

## **Minutes of meeting held Wednesday 6<sup>th</sup> March 2024 8pm St Peters Hall Wilburton.**

**Present:** Cllr John Attrill, Cllr Mark Duckworth, Cllr James Lambert, Cllr Steve Morgan, Cllr Gill Spencer , Cllr Harvey Upton, Cllr Elizabeth Whittle.

**Also Present:** Parish Clerk Andy Milne and Tina Vale Note taker.

### **23- 102: Apologies, Acceptance of apologies and declarations of interests**

No apologies received from Cllr Thurston who did not attend.

A member of the parish council undertakes contracted work for the parish council.

### **23- 103: To approve the minutes of the previous meeting held on 7<sup>th</sup> February 2024**

This was proposed by Cllr Attrill, seconded by Cllr Spencer and voted unanimously in favour by all parish councillors.

### **23- 104: Public Participation (15 mins) – to accept questions and comments from members of the public and councillors with a prejudicial interest. (max 3 mins per person)**

Tip attended the meeting, prior to an agenda item for the next PC meeting along with a proposed date, to give a comprehensive overview of the Wilburton Toddler group's wish to hold a table-top sale in St Peters Hall at no hall hire cost in keeping with the historical ethos of the PC supporting and promoting various youth work groups She also mentioned problems with viewing the minutes of past meetings. Councillors explained the minutes were uploaded in a timely manner but there were technical difficulties navigating the site which is an agenda item for discussion today.

### **23-105: Reports from County and District Councillors**

Bill Hunt Tory councillor for ECDC gave the meeting his quarterly report.

The Clerk, Cllr Attrill and Cllr Morgan expressed frustration at ECDC being unresponsive to numerous communications and sharing decisions in an untimely manner which made actioning projects difficult. Cllr Hunt suggested he be contacted for support in future.

Cllr Hunt gave an overview of his work and involvement with local 20mph schemes, GP surgeries, A10 working party to link with A14, pavement parking, bereavement centre at Mepal and train services.

Sally Bonnet may be able to offer support with any future CIL grant applications.

He is working with Lucy Frazer to get the post office to replace the stolen post box in Wilburton as they have replaced Aldreth and Haddenham's.

He is proud to be member of ECDC which has gone 11 yrs keeping council tax increases in line with inflation only, parking for nothing and has balanced budget for 2 yrs.

The Clerk and Chair thanked him for his comprehensive update.

[PC and The Clerk to write formal letters to him of complaint for replacement post-box which he can use to support request.](#)

[Cllr Attrill to meet with Bill Hunt to discuss long term overview of proposals for the area.](#)

## **23-106: Business Matters**

### **1.Update on the car park – Cllr Attrill/Cllr Morgan.**

Digging started today with anticipated completion in 3 weeks. Councillors thanked Cllr Morgan and Cllr Attrill and the Clerk for all their persistence in getting permission to action this.

[Cllr Morgan and Cllr Whittle will check the no dig areas are adhered to.](#)

### **2.Spreading project work more evenly amongst councillors – Cllr Spencer/All Councillors**

Cllr Attrill reported he may step down as chair to work on the community hub, car show and perhaps a new theatre show whilst staying as a councillor. Filling in bids takes time and expertise which Jim Bradley has supported him with, and he will share gained bidding knowledge as needed.

Cllr Attrill reported he liaises in person between various groups which has resulted in good outcomes.

Cllr Upton thanked Cllr Attrill for his active interaction with so many local groups.

Cllr Upton thanked the Clerk for comprehensive minutes.

[Cllr Upton offered to start compiling a list of jobs the Chair undertakes to establish the level of expertise and skills set needed.](#)

### **3.Update on the classic car & village show – Cllr Attrill**

40 out of 58 slots filled and 5 stalls at present. . He is hopeful of sponsorship, discussions are underway about cups and judging, the advertising screen is ready, parking is sorted, hope to cover £1800 set up costs.

### **4.Format of website for navigation especially PC meetings to be revisited - Cllr Upton**

Cllr Upton said Tup and others have reported being unable to see the minutes.

Cllr Upton reported the core structure is correct but needs work to be more accessible.

Cllr Upton and the Clerk reported the minutes have been loaded in a timely manner, but the website needs restructuring with links to the minutes and subcategories able to be accessed on all devices.

[Cllr Upton and the Clerk to work together to improve.](#)

All councillors need access to a one drive non-profit box account.

[Clerk to report progress on setting this up at next meeting as an agenda item.](#)

### **5.PSGA Mapping – Cllr Whittle**

Cllr Whittle reported mapping is needed as a tool to help with all aspects of council work, parish councillors can register as a user without cost and can then use it to disseminate information. Histon and Impington have already registered.

Cllr Whittle hopes to map out what the Parish council is responsible for and embed it in a map with a specific number. What 3 words would be suitable to pinpoint a specific area not the large area needed for most project work.

Cllr Upton reported the data would need to be maintained.

Cllr Whittle is still communicating with Anne Briereley who has many commitments at present.

[The Clerk to action registration PSGA with Cllr Whittle support if needed.](#)

#### **6.Future Cleaning and maintenance on the Pavilion for all users – Cllr Attrill/Cllr Morgan/Clerk**

They reported the skip was filled during 4 hrs volunteer work party on Sunday, old nets are being sold, painting is going to be undertaken, the cricket club have given a verbal assurance to keep on top of keeping it tidy. The PC will supply cleaning products. Bin near new car park being considered.

The cricket club is likely to use the food vans, social club, and bar on Saturdays.

[Cllr Spencer and Cllr Morgan to action collection skip](#)

#### **7.Clerk to gain formal approval to approach CAPALC for an internal auditor – Cllr Attrill**

The Clerk has been to CAPALC training today about the annual internal audit.

Using an internal auditor via CALPAC would be more comprehensive than in previous audits with cost of £35 per hour. Auditor training is often a career development for council clerks.

Cllr Attrill proposed the approval, Cllr Duckworth seconded and it was voted unanimously in favour by all parish councillors.

#### **8.Update on 20mph speed limit/LHI bid – Cllr Attrill**

Cllr Attrill Surgery on Saturday will include how residents feel about 20mph proposal and he will construct electronic and paper survey after surgery.

Hope is that the options report comes back with East End second crossing as 30 mph safety measure.

A bid for 20mph will be put in next week but does not mean has to be actioned if other safety measures are put in place. Speed must be graduated approaching village, cannot go from 60 to 20mph.

#### **9.Update on where to go next with the cottages – Cllr Duckworth**

To go to C specification, building surveyor who does Cambridge colleges will be approached.

To get dates for tenants Matt Maltby Cambridge services.

[Cllr Duckworth to organise Nigel Pymore to check electric heaters.](#)

[Cllr Duckworth to organise building surveyor.](#)

#### **10.Planning Applications – None**

#### **23-107: Agenda items for next meeting (April)**

- 1. Annual general meeting in May.**
- 2. Playgroup booking for fundraising.**
- 3. Outdoor gym.**
- 4. Review standing orders.**
- 5. Co option.**
- 6. Boules area dead ground, no leaf fall, funding stream.**
- 7. WPC Surgery update**
- 8. PSGA mapping update**
- 9. Website and one drive update**
- 10. Topple tester update.**
- 11. Neighbourhood plan update.**

### **23-108: Councillors Questions – To receive any comments or questions from the Councillors.**

Cllr Attrill - 115k grounds for MUGA PC pays then reimbursed; Rec being used more.  
Flyers for car show good response back from community. One event will benefit other events.

Cllr Attrill asked Cllr Duckworth about progress Neighbourhood plan.

[Cllr Duckworth to set up working party and investigate funding for consultants with Locality.](#)

[Cllr Duckworth to update at next meeting.](#)

Cllr Morgan- Benches provided are being used and commented on favourably.

The Clerk raised various matters for clarity, discussion and to be updated re progress prior to end of financial year.

1. **cemetary wall and hut** –need idea of costs to get up to standard. Matt Cambell busy, to get quote from elsewhere. Dave Maltby will repair village sign brickwork.

[Cllr Upton to approach another builder.](#)

2. **Gound at back of social club:** Clerk spoken with Claire and Cllr Attrill, Clerk asked Dave Maltby to draw up a specification to include disabled access then Clerk send tender out to Dave Maltby, Matt Campbell and one other building company

[Dave Maltby create specification.](#)

[Clerk put out to tender.](#)

3. **Pavilion** - Cllr Morgan said cracks, possibly due to trees, not changed in 10yrs.

[Dave Maltby to point toilet block on end of Pavilion.](#)

4. **Biodiversity** – policy and action plan sent to ECDC who congratulated PC -it seems other PC may not have achieved this yet.

Cllr Whittle was congratulated on her work by all councillors.

5. **Topple testing** . Insurance company recommend, for due diligence, to topple test memorial stones in cemetery. Haddenham willing to share cost of topple tester device about £150 each. Haddenham will need to store any equipment. The Clerk asked if a councillor was willing to undertake training and complete the testing. Tina Vale note taker volunteered to do it after no response from councillors.

[Clerk to action booking training with ICC for topple testing.](#)

[Clerk to confirm with Haddenham will share cost.](#)



03.04.24

6. The **ROPSPA annual inspection** for both playgrounds will take place in April.

Records need to be kept for 21 yrs. for insurance purposes.

Weekly records need to be written.

It is good practice for the audit for these to be put on the PC website.

[Cllr Attrill offered to do a weekly visual inspection of Beristead Playground.](#)

[Cllr Morgan to continue to do inspection of the recreational Playground.](#)

[Clerk to co-ordinate record keeping procedures.](#)

7. **Insurance** contract is due for renewal 24.4.24. Clerk contacted various companies including Zurich who quoted £ 2900 giving 10% discount if awarded 3 yrs. contract.

Councillors agreed to stay with Zurich and confirmed the Clerk should proceed.

[Clerk to renew with Zurich.](#)

8. **Co-opt councillor** description to be posted alongside job advert

[Clerk to update website, Cllr Spencer facebook.](#)

9. **Flat roof social club** – Cllr Morgan has spoken with Dave Maltby.

[Cllr Morgan to organise getting building work done.](#)

10. **Saturday 23<sup>rd</sup> March** 2 -4 h Lucy Frazer MP has surgery in St Peters Hall. Poster is on notice board.

[Cllr Duckworth to see her in.](#)

[Cllr Spencer to put poster on Facebook and Clerk to put poster on website.](#)

11. **Thursday 2<sup>nd</sup> May** 6.30 am to 10.30pm polling station in St Peters Hall

[Clerk to ask Dave Maltby to open up as caretaker.](#)

12. **Post CALPALC training report:** The Clerk reported following CALPALC audit training today there are items that should be included in minutes and approved before the end of the financial year.

He verbally gave outline for today's minutes.

**Review of Policies:** the Management Risk Template and the Financial Regulations along with the Asset Register have been reviewed during the year.

**Review Standing Orders policy :** It was agreed by the PC today that the standing orders would be reviewed at the April meeting

**Budget – legal requirement to be on PC website** - Clerk has done this.

CALPALC training reassured PC clerks that the £85k guaranteed by the FSCS on each bank account should not be a reason to open lots of different bank accounts to circumvent the guarantee, it is not necessary.

Clerk read definition of minutes from Arnold-Baker on Local Council administration 7.39 which recommends that Minutes to be released as soon as possible.



03/04/24

**King photo** Cllr Upton said following coronation the PC qualify for a free photograph of the King that could be hung in the hall.

[Cllr Upton to make application.](#)

**23-109: Date of next meeting – Wednesday 3<sup>rd</sup> April 2024 8pm.**

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at [www.wilburtonparishcouncil.org](http://www.wilburtonparishcouncil.org)

  
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