting held on 16th January 2020 were proposed by S Bartlett, seconded by R Tippen and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman of the meeting.
- 19-20/112 Matters arising / Chairman's correspondence / Clerk's report** – S Bartlett advised that a well-brahams environmental group was being established and were planning to do some work on the village trees. The Clerk advised that she had been advised that LW&SMB PC would be approaching GWPC with some new ideas for the Wilbrahams website.
- 19-20/113 To discuss Parish Council vacancies and co-option** – The Clerk reported an application along with a statement of interest had been received from Fiona Phippen. It was proposed by C Jackman, seconded by R Tippen and it was unanimously RESOLVED that Fiona Phippen be co-opted as a member of Great Wilbraham Parish Council. Members welcomed F Phippen to the Parish Council and looked forward to working with her.
- 19-20/114 To discuss traffic calming / highways matters including speed awareness device and campaign** – S Bartlett advised that M Smith and the team were proceeding with the preparation of the LHI application. A presentation on the application was being prepared to present to residents at the APM. However, it was uncertain whether it would be possible for the APM to take place considering the impact of the coronavirus.
- 19-20/115 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. Cllr C Daunton provided a full written report; a copy will be added to the Wilbrahams website. S Bartlett asked C Daunton whether there were issues with the local plan. C Daunton replied that although the building companies are not developing quickly enough, this has not influenced the local plan.
 - (b) County Councillors report - Cllr J Williams provided a full written report; a copy will be added to the Wilbrahams website.
- 19-20/116 Planning and tree applications**
- (a) **Planning applications**
 - i) 20/00006/VCMW Wilbraham Chalk Cambridgeshire First periodic review of
Pit, Mill Road, County Council mineral permissions
Great Wilbraham, S/01377/97/CM and
Cambridge, CB21 S/01538/06/CM Informative :
4HH This application seeks to
continue the extraction of
chalk without compliance
with the review of minerals
permission reference

S/02267/12/CM Condition numbers: 15 requirement requiring submission of a restoration plan within 6 months of the date of the decision by 18.12.2013 to enable the restoration plan to be by 17 years from date of the decision notice of S/02267/12/CM that is by 18.06.2030.

Members agreed that they wish to request that the applicant be held to account to ensure they comply with all the conditions, as this has not always been the case before.

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| ii) | 20/01085/HFUL | 2 Butt Lane, Great Wilbraham | Mr & Mrs A Devereux | Second floor front extension to provide staircase headroom for additional accommodation and dormers to rear (Re-submission of S/1306/19/FL) |
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Meeting closed 8.00pm

A near neighbour explained the changes to the previous application, and all agreed these were very minor. Members discussed the objections they had made to the previous application. Objections submitted to SCDC by another neighbour were highlighted. The resident reported that the planning notification process had failed as no letter advising the application had been received. In addition, the public notice had not been displayed until 12th March with a deadline for comments at 19th March. Members expressed their disappointment in the failure of this process. C Daunton agreed to speak to SCDC planners to report the issue.

Meeting opened at 8.03pm

With exception to F Phippen (who had only been co-opted as a member at this meeting and felt she did not have the experience to comment), members agreed to object to the planning application with the same comments that had been submitted to the previous application.

(b) Planning applications – for information only

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| i) | S/0561/18/COND8 | | Condition 8 -Traffic management plan |
| ii) | S/0561/18/COND7 | The Carpenters | Condition 7 – Contamination |
| iii) | S/0561/18/COND6 | Arms, 10 High Street, Great Wilbraham, CB21 5JD | Condition 6 – Arboricultural Method Statement and Tree Protection Strategy |
| iv) | S/0561/18/COND5 | Big Brown Dog Limited | Condition 5 – Foul Water Drainage |
| v) | S/0561/18/COND4 | | Condition 4 – Surface Water Drainage |

Members complained that these conditions were not in place before the building work commenced. C Daunton advised that they had been issued notice by the enforcement officer and the applicant had been asked to stop until the conditions had been met. S Bartlett raised his significant concerns of the lack of enforcement and response from the planning department.

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| vi) | S/2380/18/FL | 4 Toft Way, Great | Mr George | Nonmaterial amendment of |
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Wilbraham, CB21 Gercke planning application
5JJ S/2380/18/FL (Windows style)

- (c) **To discuss Purnus Pardus (Bird Cherry) 37 Frog End** – The Clerk advised that the Cambridgeshire County Council Highways Manager had accepted that the tree was their responsibility but had asked GWPC to provide a quotation for the work needed and once agreed Cambridgeshire County Council would reimburse the Parish Council for the cost.

ACTION: CLERK

19-20/117 Finance

Total funds as of 28th February: £66,495.61 **This includes S106 funds:** £1,918.73
Current account balance: £53,463.84 **Savings account:** £13,031.77

- (a) **To review Parish Council calendar** – Nothing to report.

- (b) **Minutes of Finance Committee Meeting 20th February** – For information only

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

i)	Wilbrahams' Memorial Hall – Rent	£45.00
ii)	Natalie Mulvey – Clerk Salary January	£285.90
iii)	Clerk Salary – Inland Revenue January & February	£180.40
iv)	Natalie Mulvey – Clerk Salary February	£435.70
v)	CGM Group – Invoice No. 223237 (31/07/19)	£351.28
vi)	CGM Group – Invoice No. 223559 (22/08/19)	£210.59
vii)	CGM Group – Invoice No. 223945 (31/08/19)	£667.89
viii)	CGM Group – Invoice No. 224724 (30/09/19)	£351.28
ix)	CGM Group – Invoice No. 225431 (31/10/19)	£56.30
x)	CGM Group – Invoice No. 225684 (14/11/19)	£174.00
xi)	CGM Group – Invoice No. 226186 (30/11/19)	£294.98
xii)	CAPALC – 1842 – CJ Councilor training	£75.00
xiii)	Watchthedot 4262 - SSL 08/02/20-07/02/2021	£20.00
xiv)	Swarco – 90014502 – Maintenance contract – 06/11/2020	£381.60
xv)	CCC – Streetlights 01/10/2018 – 30/09/2019	£540.36
xvi)	PWLB Loan 9/50	£2364.76
xvii)	Scribe – Annual Software License – INV00967	£339.60
xviii)	CAPALC Affiliation Fee 01/04/2020 – 31/03/2021	£288.77
xix)	Eastern Tree Surgery – 9/19/9327	£1176.00
xx)	K J P Building & Maintenance 4/2/2020	£355.00
xxi)	Watchthedot 4262 - SSL 08/02/20-07/02/2021	£35.00
xxii)	Little Wilbraham & Six Mile Bottom Parish Council – 1/3 Warbler Receipts	£782.00
xxiii)	Wilbraham Warbler Competition-Climate Change Prizes	£105.00

It was proposed by R Tippen, seconded by S Bartlett and unanimously RESOLVED that to approve the payments as listed. S Bartlett advised that CGM have agreed to hold this year's prices for 2020- 2021.

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

i)	NS&I January interest 2020	£103.43
ii)	J & J Drake – Warbler receipt	£27.00
iii)	SCDC – Zero Carbon Grant	£1,000.00
iv)	Wheelie Fresh – Warbler receipt	£64.00
v)	Roth C S Ltd – Warbler receipt	£64.00

- (e) **To receive funding and expenditure requests** – There were no funding requests received.

- (f) **To review and approve GWPC Grants awarding policy & application** – The Clerk presented the policy with one slight amendment. It was proposed by R Tippen, seconded

by C Jackman and unanimously RESOLVED to adopt the policy.

- (g) **To review and approve GWPC risk strategy** – The clerk presented the GWPC risk assessments that had been reviewed and recommended by the Finance Committee. It was proposed by R Tippen, seconded by C Jackman and unanimously RESOLVED that risk strategy and assessments be adopted.
- (h) **To review and approve Parish Cemetery rules, regulations and fees** – The clerk presented the rules, regulation and fees that had been reviewed and recommended by the Finance Committee. This included an increase in charges of 10%. It was proposed by R Tippen, seconded by C Jackman and unanimously RESOLVED that the new rules, regulations and fees be adopted.
- (i) **To discuss internal audit recommendations** – Members discussed the internal auditors’ recommendations and asked the clerk to present a risk management and staff grievance policy for their consideration.

ACTION: CLERK

19-20/119 Reports from working parties

- (a) **Memorial Hall** – S Ramus advised that due to the impact of the Coronavirus many bookings had been cancelled, and no further bookings were being taken.
- (b) **Parish Cemetery** – Nothing to report.
- (c) **Community Cohesion & Well-being** – S Bartlett raised the impact that the coronavirus would have on residents and members discussed how they could support the community in responding. S Bartlett reported that a volunteer group had been established and were hoping to support vulnerable members of the community. They were producing flyers to be printed and circulated. Members agreed to cover the cost of the printing and include the information on the Wilbrahams website. All agreed there were good initiatives starting and that the Parish Council would support them financially if needed.

19-20/120 To discuss and agree agenda for the APM – Members agreed unanimously that due to the impact of the coronavirus pandemic the APM should be postponed. The Clerk was asked to update the website with this information.

ACTION: CLERK

19-20/121 Current actions outstanding – Land agreements had been reviewed and would be reissued.

ACTION: CLERK

19-20/122 Matters for future consideration

A member asked for more litter bins in the village be considered. The Clerk was asked to investigate video conference systems for future meetings.

19-20/123 Dates of next meetings

23rd April (APM Annual Parish Meeting) POSTPONED and 21st May (Annual Parish Council Meeting)

19-20/124 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 9.31pm.