

## WILBURTON PARISH COUNCIL

Minutes of meeting held Wednesday 4<sup>th</sup> December 2024 8pm St Peters Hall Wilburton.

Members: 8 Quorum: 4 Vacancies: 1

The meeting opened at 19.30

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

Also Present: Parish Clerk Andy Milne.

### **24-42: Apologies & Reasons for Absence and Acceptance of the same**

Cllr James Lambert, Cllr Steve Morgan

### **24-43:- To Receive any declarations of interests from Councillors**

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

### **24-56: To approve the minutes of the previous meeting held on 6<sup>th</sup> November 2024**

Cllr Liz Whittle agreed the minutes of the last meeting.

Cllr Harvey Upton pointed out typo error in 24-53 – should read Agenda items for Wednesday 04/12/24

24-55 – website address should read .gov.uk

### **24-57: Matters arising from the minutes of the meeting held on 6<sup>th</sup> November 2024**

24-48 no.3 Cllr Harvey Upton advised, and all agreed, that the transition from .org to .gov did not go smoothly. Netwise were responsive, but didn't do what they should have done. The website however is all okay now.

We have to pay a legacy payment of £20 a month for a year to ensure any correspondence sent to .org is migrated across to .gov. This figure has been accrued in accounts.

24-48 no.13 No-one has applied for the Parish Councillor vacancy

24-48 no.15 Planting of all shrubs has now been done

24-48 no 16 Cllr Mark Duckworth advised he would like to start raising awareness of the plan. Cllr Liz Whittle advised to wait to discuss in more detail at the next meeting.

24 -48 no.17– The Christmas tree is now up and it was agreed it looks really good.

### **24-58: 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)**

Aaron from IT Solutions in attendance to advise on a proposal (see 24-60 No 1)

Cllr Bill Hunt in attendance (see 24-59 District Councillor)

### **24-59: Reports from County and District Councillors**

Cllr Bill Hunt advised he has been very proactive recently and is keen to share his successes.

- A Clarkes Lane resident had complained about a rather large hole, ECDC has now repaired it and it has gone well.

- There were also overhanging brambles across walkway from Wilburton to Haddenham. CCC have advised by email that this job has been allocated (although he did not know if it had been done).
- There was an issue with Whitecross Road as the surface was so bad that a Greys bus service (for schoolchildren) had refused to go down it. The work was highlighted as highest priority and it has now been actioned.
- He has met with Cllr John Attrill regarding the goal to reduce volume and speed of traffic through the villages of Soham, Stretham and Wilburton. He would support a proposal to see the speed limit reduced to 20mph around the sites of Wilburton Cemetery, Twenty Pence Garden Centre, the new car park in Stretham Road and Berristead Close. He does feel however that there should be a proper consultation in Wilburton in order to gauge support.
- He advised buses have now been transferred from the Combined Authority. With the new offer this has meant that the Zipper One bus through Wilburton now has an extra service in the middle of the day.

On a separate note he would like to be contacted about his request to purchase a plot from Wilburton Cemetery. Andy Milne (Clerk) advised he will chase this with Kara Atkinson (Assistant Clerk)

## **24-60: Business Matters**

1. Proposal from Aaron at Sutherland IT Solutions, <https://sutherlandit.com/> to look after WPC website and e mails – **Cllr Attrill**

Aaron from IT Solutions advised that he has had a look at the Wilburton Parish IT set up and that, in his opinion, we would benefit from a migration to Microsoft 365. It is Cloud based, can be set up in a simple way for easy use, will enable us to share files easily via Teams / Sharepoint, and ensures we are fully GDPR. It would cost £4.90 per person a month for the licences and all Cllrs should have their own licence. Aaron advised he could implement, provide training and give as much support as we required.

Cllr Harvey Upton advised that we also have the problem of who is administrator of the website as it is currently himself and Cllr John Attrill and it should not ideally be administered by a Parish Cllrs. Liz Whittle asked Aaron if he could also support with this, however he said a more cost-effective solution would be to make it as simple and accessible to maintain as possible so it is not onerous for any administrator. It was decided the website administrator will be discussed again at the next meeting. After discussion it was thought Aaron should be asked to migrate us over to Microsoft 365 asap. Cllr Attrill will liaise with Aaron to action.

All Councillors unanimously agreed

Cllr John Attrill proposed

Cllr Mark Duckworth seconded

2. Schedule of expenditure for November **Paper 1 TF – Clerk**

Amendments to schedule included:

Kara Atkinson and Andrew Milne – typo - details to be amended to the correct date.

Prestige Fire Safety – It has been completed and the assessment will be discussed at the next meeting.

Beneficiaries Car Show – should read £200 instead of £100.00

All Councillors unanimously agreed

Cllr John Attrill proposed

Cllr Liz Whittle seconded

3. WPC Annual budget & precepts for 2025 – 2026 commencing April 1<sup>st</sup> 2026 **Paper 2 TF – Clerk**

Budget subtotal to be adjusted to £65070 to reflect changes:

Berristead Playground – maintenance and repair should be zero for 25-26 as we will be refurbishing before fiscal year end 2025 and therefore maintenance will not be required in that timeframe.

Recreation Field – Recreation Field Income should be increased to £3000 for 25-26 to reflect more income from the new MUGA

Cottage – Garden maintenance should be £0 as it is not a Parish Council responsibility.

All Councillors unanimously agreed

Cllr John Attrill proposed

Cllr Liz Whittle seconded

#### 4. Net Zero Update – Cllr Whittle (Charman)

Cllr Liz Whittle advised the project was proceeding at pace. The site has been visited by 2 potential contractors to quote on insulation in village hall and social club, and solar panels. Awaiting estimates. We do not need any more than 2 contractor quotes, as although ECDC gave us 5 contacts, only 2 showed interest.

The proposal must be submitted by the end of the month and they require copies of our:

Standing Orders

Safeguarding Policy

Equality and Diversity Policy

The start and finish date of the project

It was discussed that as we will not be making a profit on any electricity saving, no figures need to be submitted in this regard.

Cllr Liz Whittle to action the submission.

#### 5. Review and propose the new Safeguarding Policy **Papers 3 TF** – Cllr Pinkney/All PC

Policy has been reviewed by Cllr Liz Whittle and amendments to be made. Cllr Harvey Upton advised that there should be a footer on the document advising, author, date and review date. Andy Milne to action changes.

Cllr John Attrill proposed

Cllr Harvey Upton seconded

#### 6. Review and propose the new and revised Equality and Diversity Policy **Paper 4 TF** – Clerk

Policy has been reviewed by Clerk Andy Milne and amendment made. Cllr Harvey Upton advised that there should be a footer on the document advising, author, date and review date. Andy Milne to action changes.

Cllr John Attrill proposed

Cllr Harvey Upton seconded

#### 7. Proposed Beneficiaries from the surplus on the fireworks **Paper 5 TF** – Cllr Attrill

All Councillors unanimously agreed proposal

Cllr John Attrill proposed

Cllr Gill Spencer seconded

#### 8. Agree on a ringfenced reserve for future fireworks – Clerk

It was agreed that an amount of £2K will be ringfenced for use for an Event

Cllr John Attrill proposed

Cllr Mark Duckworth seconded

**9. Proposal for Health and Safety/disability/fire safety work at the rear of the social club – 3 quote comparisons – Paper 6TF**

After discussion it was agreed to proceed with the quote from Clive Maltby as although it was more expensive it was concluded he represented Long Term Value.

Cllr John Attrill proposed

Cllr Liz Whittle seconded

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

Cllr Ann Pinkney advised that she will be speaking to Tup and liaising with the Cllrs to obtain all contacts for possible contributors to the annual Village Voice. She will bring her proposal to the upcoming Jan / Feb meeting.

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

Cllr Gill Spencer advised that she has been logged out of the Facebook Account and no one knows the administrator. Under the circumstances it was concluded that Cllr Gill Spencer would action a redirection and make a new account. She has requested that there is a section on the agenda each month to discuss submissions.

**12. Planning applications**

**24/01110/FUL** - Demolition of barn and erection of two dwellings, change of use of land from agricultural to residential, provision of orchard, and associated works | Land At Mingay Farm Twentypence Road Wilburton Cambridgeshire - <https://pa.eastcambs.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Cllr Liz Whittle clarified that the principle plan has already been established and this application is just a slight variation.

Cllr Liz Whittle will draft a letter and Clerk Andy Milne will submit to planning.

All Councillors unanimously agreed proposal.

**24-61: Motion to exclude the public and press:**

Cllr Liz Whittle read out the declaration

**24-62: A proposal to review the hourly rate for the Assistant Clerk and Cemetery Warden Kara Atkinson – Paper7 TF - Clerk**

It was concluded that Kara Atkinson is very skilled and warrants the increase.

Cllr Liz Wittle proposed

Cllr Mark Duckworth seconded

**24-63: Motion to readmit the public and press:**

As per 24-61

**24-64: Agenda items for next meeting on Wednesday 8<sup>th</sup> January 2025**

- 1) Review and adopt the training and development policy – Clerk**
  
- 2) Review and adopt a publications scheme (ICO) – Clerk**
  
- 3) Review the Fire Risk Assessment for SPH & WSC and support Clerk to get costings for the areas recommended by Prestige Fire Safety – Clerk**
  
- 4) Village Voice for all of Wilburton Parish residents – Cllr Pinkney**

**24-65: Councillors Questions – To receive any comments or questions from the Councillors**

None

**24-66: Date of next meeting – Wednesday 8<sup>th</sup> January 2025**

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)

**Meeting Closed: 22.02**