

## WILBURTON PARISH COUNCIL

**Minutes of meeting held Wednesday 2<sup>nd</sup> October 2024 8pm St Peters Hall Wilburton.**

**Members:** 8. **Quorum:** 4 **Vacancies:** 1

The meeting opened at 20:05hrs

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

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

**Public: 1 attended and David Reynolds**

**24-34: Apologies & Reasons for Absence and Acceptance of the same** (*LGA 1972 s 85(1)*)

Cllr Mark Duckworth absent (on holiday)

**24-35: - To Receive any declarations of interests from Councillors**

*(Relating to items to be considered at the meeting in accordance with the provisions of the Council's Code of Conduct and related to the Localism Act 2011 s.31, s.33)*

Cllr Morgan undertakes contracted work for the parish council under his company 'Bespoke'

**24-35b: To approve the minutes of the previous meeting held on 4<sup>th</sup> September 2024**

Cllr Whittle approved minutes.

**matters arising from minutes: Cllr Whittle**

24.3-1 Clarks Lane – clerk has written letter to Jason Frost explaining WPC could not support as outside village envelope.

Typing error: Cllr *Duckworth* observed only. Should be *Cllr Whittle*.

24.30- 6. Cricket nets: Clerk said nets being delivered and Cllr Morgan would be informed. Wire coating covered but had been grinding on cable., Cllr Morgan will inspect new to ensure does not rub.

Container not going forward, Cllr Attrill has informed interested parties.

24.10 – Letterbox, a member of public is still disputing numbering of houses. Clerk clarified Baptist church is just a name, the social club and St Peters Hall are 39 High Street.

Awaiting post office written confirmation.

Letter box will be sorted and not a potential fire risk.

24.32 Cemetery gate – Cllr Morgan ongoing enquiries.

**24-36: 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)

*(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)*

A member of the public wanted WPC to be aware:

Despite NO Dog notice, some dog owners ignoring, including 2 smaller dogs and a black labrador, and have not been receptive to being reminded about signage.

Hedge on Station Road overhangs path and is obscuring clear vision of the road for cars.

Buddleia needs pruning back.

Cars parking on both sides on Station Road during events and taxis picking up from school – increasing risk of accident.

Wanted clarification who to report things to and who councillors are.

Cllr Attrill: discussions have been had with Harbour school. Cllr Attrill has asked football club to park in car park.

Cllr Morgan will speak with away teams and new clubs and remind them to use car park. Councillors' names and telephone numbers are going in the Voice magazine and are on WPC website. Some matters should be reported to police.

Garden owners and Highways responsible for path clearing between Wilburton and Haddenham.

David Reynolds: Wilburton Community Cinema will change their model to provide more opportunity for socialising in Wilburton in the form of a group named Wilbur's. A WPC councillor is required to be a Safeguarding officer for this. Volunteers will be needed all year.

### **24-37: Reports from County and District Councillors**

None

### **24-38: Business Matters**

#### **1. Youth Cinema update – Cllr Pinkney**

Comprehensive written update and proposal provided to the meeting for Wilburton Community Cinema Committee to start a Youth club in January through “ Wilbur's” , a new social engagement group. This model has been used successfully in Haddenham.

Hannah Reynolds and Cllr Pinkney met with Community services East Cambs. in September to outline plans and to discuss potential funding streams/ grants. Cllr Attrill works closely with village groups who will organise volunteers to support the monthly meetings.

Cllr Pinkney has agreed be the safeguarding officer and attend training in October.

The Clerk to get templates to create a WPC safeguarding policy to include Youth Club.

#### **2. The MUGA is nearly finished – agree opening details/update on prices etc after working group meeting – Cllr Attrill/Cllr Morgan**

Fence gone, hardcore down, astro being laid to go from car park to rec. 10am opening. Enquiries about booking it. Working group agreed £ 16 per hour unlit, £25 per hour when lit, less than other local sites.

Can be negotiate special price or free for some local groups.

Signs being made re footwear, studs etc.

Signs on site and terms and conditions for use to reduce damage.

Registration form to include no dogs, location, map. Terms and conditions to be updated.

#### **3. Request to use St Peter's Hall on 05.12.24 (WBCB & TG S Farooki) paper 1 – Clerk/PC**

Request approved- they will be out before panto gets set up, free of charge -goodwill from WPC

Proposed Cllr Attrill, second Cllr Lambert and voted unanimously in favour by all parish councillors .

#### **4. Approve new cemetery fees, following presentation from Kara Atkison – Clerk/vote**

<https://wilburtonparishcouncil.org/wp-content/uploads/2024/09/Fees-for-Wilburton-Parish-Cemetery-01.09.24.pdf> Paper 2 LINK DOES NOT WORK. TO INSERT CORRECT

WPC to review prices every 5 years.

Cllr Lambert proposed, Cllr Attrill seconded and voted unanimously in favour by all parish councillors .

**5. Community engagement - Cllr Pinkney**

Cllr Pinkney has kept in touch with local events -Pet service in church, harvest BBQ, cinema group .  
Village Voice: Cllr Pinkney hopes to do a feature in the Village Voice ' of Wilburton through the ages' as space allows. All councillors to ensure their bio is up to date before being published. Next film will be 23<sup>rd</sup> November. Muga opening soon. Youth club plans started.

**6. Both Play areas weekly safety checklists. Update on condition following ROSPA re H & S essential and non-essential work (verbal report from Cllr Morgan) - Cllr Attrill/Cllr Morgan**

Paper 3 ROSPA report and checklists

Cllr Attrill checks Beresford playground. Cllr Morgan checks Rec.

Checklists to be sent to Clerk to go on shared drives once sheets signed off.

April 2024 ROSPA should be on website.

Cllr Morgan/Cllr Attrill will report on any maintenance (small things, grounds near school need tidying, gap in Beresford playground fence ) and possible costs after meeting with Dave Maltby.

**7. Review of the equipment in both play areas (10 years old) – Cllr Attrill/Cllr Morga**

As above.

**8. Minute a change to the asset values for 2022/23 & 2023/24 – Clerk**

Asset register previously 1m, in 23/24 entered as 1.5m

Zurich insurance update annually for rebuild.

Auditor recommended correction if purchase is free should be listed as asset £1 so that audit can be signed off.

St Peters Hall, social club and cottages now updated as £1 asset.

Clerk is awaiting hearing from auditor.

**9. Agree Specifications For the fire exit and external area outside of the social club – Cllr Attrill**

(paper 4)

Dave Maltby specification.

Clerk and Cllr Morgan to get it ready for tender.

**10. Update on neighbourhood plan – Cllr Whittle**

Has met with relevant officers in ECDC and with Tor who has led Haddenham with their plan.

Cllr Whittle has engaged Ian Poole of Places for People who specialise in creating Neighbourhood plans. Cllr Duckworth and Cllr Whittle will meet with him later in the month and he will be invited to the subsequent subgroup meeting to outline procedures and how project work should be allocated.

Ian will apply for grant £18,000 from locality which will cover costs and his fees.

He will help set up a questionnaire which the subgroup will need to populate for Wilburton.

A future meeting should decide the area being considered for the neighbourhood plan – not necessarily all the parish but certainly all those with houses. The questionnaire will need to go out physically to everyone in this area. He will analyse the resulting data.

**11.Update on Solar Panels – Cllr Whittle**

Clerk and Cllr Whittle evidence gathering.

2017 asbestos reports for all buildings and nothing has changed.

EPC- electrician booked for social club and hall, Clerk to pay and both will be done in next few days.

Need angle of roof - Clerk has on website and plans.

Will need accredited installer.

Funding- Chris Parkin will advise.

## **12. Update on electricity prices and suppliers including smart meters – Clerk**

EDF still supplier, in next two weeks smart meter installation, needed for solar panels .

Village hall 41.64 daytime 35p night kw.

Clerk negotiated all elect for 23p kw. 60p standing charge.

Historically paid £ 600 month, reduced to £300 new heating system, estimate about £100 eventually.

£2700 in credit with EDF, meter reading done yesterday and Clerk organising refund of credit.

Annual bill from £5000 to estimate under £1000.

Fans to be put in roof, Dave Maltby recommends ducting to bring hot air to ground.

Simple approach would be fans linked to thermostat and silent running.

Clerk to get quotes for specialist assessment.

## **11. Update on the vacancy for a Parish Councillor – Cllr Attrill**

No progress with any application.

Vacancy advertised in Village Voice twice and on WPC website.

Cllr Spencer to add to Wilburton Village group Facebook page.

## **12. Planning applications**

None

## **24-39: Agenda items for next meeting on Wednesday 6<sup>th</sup> November 2024**

Planting for car park- discharging conditions of planning approval of car park. Owl post- Cllr Morgan/Cllr Whittle

Email update re gov.uk new address. Cllr Upton to update

Update re The Voice and information re new email address- Cllr Pinkney

Community engagement- Cllr Pinkney

Hinton Way byway repair update – Cllr Lambert

Website to be updated and made mobile friendly. May need new volunteer with sufficient time and expertise to oversee this. - Clerk

Agree tender for rear of social club.

## **24-40: Councillors Questions – To receive any comments or questions from the Councillors**

Cllr Attrill – New owners are expected in the pub in November, and he will continue to engage with them.

LHR bid £1000 granted. Applied for 20mph, only first 8 granted, came 11<sup>th</sup> out of 91

Cllr Morgan/Cllr Whittle to agree planting order scheme.

Clerk/ Cllr Whittle to send thank you to Bill Hunt

Cllr Whittle has walked to Haddenham: sign post at beginning of footpath has gone. Cllr Whittle to contact ECDC Highways in Huntingdon to replace it.

Cllr Pinkney reported other parishes produce a welcome pack, Cllr Pinkney to research template pack if WPC wish to explore this further.

Clerk: research has found WPC not compliant with fire safety at present.

fire exit lights and no parking signage required.

Fire assessment from Sept 2018 to be reviewed with Dave Maltby and social club and action as needed.

Andrew Peters, electrician, to provide estimate for social club and hall main electric boards to be upgraded for safety.

Request been made for Boxing classes/ fitness class in hall on Wednesdays. Would need to be 6-7pm on parish council meeting of month.

January WPC meeting will be on 8<sup>th</sup> not 1<sup>st</sup>

Fireworks – Cllr Spencer and son, Claire and another from social club have volunteered.

Asbestos register is on website.

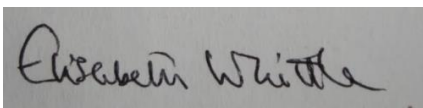
Cllr Attrill thanked Clerk for all his hard work

#### **24-41: Date of next meeting – Wednesday 6<sup>th</sup> November 2024**

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting

[www.wilburtonparishcouncil.org](http://www.wilburtonparishcouncil.org)

Closed 21.50



6.11.24