

## WILBURTON PARISH COUNCIL

**Minutes of meeting held Wednesday 8<sup>th</sup> January 2025 8pm St Peters Hall Wilburton.**

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

**The meeting opened at 8pm**

**Present:** Cllr John Attrill, Cllr Mark Duckworth , Cllr James Lambert, Cllr Elizabeth Whittle, Cllr Ann Pinkney.

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

### **25-01: Apologies & Reasons for Absence and Acceptance of the same**

Cllr Steve Morgan, Cllr Gill Spencer ,Cllr Harvey Upton,

### **25-02:- To Receive any declarations of interests from Councillors**

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

### **25-03: To approve the minutes of the previous meeting held on 3<sup>rd</sup> December 2024**

Cllr Duckworth wanted the following wording minuted in addition to 3<sup>rd</sup> December minutes 23-59 Cllr Hunt as potentially very important for future planning:

Cllr Hunt made clear that he believed in democracy and gave a pertinent local example by way of the previous Camps Field initiative. It was made clear that this particular project did not go ahead because the village had not provided a clear mandate, and as such it was unable to proceed. Specifically, this is because the matter did not meet crucial criteria set out as part of the requirements for a valid CLT development scheme to proceed.

### **25-04: Matters arising from the minutes of the meeting held on 3<sup>rd</sup> December 2024**

24.48 no 15 Cllr Whittle has chosen and ordered 3 big trees which will be delivered on a Friday pm to her garden and driver has offered to help plant them the next day as a volunteer as he lives in the village. She hopes Cllr Morgan will be involved in this and Cllr Lambert offered to help. Cllr Duckworth will help if free.

24.48 no 16 Cllr Duckworth wanted to raise awareness of neighbourhood plan. Cllr Whittle will draft something to be put in the Voice for April going to everyone and in copies beforehand. To be promoted through Facebook, flyers, to piggyback with surveys about shop. Uptake on last survey was good on a Saturday. Biodiversity policy can affect planning with regulation 14 giving legal weight and real powers to the village.

24-59 Brambles have been cleared, and contractor has been appointed by Haddenham PC

24-60 no4 Net zero update – application had to be submitted before Xmas. Applied with quotation given on time.

(Originally 5 companies recommended, all contacted, 2 non-operational, 1 did not submit, 1 on time 1 late 30th Dec)

24-60 No 11 Cllr Spencer has had problems with administering Facebook, Cllr Lambert needs authorising so a new Facebook account is going to be set up when she returns to work.

24-60 Cllr Whittle has sent off comments.

### **25-05: 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)**

None

### **25-06: Reports from County and District Councillors**

Non

## **25-07: Business Matters**

### **1. An update on the proposals from Aeron at Sutherland IT solutions to provide support for our web platform and e mails – Cllr Attrill**

Clerk is in discussions with Aeron about re - designing website, making easier to access and update.

Sutherland IT solutions will offer better value for money giving more appropriate and comprehensive IT support than Netwise and will set up Microsoft and email systems.

Clerk will update further after meeting with him

### **2. Review and propose the new training and development Policy Papers 1 TF – Clerk**

Clerk – need to have training policy for staff and councillors.

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

The training and development policy will be on WPC website in due course.

### **3. Review and propose the new Publication Scheme Paper 2 TF – Clerk**

WPC Publication Scheme as recommended by ICO.

This is the fourth legal policy WPC are required to have.

Proposal to accept this Publication Scheme, proposed by Cllr Lamber, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors

### **4. Review the Fire Safety Audit and consider recommendations Paper 3 – Clerk**

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Existing doors do not conform to BSE163. Dave Maltby has explained they will be expensive to replace. Cllrs consensus that they should be replaced.

To get new doors proposed by Cllr Duckworth, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors

Current fire alarm system – fire detection (heat and smoke) should be installed

Installation of BSE58391 automatic alarm proposed by Cllr Whittle, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors

Fire strategy /management plan –Clerk will complete

Fire safety policy – Clerk to create

Fire wardens- need trained wardens.: Dave Maltby caretaker, Nigel Tilley Treasurer social club, Geoffrey Mills designated premises supervisor and Claire Campbell . Fire Plan to be put in place.

Fire log is in place

No fire safety induction training – to design induction fire safety for councillors and staff using building.

No evidence of PAT testing – Clerk to organise full PAT testing report.

No evidence of maintenance on new air conditioning/heating on walls – not required as under 1 year old

No evidence of maintenance of social club heating – clerk to advise social club to organise as needed.

Storage in social club- cleaning materials etc Dave Maltby will remove tomorrow and raise awareness with social club of fire risk and alternative future storage to be found.

Door in meeting room going onto street – should comply with document .7 signage, lock etc fire exit  
Clerk to organise compliance

Fire integrity rating of internal doors – to replace kitchen and toilet doors to comply with recommendations.  
Proposed by Cllr Whittle, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors

Obstructions, lobby area outside – needs to be cleared, social club to find solution

Fire stopping in plant room – Clerk to organise where mains come into building

Fire safety signs and notice – Clerk to organise from outside

Fire safety notices – fire action notices – Clerk to organise with Prestige Fire

Fire safety signs directional meeting room – fire running man exit – Clerk to organise

Fire panel in main hall – locked, move to main entrance lobby area easily accessed

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

Fire zones diagrammatic- Dave Maltby and Clerk to organise with Prestige Fire

Fire evacuation drills should be carried out – annually or six monthly –  
Dave Maltby to ensure recorded six monthly

Emergency lighting – no records maintained – social club has lighting.

To install emergency lighting proposed by Cllr Whittle, seconded by Cllr Lambert and voted unanimously in favour by all parish councillors.

Log files and complete fire file

Prevention of fire - electrical fires – batteries being charged unattended– should stop , speed indicators to be supervised until automatic detection fitted.

Fire extinguishers New Flame service annually in January 2025.

Clerk to oversee critical jobs first as will take time to organise all work.

Cllr Whittle and Cllr Lambert thanked Clerk for comprehensive work with Prestige Fire to improve fire safety.

**5. To see if WPC wishes to support Cottenham Parish Council & Tim Jones regarding transportation and buses in Cottenham? – See E mail forwarded by Clerk (02.01.25)**

Discussion that WPC will support. Clerk to write to them

**6. To approve mould treatment to the cottages – costs and detail to follow - Clerk**

2 tenants moving out, Dave Maltby is time limited trying to work and paint between tenants. This will cost £750. There may be a lack of insulation, humidity and a need to increase ventilation, furniture close to walls.

A biocidal paint eradicating mould in a 3 part system such as Drystone could be needed. Cllr Duckworth hopes to go in at 8am tomorrow to offer his advice.

Proposal to approve buying paint. Was proposed by Cllr Lambert, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors,

Rent going up 10% as tenants changing from £750 to £825

**7. Community engagement/village voice – Cllr Pinkney**

Copy by 15<sup>th</sup> for 1.2 – neighbourhood plan update

Cllr Attrill will send copy about Christmas panto and quiz,

**8. Social Media update – Cllr Spencer**

To be updated at next meeting

**9. To review the floodlights for the MUGA – Cllr Attrill**

Lottery application has been turned down for the second time.

Discussion regarding funding it ourselves. LED lights will be cheaper to run than old ones.

Cllr Morgan can organise getting cables etc laid. John electrician will get a plan and quotations.

To self-fund was proposed by Cllr Attrill, seconded by Cllr Pinkney and voted unanimously in favour by all parish councillors

**10. Planning applications**

**24/01142/FUL Officer: Charlotte Sage Date application valid: Parish: Location: 77 Stretham Road Wilburton Ely Cambridgeshire CB6 3RX Proposal: Self build 3-bedroom single storey dwelling,**

**24/01323/FUL | Change of use and retrospective siting of 1no mobile home and 1no. touring caravan, outbuilding/shed for gypsy and traveller accommodation | The Heartlands Pools Road Wilburton Ely Cambridgeshire CB6 2UY**

Cllr Whittle has looked at them. Outside WPC envelope

Having a Neighbourhood plan would help oppose or support future applications

A local resident has written a letter to WPC regarding 24/01323/FUL which the Clerk read out to the meeting.

Cllr Whittle will write letter to ECDC re Heartlands development.

ECDC has responsibility to provide sufficient travelling community accommodation -

**25-08: Agenda items for next meeting on Wednesday 5<sup>th</sup> February 2025**

Social media update and submissions Cllr Spencer

Sutherland IT Solutions update Clerk

Fire report update on progress Clerk

Neighbourhood Plan progress of plans to raise awareness – Cllr Whittle

Update progress of Contact list for Village voice Cllr Pinkney

**25-09: Councillors Questions – To receive any comments or questions from the Councillors**

Clerk updated WPC that Sutherland IT Solutions can be fully operational to take over from Netwise before the current contract runs out in 6 months. It was agreed that given the various problems currently being experienced, this would be advantageous. Clerk to update at next meeting.

Cllr Attrill: thanked Richard Stewart and Dave Maltby for all their hard work on the Car Show and wished it to be minuted.

January 16<sup>th</sup> Charlotte Kane MP is coming to the opening of The Wilburton Flame.

Community Hub is waiting on signed leases and temporary planning permission. Money should be available by April; shop will open after that. There is one prospective employee, another to be found and volunteers to cover initial opening times of probably 7-1 pm and other later hours.

Cllr Attrill has had a meeting with Plunkett re financial plan, deciding wood clad or container. Cllr Attrill and Cllr Pinkney are visiting Hilton and Gt Paxton community hubs.

Councillors thanked Cllr Attrill for moving this project forward.

Cllr Lambert thanked Tim Hughes for access to church and power for the Christmas tree and also Ben Furness for helping erect the 18 ft tree. Cllr Lambert will coordinate removal of tree.

Cllr Lambert –reported there have been 2 recent accidents- at the Station Road junction and another outside his house both with speeding traffic, numerous ongoing near misses. Data is being collated for the Highways application.

Cllr Duckworth said he is standing down as councillor, after 2 yrs, due to business commitments and will be handing over neighbourhood plan to Cllr Attrill. Cllr Whittle thanked him for all his hard work and advice.

Cllr Duckworth thanked the Clerk for his input which had made a great difference to him.

### **25-10: Date of next meeting – Wednesday 5<sup>th</sup> February 2025**

10.05 meeting closed.

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

[www.wilburtonparishcouncil.gov.uk](http://www.wilburtonparishcouncil.gov.uk)