

WILBURTON PARISH COUNCIL

Minutes of meeting held Wednesday 5th February 2025 8pm St Peters Hall Wilburton.

Members: 6 Quorum: 4 Vacancies: 2

The meeting opened at 20.02

Present: Cllr John Attrill , Cllr James Lambert, Cllr Steve Morgan, Cllr Gill Spencer , Cllr Elizabeth Whittle, , Cllr Ann Pinkney.

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

25-11: Apologies & Reasons for Absence and Acceptance of the same

None

25-12: - To Receive any declarations of interests from Councillors

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

25-13: To approve the minutes of the previous meeting held on 5th February 2024

Cllr Whittle approved the minutes of the previous meeting.

25-14: Matters arising from the minutes of the meeting held on 5th February 2024

Netwise to continue at present whilst Clerk works with Sutherland IT solutions to set up new protocols.

Shop should open after April.

20 mph speed limit- awaiting answers from ECDC highways dept.

25-15: 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

25-16: Reports from County and District Councillors

None

25-17: Business Matters

1. A request from Steve Thompson (HPC) that we share the cost of some signs instructing HGV to redirect away from Wilburton and Haddenham – Cllr Attrill

Cllr Attrill and Stephen Thompson (HPC) along with Andrew, Stretham applied for signs no HGV (few hundred pounds) one in Stretham and another at Witcham.

Proposal to go ahead and share cost, dependent on the actual cost, proposed by Cllr Attrill, seconded by Cllr Lambert and voted unanimously in favour by all parish councillors

2. Neighbourhood Plan – progress and discussion about village meeting – Cllr Liz Whittle (Chair) (to include distribution of leaflets)

Cllr Whittle had productive, positive meeting with Ian Poole and Gabrielle.

Ian is progressing Plan- awaiting Locality grant approval.

Technical support, design, maps and rural work will be commissioned to subcontractor as needed

Critical that public meeting is held soon. To organise hall on a Saturday in March or April. He will supply leaflets for WPC to distribute to every resident.

3. Organise a refresh of Berristead playground in early spring – Cllr Attrill

Playground needs tidying up. This can be achieved in house way below tender
Proposal to ask Dave Malby to quote for work and to go ahead with work.
Proposed by Cllr Whittle, seconded by Cllr Attrill and voted unanimously in favour by all parish councillors

4. Update on the cottages (windows, refurbishment, heating and tenants) Paper to follow – Clerk (Council to agree and vote on the specification for the heating in both cottages)

Spec for air-to-air heating and air to water heating
Chris Hughes (installed heaters in hall) has accessed cottages.
Installing 2 x 3kw get figures from Andy £3738 & £3648 = 7,386.00
Air to water heating air source heat pump 24,000 domestic grant is 7000 (but not available to us) 24 k

Air to air heating cheaper – to put out to spec to 2 other companies, Chris can supply full plan.
Cllr Morgan asked that specification quotes are for the same make and warranty is 2yrs as Furnace.
Proposal to provide air to air heating for cottages : proposed by Cllr Lambert, seconded by Cllr Whittle and voted unanimously in favour by all parish councillors
Clerk to get costs and progress work.

Windows were in need of replacement 8 years ago. Dave Malby recommends completely new units.
Clerk to get costings.
Refurbishment is finished, photos being taken, one cottage is vacant if Cllrs wish to view.

5. Update on progress with fire safety in SPH and WSC - Clerk

Most urgent work has been prioritised. Clerk working through the list.
Outside door single lever can be used as escape
Dave Maltby has done fire training.
Social club has done all training
Nigel Tilley has emailed they've had meeting re points on audit and work has been achieved.
Cllr Whittle asked that Clerk thanks them for completing this work.

Heat and smoke detection: Dave Maltby has said detectors siting high and building old, querying would cost be justified. Hall used for theatricals, dry ice, disco would set them off.
Consideration to be given if fire in main hall or social club.
WPC to discuss further and agree expenditure and specification.
Same specification sent to all companies: Prestige did audit and sent quotation
Securicor and Cambridge Fire Safety Co.

6. Review & approve the code of conduct – Clerk

Code of conduct is to be reviewed. No changes needed.
Proposal to accept this review: Proposed by Cllr Attrill, seconded by Cllr Lambert and voted unanimously in favour by all parish councillors
Chart of policies will go on website. 4 mandatory completed. Other policies will be uploaded soon.

7. Community engagement/village voice – Cllr Pinkney

7 Pages available for April edition.
Need flyer for consultation day. Cllr Attrill will do shop update.
The master list of Wilburton groups is being updated ready for inclusion.
Cllr Attrill and Cllr Lambert will supply details about 25th year of beer festival and flyer for car show.

Cllr Attrill and Cllr Pinkney have talked about Wilburs youth group. Hannah hopes to have meeting by end of February with facilitators in the hall. The Haddenham youth bus may be utilised if Wilburs not ready to move forward.

8. Social Media update – Cllr Spencer

A new Wilburton Facebook page will be created with correct updated administrators.

9. Planning applications

24/01178/FUL - Land North Of 49 Station Road Wilburton Cambridgeshire, Change of use of land to Travelling Showperson storage yard to provide extension to existing site – retrospective

Outside building envelope, WPC would oppose it, Cllr Whittle to write to planning.

24/01314/FUL - Land South Of 9 Limes Close Wilburton Cambridgeshire - 1 No. two storey dwelling and attached double garage along with access parking and site works following demolition of existing building on site

Cllr Whittle submitted comment 27.01.25 critical of design of house.

25-18: Agenda items for next meeting on Wednesday 5th March 2025

Ceiling fans to circulate rising heat

Fire smoke and heat detector

Fire report update -Clerk

Sutherland IT solutions Aaron 7pm presentation on Sharepoint (to drop own files) and Teams for all councillors

25-19: Councillors Questions – To receive any comments or questions from the Councillors

Cllr Lambert thanked Cllr Harvey Upton for his service to WPC.

Cllr Whittle has sent Cllr Upton flowers from Scilly Isles that should arrive Saturday.

Cllr Upton has left list of work to be picked up by other councillors after his resignation.

Clerk will take over defibrillator registration and maintenance

Cllr Upton received online bookings initially as gatekeeper, then sent to Clerk who dealt with about 90% thereafter. A

show round takes Clerk minimum 3 hrs due to travel which impacts negatively on essential Clerk work.

Clerk to discuss with Aaron the option of single email for booking system automatically coming to Clerk .

Show round request to be sent to all councillors to share workload and volunteer to do it.

Cllr Lambert and Cllr Attrill will take over speed camera battery maintenance.

Cllr Lambert Christmas tree

Cllr Lambert will become a Lloyd's banking authorised person and complete mandate.

Clerk to get reader back from Cllr Upton

Cllr Attrill, Clerk and Aaron to maintain website internally at present.

Cllr Whittle reported that ECDC application for Net Zero has been unsuccessful. Oversubscribed, 9th out of 18.

Richard Kaye has 15K/150K left and may be able to fund one more application. Cllr Whittle will follow up feedback.

Clerk – fire extinguisher in pavilion has disappeared, could have been removed by anyone.

Should have 2 extinguishers fixed to wall. To be replaced.

Clerk –Millers, Cambridge have agreed piano and have sizes of hall box it needs to go into. Cllr Whittle will co ordinate choice and delivery with Dave Maltby.

Clerk reported Cllr Whittle has supported planning application for a disabled parking space Pond Lane.

Clerk - Mereside patient group information is on website and Facebook- encourage others to participate.

25-20: Date of next meeting – Wednesday 5th March 2025

Meeting finished 21.20