

Great Wilbraham Parish Council

Minutes of the Meeting of Great Wilbraham Parish Council

Held Thursday 19th November 2020 7.30pm via video conference

- Present:** Stephen Bartlett (Chair), Sally Ramus, Claire Jackman, Sam Dhaliwal and Roddy Tippen
District Councillors Claire Daunton & Graham Cone and County Councillor John Williams
Two members of the public.
The Clerk, Natalie Mulvey was in attendance
- 20-21/69 To receive and approve apologies for absence – None**
- 20-21/70 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
- 20-21/71 Open Forum for Public Participation (10mins) – None**
- 20-21/72 To sign and approve minutes –** Minutes of the meeting held on 17th September 2020 were proposed by R Tippen, seconded S Ramus 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 15th October 2020 were proposed by R Tippen, seconded by S Ramus and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman.
- 20-21/73 Matters arising / Chairman’s correspondence / Clerk’s report –** For information only
S Bartlett highlighted the information received from Steve Edmondson on behalf of the Cambridge Approaches campaign group about the likely implications of the new East West Railway and raised the impact that it could have on houses near the line.
The Clerk reported that she had obtained quotes for the defibrillator signs for the village and would be visiting the village to look at where they should be placed.
S Bartlett questioned C Daunton about a resident’s concerns over the green belt. C Daunton advised that S Kelly (Joint Director of Planning and Economic Development) was in communication with the resident and had offered to speak to them.
- 20-21/74 To discuss Parish Council vacancy and co-option –** The Clerk reported that interest had been shown from a resident and they would be making an application in preparation for the January meeting.
- 20-21/75 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. S Bartlett asked G Cone about the £100k home housing project and how small villages can take advantage of the scheme.
Cllr C Daunton provided a full written report; a copy will be added to the Wilbrahams website. S Bartlett asked how the COVID-19 community groups operated. C Daunton advised that although they were two separate groups they come together for reporting. S Bartlett asked where the Co-op food fund had been publicised. C Daunton confirmed that all voluntary groups had been made aware. S Bartlett raised his concerns over the reported police cuts.
- (b) County Councillors Report - Cllr J Williams provided a full written report; a copy will be added to the Wilbrahams website. R Tippen asked whether a decision on the water treatment plant had been made, J Williams advised it was now for Anglian Water to decide and make a formal application which was likely to happen next year. J Williams reported that CCC had launched its innovative and creative fund to support projects organised by community and non-profit groups to help Cambridge residents. The Newmarket bus contract finishes at the end of this year; however, J Williams has been reassured that the contract would be renewed until the Mayor decides what he would like to do with bus transport. S Bartlett asked about the Zero Partnership (road safety strategy) and whether

it would have any impact on the LHI initiative. S Bartlett questioned J Williams on his report on avian influenza and bird keepers being urged to follow strict national measures to help keep their birds and the wild bird population safe. The Clerk was asked to highlight this on the website.

ACTION: CLERK

- 20-21/76 To discuss Great Wilbraham surface water** – S Bartlett reported that he met with D Vatcher and N Burdon (Cambridgeshire County Council Highways) and walked the village to discuss the surface water issues. N Burdon agreed to ensure the gullies were cleared and D Vatcher would investigate further the current system to see what/if any improvements could be made. R Tippen asked how often the gullies were cleared, J Williams advised that the team no longer visit on a regular basis but only when the need arises. Parish Councillors will arrange for the ditch at the Cemetery to be cleared. S Bartlett to coordinate.

ACTION: S BARTLETT/CLERK

- 20-21/77 To discuss traffic calming / highways matters including speed awareness device and campaign** – The Clerk advised that she had been unsuccessful getting an update on the LHI application and establish the timetable if the application was successful. J Williams believed the team had up to February 2021 to discuss applications. Members discussed the plan for reintroducing the speeding awareness device. All agreed that the Clerk approach SWARCO about obtaining replacement batteries and chargers.

ACTION: CLERK

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 – S Bartlett reported that he had contacted the family who owned the trees. They were meeting with the SCDC tree officer and will be addressing the problem.

(e) To discuss the Cambridge Eastern Access Consultation – C Jackman advised that members had attended an informative meeting. It was a good discussion but there was no positive

news regarding a cycle path or links to the village. S Dhaliwal reported that he was disappointed with the plan, which appeared to be all about Cambridge. C Daunton requested the Parish Council respond to the consultation with their concerns. S Dhaliwal agreed to circulate a proposed response to the consultation for consideration. The Clerk was asked to promote the consultation to residents on the website.

ACTION: S DHALI WAL / CLERK

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** – The Clerk confirmed that actions from the calendar were up to date.

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

(c) **To review budget and set the precept for 2021-2022** - R Tippen talked members through the budget highlighting that the figures for the first six months were predicting a surplus at the end of the year, even though a deficit had been budgeted. One of the main reasons for this is that the £10,000 budgeted for the LHI application is unlikely to be paid this financial year. R Tippen advised that at the finance meeting the committee had reviewed the projected 2021-2022 budget tweaking figures considering potential expenditure and projects. R Tippen proposed that the £10,000 be moved forward to the 2021-2022 meaning that the budget for this year would show a deficit of £10,435.

It was proposed by S Bartlett, seconded by C Jackman and unanimously RESOLVED that the budget be approved, and the precept be set at £30,188 for 2021-2022.

(d) **To approve reviewed GWPC Financial Regulations November 2020** - The clerk presented new Financial Regulations that had been reviewed and recommended by the Finance committee at their October meeting. It was proposed by S Bartlett, seconded by C Jackman, and unanimously RESOLVED that these be adopted.

(e) **To approve the Clerk’s annual performance management review and NALC national salary award** – S Ramus confirmed that the clerk’s performance review had been completed. Members wished to thank the clerk for her service this year and were grateful for her continued professional support. It was proposed by R Tippen, seconded by S Ramus, and unanimously RESOLVED that the NALC national salary award be accepted.

(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)	Watchthedot – Invoice 4777 – WCAG	£350.00
xi)	SLCC – 132889 – CiLCA Portfolio Course	£300.00
xii)	Wilbrahams’ Memorial Hall – Grant for trees	£333.00
xii)	SLCC - 199548 Creating Accessible Word & PDF Documents	£36.00

It was proposed by R Tippen, seconded C Jackman and it was unanimously, RESOLVED to approve the payments as listed.

(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 – None received.

(i) To discuss Community COVID Grant award – The clerk confirmed that the £200 grant has been received and the COVID voluntary group were considering how best the money can be spent.

(j) To acknowledge receipt of external auditor certificate and report 2019/2020 - The clerk circulated the signed and approved external auditor certificate. They had made no recommendations.

20-21/81 Reports from working parties

(a) Memorial Hall – S Ramus reported that due to COVID-19 events had been cancelled, including the monthly Farmers Market. There will be another Christmas Market on 12th December. The Wilbrahams’ Memorial Hall AGM is scheduled for 7th December 2020. S Ramus would get an update on wilding project at the meeting.

(b) Parish Cemetery – S Bartlett advised he would be investigating a cost to clear the ditch. The Clerk advised that she had received one quotation for the Parish Cemetery design and layout plan but will investigate further as this had been expensive.

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

S Bartlett advised that an invitation had been received to join the Wellbrahams at their next meeting. S Bartlett shared a document highlighting possible planting areas and potential problems and raised his concern over who would be taking responsibility for the planting. S Ramus understood that the Wellbrahams as a group would take responsibility. As the group was not constituted, members suggested that the group nominate individuals for each area. S Bartlett agreed to forward a proposal to the group in preparation for the meeting.

ACTION: CLERK

20-21/82 **To discuss Website Accessibility Publication regulations** – The Clerk confirmed that Watchthedot had completed work on the website to comply with the website accessibility regulations.

20-21/83 **Current actions outstanding** – H&S asset report.

20-21/84 **Matters for future consideration** – Possible increased rail freight traffic and impact it could have on the village.

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.

There being no further business the meeting closed at 9.35pm.