

WEST WRATTING PARISH COUNCIL

Minutes of the meeting held on Wednesday 6th February 2013 in the Village hall at 8pm.

Those present were: Chairman Job, Cllrs. Gilmour, McCall, Ross-Bain, Rowland & Wallace. Dist.Cllr. Barrett, County Cllr. Batchelor, Mr Mark Deas & Ulrika Maccariello, 2 Parishioners & the Parish Clerk.

1. **Apologies:** Cllr. Heath.
 2. **Declaration of interest:** None
 3. **Minutes** of the parish council meeting held on Monday 14th November were signed as correct, proposed by Cllr. McCall and seconded by Cllr. Gilmour.
 4. **Opportunity** for Public Statement: Mr Colin McCall (Footpath Officer) reported on footpaths and litter picking and said he could do with another volunteer to help with the latter. Mr Cobbold has still been unable to get across the fields to reinstate the footpaths as it is too wet. He is also concerned about people walking by the old dairy along the concrete road to the farmyard in Weston Colville. The yard is in constant use by heavy machinery and there are serious safety issues, so please keep to the footpath, and don't go through the farmyard. The Parish Clerk will mention this in Challenge.
 5. **Housing Survey:** Mr Deas of ACRE told Council that the results of the housing survey ACRE had carried out in West Wrattling was that there was found to be a need for possibly 5 small houses (2 bedroom) so it would be a small development. Developments carried out by ACRE would always remain rented property, there is no share ownership and people who live in the village who require accommodation would get priority, then if not filled people in the surrounding areas would get an opportunity to rent. The Chairman asked Council for their opinions and they were all in favour of a small development but stressed that they would not like to see a mixed development of affordable houses and open market housing. Ms Maccariella from Hastoe Association said that her company specialized in small schemes for rural villages, working with local government and local councils. There is still grant money available but it is getting less each year. If no grant money is available then there would have to be some "open market" building alongside the affordable housing. Council asked whether they would have a say in the size of any open market houses, small houses are needed in the village, e.g. starter homes, which would be in keeping with two bedroomed affordable housing. First, if given the go ahead, Hastoe would look round the village for suitable sites, probably exceptional sites outside the 'village envelope' and would then contact the landowners. Approx. £8000 per plot is paid. The Planning Dept. would also be consulted. The Chairman asked how one would deal with those who oppose such a scheme and Ms Maccariella said public meetings would be held by Hastoe to explain the need following the results of the survey. The Chairman thanked them both for giving their time. It was suggested that a further meeting of the Parish Council would be a good idea to discuss sites. The Chairman and Cllr. Rowland were happy to be involved.
- 5a. Report by County Cllr. Batchelor:**
- a. The contract for broadband had been awarded to BT, to be signed in March. 90% of Cambridgeshire should receive 25 megabites by 2015.

- b. The budget had been set and increased by 1.9%. The grants received from the government had been reduced by 6.5%.
- c. Meetings to discuss the bus cuts have made little progress.
- d. The A1307 steering group meeting had been well attended. The message that came from it was that the large development at Haverhill would provide no developmental money as St Edmundsbury were having a hard job selling the plots. However there is a legal obligation to provide money for infrastructure.

5b. Report by District Cllr. Barrett:

- a. The budget for SCDC has still not been decided but is likely to be increased by 1.9%.
- b. The Contact Centre now based at Cambourne Hall seems to be working well.
- c. Local Plan Consultation is in progress. He believed that the LDF would not consider open market housing in conjunction with low cost housing,
- d. The contract for the housing maintenance had been awarded but not to the existing “in house” group.
- e. He hoped the Cambridge Magazine was delivered to everybody now. The next delivery would be between 20th February and 10 March.
- f. 40 mph stickers are available for putting on wheely bins.

- 6. Matters arising:** Following a request for the names of two representatives to go on the Village Hall Management Committee, Cllr. Gilmour agreed to do this with Cllr. Wallace, who remains a representative. The Chairman proposed this, seconded by Cllr. Rowland.

7. Planning:

S/2526/12 – 23a High St. This application is for an extension to the back of the house. Cllr McCall reminded the Council that an application for an extension to the front of the house had already been granted last year. The present owners are not now going to build at the front, but potentially, if the house changes hands before the permission expires, there is a possibility that both extensions could be built.

8. Correspondence:

- a) BT replied that they would try again with SCDC concerning the adoption of the telephone kiosk.
- b) A letter from Dr Morrow regarding the footpath between The Common and the village was read out by the Chairman. This letter will be distributed to all the council.
- c) There had been no response to a further request for gritting volunteers.

9. Finance:

- a) The setting of the budget figures was discussed and various projects and their costings were resolved.
 - i) A new noticeboard was needed at the Hayter Close site as the present one is rotten and not large enough. It was agreed that this would be replaced and the cost (approx. £400) would come out of the budget for 2013/14.
 - ii) Cllr. Ross-Bain asked that an amount of £1200 was budgeted for Minor Highway Improvements to provide a footway from Viking Close to the junction, as the parish would have to pay a percentage of the cost for this. It was agreed that £1000 would be allowed towards this cost to come out of the budget for 2013/14.

Council agreed that the budget figures set for 2012/13 were satisfactory and Cllr. Rowland would increase these figures by a small percentage to be used in the 2013/14 financial year. The Precept was then discussed and it was proposed to increase this by

the rate of inflation, which is 2.7%. A vote was taken with four in favour and two who would have liked the increase to be at the RPI figure. It was agreed to increase the Precept by 2.7% from £10,031 to £10,302 for 2013/14.

b) Authorised payments:

£124.00 PAYE for 3rd quarter to Inland Revenue (chq. 846).

£331.10 J.Richards Dec/Jan. less £82.60 PAYE for 2 months (chq. 847).

£ 450.00 VHMC – contribution towards structural repairs (848).

£ 20.83 West Wickham P.C. – half cost of AVG 2 yr. Security (849)

£ 50.00 West Wrating PCC – contribution to Challenge costs (850)

c) Monies received:

£330.03 CCC contribution towards verge grass cutting in the village.

d) Cllr. Rowland asked if the council were happy to pay for the cost of advertising the West Wrating website at approximately £40.00. All agreed.

10. Maintenance:

a) Cllr. Wallace had nothing new to report on the maintenance in the village.

b) Cllr. Wallace is dealing with the insurance company over the village sign, which was knocked over and severely damaged by a motorist crashing his car into it. The “Time Capsule” had been removed from under the plinth and would be replaced when the village sign is replaced.

11. Danger Spots:

a) Common Cross Roads: Cllr. Ross-Bain reported that he had had a response from Andrea Haslock regarding the rumble strips and ‘slow’ markings. Highways wanted these on only two of the four roads as if on all four roads they could cause confusion. If council takes her advice and agreed to two roads having rumble strips and ‘slow’ signs it would cost the parishes nothing. If placed on all four roads the cost would be approx. £900.00. It was agreed that we accept her advice and have two roads dealt with and Cllr. Ross-Bain said he would reply to Ms Haslock to go ahead with just two roads. He would be in touch with West Wickham Parish Council to tell them of the decision made.

b) Footway: Cllr. Ross-Bain having already spoken of the Minor Highways Improvement plan for the footway from Viking Close to the junction raised the question of a footway from the Chestnuts public house to Concordia. This would have to be carried out on the land owned by Mr d’Abo. Cllr. Wallace suggested a wooden bridge could be constructed to go over the wall with the footway on the other side of the wall. The other suggestion, as mentioned in previous Minutes, was to keep the grass cut really short on Concordia’s side of the road. The Parish Clerk was asked to write to CGM, the present contractors who cut the grass verges, to see if this could be done and at what extra cost.

c) A1307 Steering group: Mr Colin McCall had attended this meeting. He was very concerned about the future development of about 4,500 houses in Haverhill which would cause a heavy increase in the traffic flow of a further 300 cars/hr. Drivers will then start coming through the villages of West Wrating, Balsham and Weston Colville. Serious thought must be given as how to deal with this likelihood. Possibly extend the speed limit on either side of the village although there are particular legal requirements for such a thing to take place, or have some form of ‘traffic calming’. It needs to be discussed very fully and it was agreed that it would be put on the next Agenda for a full discussion. Cllr. McCall said there was to be another meeting in July, which must be attended by a representative from the Council.

12. Reports on meetings attended: The meeting with the Sports Pavilion Committee will be discussed at the next Meeting.

13. Emergency Planning project: There had been no response.

14. & 15: see 5a and 5b.

16. Any Other Business:

- a) Cllr. McCall requested a quote for signs “Slow” and “Concealed Entrance” to be placed on Six Mile Bottom Road by the cottages opposite the Ickneild Way. Cllr. Ross-Bain agreed to look into costs.
- b) A letter had been received from Mr Andrew Hodge concerning the Willow tree outside his house, Willow Cottage on the High Street, which he feels is becoming increasingly dangerous and he wishes to take it down. It was agreed Roz Richardson, the Tree Officer for SCDC, should be asked to look at it and give us her opinion before replying to Mr Hodge. Cllr. Wallace said he would speak to her.
- c) Mr & Mrs Hodge: The Chairman discussed their request to hold a charity event in the Sports Pavilion. According to the lease the pavilion cannot be hired by non-members. However the Chairman felt that if they became members of one of the sports clubs, and were charged, then they should be allowed to hold their event there. It would then be one of the 18 events permitted p.a. This should, however, not set a precedent, since the pavilion cannot be used for events which are in direct competition with the Village Hall and the Pub.

Next meeting will be held on Monday 11th March.

Chairman.....

WEST WRATTING PARISH COUNCIL

Minutes of the meeting held on Monday 11th March 2013 in the
Village hall at 8pm.

Those present were: Chairman Job, Cllrs., McCall, Heath, Ross-Bain, , Rowland & Wallace. Dist.Cllr. Barrett, County Cllr. Batchelor,
1 Parishioner & the Parish Clerk.

1. **Apologies:** Cllr. Gilmour.
2. **Declaration of interest:** None
3. **Minutes** of the parish council meeting held on Wednesday 6th February were signed after an amendment was made to item 9i changing (approx. £400) to (approx. £500), proposed by Cllr. McCall and seconded by Cllr. Rowland.
4. **Opportunity** for Public Statement: None
5. **Matters** arising: None
6. **Planning:** Nothing to discuss
7. **Housing Survey:** Following the site meeting attended by Cllrs. McCall & Rowland who met with the architect and Ulrike Maccariello from the Hastoe Association, a report had been received. identifying the various sites in the village that they thought might be suitable. Each site is reported on and copies of the report were distributed to Council. After the report on the 9 sites had been looked at the Chairman asked the Council whether they felt it was worthwhile to continue as only 3 or 4 dwellings were shown from the survey to be needed. They all agreed that it was, and gave their preferences of the sites that should be pursued, which were A, B, C, E & G, site B being considered the best site, as it is in a good position with open views and continues the row of houses. The Parish Clerk was asked to give these preferences to Ulrike Maccariello from Hastoe, who will then contact the landowners to see if they are prepared to sell their land.
8. **Correspondence:**
 - a) Letter from Sara Boreham, requesting permission to hold a West Wrattling Music Event on the recreation ground on Saturday 29th June 2013. Permission was given.
 - b) A quote from CGM for cutting the village grass verges on a 1 or 3 year contract at £94.60 + VAT per cut had been distributed and was discussed. It was agreed that they should have the contract, this will include cutting an extra verge from opposite the public house from the speed limit sign to Concordia, making a better footpath and also to cut Pocket Park footpaths at £23.65 + VAT per cut. The Parish Clerk will inform CGM.
 - c) Letter asking for funding from Meadow Primary School, Balsham. This had been distributed to Council prior to the meeting. The contents were discussed and it was agreed not to make a contribution.
 - d) Letter requesting the half-year's rent from the Sports Pavilion had been sent to Mrs Margaret Potter, and as stipulated in the lease, requesting a survey and re-valuation of the premises necessary after 5 years use. Once this has been done Council needs to check that the Sports Pavilion's insurance policy gives the correct valuation for a rebuild.

9. Finance:

- a) Cllr. Rowland had distributed the updated budget figures for 2013/14 and these were discussed and agreed upon. It was also agreed that £1000 for possible cost of footpath would come out of the budget. Cllr. Rowland would like the budget monitored at regular intervals during the year, particularly November, prior to the budget meeting in January.
- b) *Authorised payments:*
 - £330.70 Parish Clerk's salary (2 months). (chq. 851)
 - £ 44.00 "Challenge" for West Wrattling website advertisement (chq.852)
 - £ 20.40 STP for two ink cartridges (chq. 853)
 - £ 23.72 Mrs J Richards – postage expenses for 2012/13 (chq. 854)
- c) *Monies received:* None
- d) *CGM quote* – already discussed and agreed under item 8b.

10. Maintenance:

- a) Cllr. Wallace was pleased to report that the Village Hall had received an £850 grant from the Cambridge Community Fund.
- b) There will be a meeting in the village hall to look at the contents of the "Time Capsule" removed when the village sign was knocked down. The insurance claim for the repair of the village sign is in hand.
- c) Roz Richardson, the SCDC Tree Officer, had been asked to look at the Willow tree but due to pressure of work has not yet done so.
- d) Dog fouling: This is very bad at present both along the High Street and in the recreation field. The fine is £1000 for anyone seen letting their dog defecate and not picking it up.
- e) Cllr. Wallace requested £50.00 + VAT for the RAF Memorial Sign. This was agreed.

11. Danger sports:

- a) Common Cross roads: West Wickham Parish Council having been told that CCC would only do two rumble strips and no "stop" sign said they would still like the "stop" signs but as this is not possible agreed to what has been recommended. Cllr. Batchelor told us that Keith Fauch, in charge of this area for Highways, has been made redundant. The Parish Clerk will write and thank him for his help and support over the years.
- b) Minor Highways Improvements for 2013/14 – the results of this will be decided at the end of March.
- c) Update on signage for Six Mile Bottom road – Cllr. Ross Bain has put in a request for these signs.
- d) A1307 update: nothing to report.

12. Report on meetings attended by Cllrs:

- a) Cllr. McCall reported on a Sports Pavilion meeting held in January when dog fouling and the music event were discussed. The survey and re-valuation was also discussed. The sinking fund stands at £4538.00 and will be discussed at the first meeting after the AGM. The AGM date has yet to be fixed.

13. Emergency Planning project: No further progress.

14. Report by Dist.Cllr. Barrett:

- a) Council tax has been increased by 4.3%.
- b) S Cambs. magazine is now being distributed.
- c) Call Centre is now back "in house" and the services seems to be improved.

- d) Bus Services: Nothing to report but will give us an update after the next meeting. No Saturday bus service agreed. Cllr. Heath asked if anything had been discussed regarding the use of trains as there was an hourly service from Dullingham to Cambridge, although the last train back is not late enough for most people. Maybe a shuttle service too and from the station?

15. Report from County Cllr. Batchelor:

- a) The Broadband contract has been awarded to BT and by 2015 90% of Cambridgeshire should have a service of 20meg. going down to 3meg.
- b) He reported that Dist. Cllr. Pauline Jarvis had resigned due to ill health. There would be a by-election in May and he would be standing for this.

16. Any other business:

- a) Cllr. Heath requested that the condition of the High Street, viz a viz pot holes, should be put on the next Agenda. This was agreed.

The next parish council meeting will be held on Monday 13th May 2013.

Chairman.....

WEST WRATTING PARISH COUNCIL
Minutes of the Annual General meeting held on Monday
13th May 2013 in the Village hall at 8pm.

Those present were: Chairman Job, Cllrs., McCall, Heath, Ross-Bain, , Rowland & Wallace. Dist.Cllr. Barrett, County Cllr. Hickford, Dist.Cllr Fraser, 10 Parishioners & the Parish Clerk.

1. **Election of Chairman:** The Parish Clerk asked for proposals and Cllr. McCall proposed Cllr. Nigel Job to be Chairman, seconded by Cllr. Ross-Bain. Accepted by Cllr. Job, who signed the Declaration of Acceptance.
2. **Appointment of Vice Chairman:** Chairman Job proposed Cllr. McCall, seconded by Cllr. Rowland. Cllr. McCall accepted and signed the Declaration of Acceptance.
3. **Apologies:** Cllr. Heath.
4. **Declaration of interest:** None
5. **Minutes** of the parish council meeting held on Monday 12th March were signed as correct.
6. **Opportunity** for Public Statement:
 - a) Mrs M Nichols enquired as to progress with regard to the safety aspect of the roads, i.e. footpaths, cross-roads etc. She mentioned the speed at which the local Balsham school bus travelled through the village, cutting corners. Cllr. Ross-Bain said he would look into this. Mr McCall said that the issue of traffic through the village is going to have to be debated.
 - b) *Wadlow Wind Farm funding:* Mr McCall said he would list the funding given out in Challenge.
 - c) *Meadow Primary School* request for donations: Mrs Nicola Connor, Assistant Head Mistress from the Meadows explained why they had such a shortage of funds and badly needed to replace their IT equipment, which was over 10 years old. 43 children from West Wrattling attended the school. The Chairman agreed to discuss this matter again despite the decision made at the last meeting. Cllr. Gilmour, who declared an interest, pressed the case to help as a resident of the village. The Chairman asked each councillor for their opinion and the general concensus was that although extremely sympathetic they felt, as a government funded body, they could not extract money from the tight budget to give to another government funded institution. A vote was taken “yes” or “no” to give some financial aid, the result was 4 against and 2 for.
7. **Matters** arising: None
8. **Planning:**

S/0093/13 – 5 Bull Lane – Single storey extension: A decision had not been made but was discussed at the meeting and approval was recommended.
9. **Correspondence:**
 - a) Cambridge County Council notified West Wrattling that they were increasing the amount of money paid to the parish for cutting the grass verges
 - b) Historical Survey of the village – discuss at next meeting.

10. Finance:

- a) **Acceptance of Accounts** for year 2012/13 in preparation for internal audit following distribution of accounts to all councillors and re 3.5 in Financial Regulations, a resolution to carry forward surplus monies. The accounts were adopted and signed by the Chairman and Parish Clerk.
- b) **Annual Governance Statement:** This had been read and was signed.
- c) **Statement of Accounts** was signed by the Chairman and Parish Clerk.
- d) **S106 payment for 10 The Causeway development:** The document from SCDC was signed and a resolution made.
- e) *Authorised payments:*
 - £ 124.20 Inland Rev. (PAYE for 4th qrt) (Chq.855) Paid
 - £2,197.67 Allianz Ins. (chq.856)
 - £ 200.00 Age Concern (Mobile Warden Scheme) (Chq.857)
 - £ 165.75 CALC membership fee (chq.858)
 - £ 60.00 Algar Signcraft (via D.Wallace), RAF Memorial sign. (Chq.859)
 - £ 20.00 Running Total (doing Payroll 2012-13 incl. PAYE returns) (chq.860)
 - £ 355.28 J Richards April/May salary of £444.08 less £88.40 PAYE) (chq. 861)
 - £ 786.00 Metrosigns 2000 – new Noticeboard for Hayters close (chq. 862)
 - £ 8.80 STP Stationery – Printing ink (chq. 863)
 - £ 27.49 West Wickham P.C.–half share in new printer Epson XP-200(chq. 864).
 - £ 134.40 RoSPA (Playsafety Ltd.) for play area inspection (chq. 865)
 - £ 168.95 James Crothall – prepare site and fix new Notice Board (chq.866)
- c) **Monies received:**
 - £5,151.00 1st tranche of the Precept
 - £ 307.00 LCTSS grant extra Precept money
 - £ 125.00 Half-year rent from West Wrating Sports Pavilion

11. Code of Conduct: The changes in the Code of Conduct which had been distributed to all the councillors was adopted, proposed by Cllr. Ross Bain, seconded by Cllr. Gilmour.

12. Maintenance: Cllr. Wallace reported:-

- a) A grass footpath had been cut by CGM from the junction up to Concordia on the pond side.
- b) A new Noticeboard has been erected at Hayters Close.
- c) The bowling green requires some maintenance, the fence needs repairing.
- d) The Tree Officer, Roz Richardson, had inspected the old Willow outside Willow Cottage and said that with suitable chain-saw work it could be turned into a much smaller tree.
- e) A survey had been carried out of the trees on parish property and there is a need for some pruning. A report had been made and would be considered.
- f) The RAF War Memorial direction sign is still not erected as suitable straps are needed to join it to the post. Cllr. Ross Bain said he probably could get something suitable.

13. Signage to War Memorial: see above.

14. Report of meetings:

- a) Cllr. McCall said the Sports Pavilion had held its AGM but nothing untoward to report apart from
 - i) they are having to pay to have the hedges cut and would like the Parish Council to share this cost and

ii) they were reminded that a survey of the pavilion needs to be carried out to comply with the lease and should be done by a qualified surveyor, obtaining a rebuild valuation and a resale valuation.

b) Mobile Warden Scheme: Cllr. McCall attended a meeting recently.

15. Danger sports:

a) Common Cross roads: Cllr. Ross Bain has asked for confirmation as to when the rumble strips would be put in place, which is now a high priority following the fatality at the cross roads. It is probable that because of this fatal accident the Highways will be looking for a better scheme to give more safety, but must not stop lobbying.

b) Update on signage for Six Mile Bottom road – Cllr. Ross Bain has been told there are no signs saying “concealed entrance”, such a sign would have to be put up on private property. Signs such as “Beware farm traffic” would be available.

c) The Minor Highway Improvement scheme has accepted the project for a footpath from Viking Close to the junction and will go before board later this year.

d) A1307: County Cllr. Hickford said that monitoring equipment will be erected on the road to see how many cars use it. Mr McCall asked if the monitoring could be done after the roadworks have been finished but was told it was a question of being on a waiting list.

16. Local Bus Consultation: Another questionnaire with three options has been put out by CCC which needs to be distributed.

15. Report from District Cllr. Barrett:

a) Finance will have to be well controlled this year as government funding was reduced by some 17%.

b) The Community Budget will allow parish councils and other organisations to apply for funding up to £1000.

c) As from April SCDC will be able to build council houses in addition to those being built by housing associations.

d) SCDC are doing a trial on recycling textiles.

Cllr. Barrett concluded by introducing Dist.Cllr. Andrew Fraser, recently elected.

16. Report from County Cllr. Hickford:

He introduced himself, having recently been elected but said it would not be appropriate to report on the past year and Cllr. Batchelor would probably already have given his report, which was confirmed by the Parish Clerk. He would like to be kept in the loop regarding any issues the parish council has with County Council and will give the Parish Clerk his County Council email address. He will also update the council on what is happening through the county.

17. Any Other Business: None

The next meeting will be held on Monday 8th July.

Chairman.....

WEST WRATTING PARISH COUNCIL
MINUTES OF THE
ANNUAL PARISH MEETING
Held on Monday 13th May 2013 at 7.30pm.

1. Apologies for absence:

Apologies were received from Cllr. Heath.

2. Chairman's Opening Remarks and signing of last year's Minutes:

The Chairman welcomed everyone and thanked the Council for their work during the previous year. The Minutes dated 14th May 2012 were signed as correct.

3. Chairman's Report: See attached.

4. Financial Report: Copies of the accounts for the year to be resolved in the Parish Council meeting at 8.30pm were available for anyone wishing to study them.

5. Parish Lands & Properties: As listed on the Agenda.

6. Reports: Reports had been received from:

Over 60's Club	Rev.John Fellows (St Andrews)
Tennis Club	Village Hall Management
Bridge Club	Footpaths (P3 co-ordinator) (read out)
W.Wrattling Lunch Club	County Cllr. Batchelor
WWFC Jun.& Senior	

7. Parish Nurse Project: Cllr. Suan Rowland gave an excellent presentation which is attached, explaining the reasoning behind the proposed project and the need. She hoped the Parish Council would give its support. The Chairman qualified that this project has support from the Parochial Church Council and would be funded through the PCC. The Parish Council, if it supported this project, would not be expected to help financially as it gives funding to the Community Mobile Warden Scheme. There was some debate as to whether this project would work as people are often reluctant to say they need help. Mr Colin McCall asked where the money to fund this would be found as the application to Wind Farm funding had been withdrawn. The cost per year would be approx. £20,000. The PCC would provide administrative support. The Chairman asked his council if they would be prepared to support this project, to which they agreed. He thanked Cllr. Rowland.

8. Any Questions:

- a) A question was asked about progress in providing footpaths from Viking Close down to the junction and also from The Chestnuts up to 21 The Common. Cllr. Ross-Bain said that the project for the Viking Close footpath had been entered in the Minor Highway Improvement scheme and the result would be learnt at the end of May. The grass has now been cut from opposite the Chestnuts up to Concordia at no extra cost by CGM. Hopefully this will make a difference.
- b) *Tree Planting:* Mrs M. Nichols would like to donate some young trees to the village as part of the commemoration of Jubilee Year. Cllr. Wallace will look into where they could be planted, possibly on the recreation field.

Meeting closed at 8.30

Chairman.....

WEST WRATTING PARISH COUNCIL
Minutes of the Parish Council meeting held on Monday
8th July 2013 in the Village hall at 8pm.

Those present were: Acting Chairman Ross-Bain, Cllrs. Heath, Gilmour, Rowland & Wallace. Dist.Cllr. Fraser, County Cllr. Hickford, 4 Parishioners Mr Paul Santry (WWFC), Cllr. Hall of West Wickham P.C, & the Parish Clerk.

1. **Apologies:** Chairman Job & Vice Chairman McCall..
2. **Declaration of interest:** None
3. **Minutes** of the parish council meeting held on Monday 13th May were signed as correct.
4. **Opportunity** for Public Statement:
5. **Junior Football Club:** Mr Paul Santry from West Wrattling Football Club spoke about the possibility of two new pitches to be used by the junior teams as their numbers are increasing, on ground to be leased to them by Mr Henry d'Abo. At present there is nothing down on paper, no costings have been carried out with regard to turfing, equipment, fencing etc. and there would have to be a "Change of Use" to go to Planning. The Chairman read out a piece written by Chairman Job regarding the concern of residents living adjacent to the football ground dependent on where the pitches were going to be. There were two further letters expressing concern. Mr Santry produced for the council a plan, showing the intention to put the pitches up to the road. It was agreed that this would not be acceptable to nearby residents. It was decided to leave any further discussion of this proposal until the next meeting, when hopefully the Football Club will have put their ideas and costings on paper and discussed the matter with the residents most effected.
6. **Planning:**
S/0903/13 – 5 Bull Lane – Single storey extension: Approval granted by SCDC
S/0990/13 – 874 photovoltaic solar panels at Weston Woods Farm. Approval by SCDC.
7. **Housing Survey:**
Hastoe have been in touch with the landowners of the various specified sites to see if they would be prepared to sell but not all have replied. Toby Owen, Estate Manager of Six Mile Bottom Estate, felt that Site B would be turned down by the Trustees, but they would be discussing it this week. He offered another site but it may not fit planning criteria and the council also needs to await the outcome of current discussions on the sites A-I.
8. **Correspondence:** see Appendix B.
9. **Finance:**
 - a) *Authorised payments:*
 - £ 133.20 Inland Rev. (PAYE for 1st qrt) (Chq.868) Paid
 - £355.28 Parish Clerk's salary (2 months). (chq. 869)
 - £ 17.25 STP for two ink cartridges & lined pad (chq. 870)
 - £156.30 CGM Inv. 4230 (10.5.13 cut) (chq. 871)
 - £ 29.00 CPRE annual subscription(872)

£ 54.00 Running Total Bookeeping re int. audit (chq. 873).
£ 35.00 ICO renewal fee for 2013/14. (chq. 874)
£180.00 David Wallace (Inv.13 David Bryce for tree work) (chq.875)

b) *Monies received:*

£4977.68 S106 Development money.

£ 125.00 WW Sports Pavilion half-yearly rent.

£ 60.00 d'Abo Tennis Club contribution towards grass cutting.

c) CGM 3 year grass contract: This was agreed. The Parish Clerk was also asked to enquire from CGM when the grass was being cut as it is now 8 weeks since the last cut.

d) The Internal Audit had been satisfactorily carried out and the External Audit is now being carried out.

10. Maintenance: Cllr. Wallace reported:-

a) He had complained about the pot holes to Cllr. Hickford as these were not correctly filled in and the new tarmac was just put on top so indentations remain. This work will be done again by the contractors, at their expense.

b) Telephone Kiosk: Mr & Mrs Brereton have kindly offered to pay for refurbishing the kiosk. Cllr. Wallace said he has the correct paint and also spare glass provided by BT and suggested that quotes are sought. Cllr. Gilmour said she would ask the Brereton's if they would like to choose as they are paying for the work. They were most sincerely thanked for their offer.

c) Childrens Play area: This has been mowed, re-pathed and the fence and gates repaired. It would be good to find some volunteers to take care of the play area and maybe something should be put in Challenge.

d) Bowls Club: The Football Club has not said whether or not they wish to use it. If not the fence will need to be repaired. Mr Santry said the use of the area is still under discussion by the Football Club.

e) Tree Survey: Following this survey work has been carried out on various trees. The Ash tree has had all its branches cut off, leaving the trunk.

f) Willow Tree: Cllr. Wallace has still not seen Mr Hodge to give him the Tree Officers' advice.

g) Village Sign: The sign is now in place again but not complete.

11. Danger Spots: County Cllr. Hickford is hoping that a staggered crossing will be agreed upon. Cllr. Trevor Hall from West Wickham P.C. felt that a "stop" sign would be more effective or if trees were planted either side of the roads drivers would have to slow down as their vision would be considerably less than now. Cllr. Hickford said that he was not prepared to wait for 10 years whilst the trees grew to see if this would work and reiterated that this is high priority.

12. Report of meetings:

a. Mobile Warden Scheme – Cllr. Barrett was not present to give a report.

b. Parish Nurse Scheme – Cllr. Rowland said progress was being made but it was important to first find out how much support there is for this. Health themes will be organised in various villages, e.g. first aid, child care, dementia carers etc. Funding is being sought through grants.

13. Local Bus Consultation: Following the consultation option 1 has been agreed. The 16A service will run into Cambridge at 10.32am on a Saturday rather than the normal weekday time of 7.32am.

14. Report from District Cllr. Fraser:

- a) There are changes being made to the 2003 Licencing Act but there will be a consultation document coming out soon.
- b) Local Development Framework: Following the consultation there are to be various meetings held through the region. These will be shown on the village N.B.

15. Report from County Cllr Hickford:

- a) Common Road/Skippers Lane Junction – The rumble strips have been installed. I am working with Highways safety to look at the feasibility of a staggered crossroads at this junction. Although I have been informed that all funding has already been allocated for this financial year, once I have the feasibility and costings I will be taking it further to secure priority and see if funds can be found.
- b) Local Highways Improvement Scheme: The proposal put in by West Wrating for a footpath from Viking Close down to the junction has been turned down although we have not yet been notified of this. There is £100,00 available so worth putting in a revised proposal.

Cllr. Hickford had sent the Parish Clerk a very comprehensive 6 page report and the above is just the most relevant sections to West Wrating.

16. Any Other Business: None

The next meeting will be held on Monday 9th September 2013.

Acting Chairman.....

WEST WRATTING PARISH COUNCIL
Minutes of the Parish Council held on Monday 9th
September 2013 in the Village Hall at 7.30pm

Those present were: Chairman Job, Cllrs. Heath, Gilmour, McCall, Rowland
Ross-Bain & Wallace. Dist.Cllrs Barrett & Fraser, County
Cllr. Hickford, 4 parishioners & the Parish Clerk.

1. **Apologies:** None.
2. **Declaration of interest:** None
3. **Minutes of the Parish Council** meeting held on Monday 8th July 2013 were signed as correct.
4. **Opportunity** for Public Statement:
 - a) Mrs Scilla Harvey asked for agreement by the Parish Council that the Coronation Commemorative Jubilee tree could be planted, which had been discussed at a previous meeting. She and Mark Addley had agreed that the best place for it to be planted, which will be carried out by Kate Johnston, would be on the left-hand side of the recreation ground. The species has not been decided. The Chairman asked them to note the guidelines with regard to roots and height, also they should check with Mr & Mrs Mercer that they were happy with the position. The cost will be partly funded by voluntary contributions and Mark Addley and others are prepared to clear the site but thought it a good idea to have a particular date so others could help, possibly Nov/Dec. A plaque would be put up. Cllr. Gilmour said she still had money from the Jubilee funds, which could go towards paying for the plaque. The Council was happy with these arrangements.
 - b) Mr Colin McCall (Footpath Officer) said the litter is not too bad, the paths have been cut and trimmed and look good.
 - c) Mr Colin McCall (Windfarm Fund representative) told Council that all the money had been allocated and West Wrattling had received money for various needs. The Committee has to be elected for the coming year and he and Scilla Harvey are prepared to carry on. A vote was taken and all agreed. The Chairman suggested that the Village Hall Management Committee begin looking at the needs of the hall for future requests.
5. **Planning:**
 - a) **S/1728/13 – Mines Park – erection of County House.** Cllr. McCall explained the history behind this application. Planning permission had been given, following an Appeal, for a country house of “exceptional” design to be built. This permission expires in 2014. This new application is for a totally new design of house on the same plot. Each Councillor was asked for their view on the application. They all felt that the design could have a commercial aspect, it was not “exceptional” and it was placed in many acres of good agricultural land out of the Village Envelope. A vote was taken which was 7/0 against approval. The Parish Clerk was asked to return the form with the stipulation that if permission should be granted by SCDC or through appeal, no “change of use” should be allowed.
 - b) **S/1500/13 – 4 Green End Farm – Replacement porch.** Approved by P.C.
S/0538/13 – 1 Bull Lane – amendments to S/0540. “ “
S/1618/13 – 5 Six Mile Bottom Rd – rear conservatory. “ “
6. **Junior Football Club:** Cllr. McCall said that there is no further progress as the Football Club are now aware of the concern of local residents having pitches nearby. Until they provide a full proposal of what they wish to do there is nothing we can do. It is hoped that they are now

looking at alternative areas for these two new pitches, for which they will have to get planning permission. Regarding renting the Bowling Green area, a new lease would have to be drawn up which would incur them legal fees.

7. Housing Survey: No further news.

8. Correspondence:

a) Request for a donation from Suffolk Accident Rescue Service. All members of the council had seen this letter and they were asked to vote whether or not to give a donation. The request was declined on the basis of it being outside the remit of the council's budget.

9. Finance:

a) *Authorised payments:*

£ 355.28 Parish Clerk's salary (2 months). (chq. 876)

£2651.00 James Crothall for total work on damaged Village Sign (chq 877) to be covered by insurance claim.

£ 229.60 James Crothall – work on recreation ground. (chq.878)

£ 600.00 D.Bryce – Ash tree felling (pd by D.Wallace) (chq.879)

£ 30.00 Sapien IT – annual website fee. (chq.880).

b) *Monies received:*

£2526.50 Allianz Ins. Claim for village sign.

c) Accounts spread sheet distributed to Council: Cllr. Rowland said everything was on track but would go through it more thoroughly at the next meeting as the requirements for next year's budget would be needed for the January 2014 meeting.

10. Maintenance: Cllr. Wallace had little to report.

a) The Village Sign is now restored and the insurance claim money has been received minus the Excess payment of £125.00, but it is hoped that we will also get this back.

b) Telephone Kiosk: Cllr. Wallace and his team have mended some electric wires which were hanging down inside the kiosk at a cost of £30.00. There are decorators tendering for the job of refurbishing the kiosk but Cllr. Wallace has pointed out to them and also Mr & Mrs Brereton that they need to have the necessary Insurance cover for public liability as the kiosk is a public building.

11. Danger Spots:

a) Cross Roads: Cllr. Hickford confirmed that the Skipper Road junction is to be included in the 14/15 budget, as it is top of the priority list. A roundabout would cost approx. 1.5M but a static junction £400,000. The letter and plan sent in by Mr M Hampton had been looked at by Council and Cllr. Hickford but Cllr. Hickford informed us that whilst the design was innovative Highways considered that such a design would be more hazardous (particularly for cyclists) than a staggered junction.

b) Pot Holes: These have not yet been re-done but the contractors have accepted responsibility for shoddy work. Cllr. Hickford will chase this up.

c) Accident because of over-gritting at Honey Hill junction: The over-gritting has caused one or two near accidents and then the more serious one where the cyclist broke various bones and was hospitalised after a 1.5hr wait for an ambulance. The Chairman said action needs to be taken quickly by CCC because the condition of the road is worse than it was originally and it is quite possible there might be litigation due to negligence. Cllr. Hickford asked to be informed of any further accidents at this junction.

d) Local Highways Improvement Scheme: Cllr. Ross-Bain is putting in the Honey Hill Footpath scheme again for the 14/15 year. Cllr. Hickford said a more robust case must be made. The

Chairman wondered if the village might be prepared to accept a high precept to help cover the part-cost of this, however Cllr. Hickford said that the cost does not come into it, it is how high it is on the priority list.

12. Report on meetings attended by Councillors:

Cllr. McCall said she had tried to set up a meeting of the Sports Pavilion committee but had had no response to her request. The Parish Clerk was asked to write again to Mrs M Potter (Secretary) with regard to the survey which is required to be carried out after five years and also a re-valuation of the building, both requested earlier in the year, which had not been received. The Chairman wondered whether the Council should set up its own committee to get things moving.

13. Report by District Cllr. Barrett:

He reported on the Mobile Warden Scheme. Interviews have been taking place to select a new Warden and a choice has been made which will be announced this week. At present West Wrating has nobody using the scheme.

14. Report by County Cllr. Hickford:

- a) *Guided Busway*: 33M is being refunded to CCC by the contractors. There will be legal fees to pay but these are being paid over 25 years.
- b) *Consultation for the Transport Strategy*: He would like some input for this consultation, needed by the end of September. Cllr. Ross-Bain said he would do this.
- c) *CIL (Community Infrastructure Levy)* this is in addition to the S106 Development Fund not a replacement.
- d) Ms Nicola Burdon is the person to contact re Highway problems.

15. Any Other Business:

- a) Mr Mike Rowland asked if he could be included to receive the Agenda and Minutes, as he was unaware that the meeting was at 7.30pm instead of 8pm so the website was not changed. This was agreed.
- b) Cllr. Wallace would like to change the wording of the request from the Football Club and Tennis Club for their contribution towards "grass cutting". This is no longer applicable. He was asked to put it down on paper to be discussed at the next meeting.

Next meeting to be held on Monday 11th November 2013.

WEST WRATTING PARISH COUNCIL
Minutes of the Parish Council held on Monday 11th
November 2013 in the Village Hall at 8pm.

Those present were: Chairman Job, Cllrs. McCall, Heath, Rowland
& Ross-Bain. Dist.Cllr Fraser, 5 parishioners
& the Parish Clerk.

1. Apologies:

Before apologies were given Chairman Job paid tribute to Cllr. Wallace, who recently died, saying what a loss it was to the whole village. Over the many years he was a Parish Councillor he diligently looked after the maintenance of the village, including the Village Hall, Playground, Pump Shelter, Noticeboards, bus shelter and also the Church, as well as blocked drains and holes in the road. The Parish Council wish to thank him and his family for everything that he has done.

Apologies received from Dist.Cllr. Barrett and County Cllr. Hickford.

2. Declaration of interest: None

3. Minutes of the meeting held on Monday 9th September were signed as correct. Cllr. McCall told Council that the Coronation Commemorative Jubilee tree had been planted and looks good in its position.

4. Opportunity for Public Statement:

- a) Colin McCall, Footpath Officer, said the footpaths were in good order and had had a late cut. Regarding the litter picked up over this past year, a total of 30 bin liners have been filled. A new young volunteer, Nick Brown, has joined the team as part of the Duke of Edinburgh Award programme.
- b) Michael Hampton asked the Parish Council to think again about Skippers Road Junction. He had written to County Cllr. Hickford with his idea of two three arm junctions which would slow all the traffic down and would also require less land and be less costly to create. The Police had told him that they thought it unsafe to do a manual check but a tube across the road would do the same job. He could not see that cyclists would have a problem. He asked the Parish Council to seek further information on his idea before agreeing to the more expensive staggered junction.
- c) Mrs Mira Nichols also spoke about speeding through the village and the safety of the junction. Despite the addition of rumble strips further accidents have taken place, one only two weeks ago. The Chairman said it might help if a sub-committee was formed to lobby and liaise and look into what might be available regarding signage. The Parish Council has limited powers and has to take note of the professional views as what needs to be done. He also mentioned the volume of traffic through the village; perhaps there could be a weight restriction order for traffic through the village. Cllr. Ross-Bain said the junction work is “high priority” and scheduled to be carried out next year when there will be funding. Mrs Nichols said she would be prepared to help and it was agreed to put an item in Challenge.
- d) Mrs C. Carpentier spoke about the safety issue concerning Viking Close, where people, particularly children going to school and the elderly and disabled, find it hazardous walking down to the junction because of speeding traffic and the poor

visibility. She asked the Parish Council what plans there were for a footpath as there are 8 children in the Close, three of which walk down to catch the school bus.

- e) Mike Rowland spoke about the Trustees of the Village Hall. There should be two members nominated by the Parish Council but there are only five Parish Councillors. The Chairman said he would attend the AGM of the Village Hall which is in 4 weeks time and felt that there should be at least one representative from the Parish Council.

5. West Wrattling Football Club: Nothing further to report.

6. Planning: Mr M Hampton said he had attended the Planning Committee meeting with regard to the Mines Farm application. The application went through despite the Parish Council refusing it.

7. Housing Survey: The offer by Six Mile Bottom Estate of a piece of land beyond The Old Police House was discussed. Cllr. McCall had spoken to the new owners of the Old Police House who were agreeable to possible housing being built nearby. It was agreed to accept this offer and write to Toby Owen, Estate Manager of Six Mile Bottom Estate and then inform Ulrika Maccariello of this.

8. Correspondence:

- a) A further letter had been written to Mrs M Potter, Secretary of the Sports Pavilion requesting the survey and revaluation of the building. The Parish Clerk had been told verbally that this was in hand but she has received nothing so far.
- b) A request to the CCC for their contribution towards verge grass cutting was sent and a cheque for £346.53 received.

9. Finance:

a) Authorised payments:

£133.20 HM Inland Rev. 2nd quarter (chq. 881) paid
£327.00 CGM – Inv. Nos. 4430 & 4571 (chq. 882) paid
£355.28 Parish Clerk's salary (2 months). (chq. 883)
£120.00 PKF Littlejohn – external audit invoice. (chq. 884)
£ 64.32 Service of Strimmer for footpaths (Simon Anderson) (chq. 885)
£ 9.14 STP Stationery – Printer ink & punched plastic holders. (chq.886)
£ 25.00 The Royal British Legion – Poppy wreath (chq. 887)
£156.30 CGM Inv. 4811 (Oct.) (chq. 888).

b) Monies received:

£5151.00 2nd tranche of Precept.

£ 346.53 CCC for verge grass cutting.

c) **Pre-budget:** Updated budget sheet and accounts spread sheet had been distributed to all the councillors. Cllr. Rowland said the budget was on target. Maintenance was the one section that might be overspent as there had been some heavy expenditure. The Chairman said Council would need to find someone to look after the maintenance of the village. Unfortunately Mr Don Baker, who so ably helped Cllr. Wallace, is moving from the village. The Parish Clerk will put something in Challenge.

d) **Clarification:** The question of the contribution from the WWFC of £250 per year was raised as this has not been paid as they objected to the wording “for grass

cutting”. It was agreed that this should be changed to “use of recreation ground”. A letter will be sent to Mrs M Potter.

10. Telephone Kiosk: This has been cleaned and decorated and paid for by Mr & Mrs Brereton. We are most thankful to them.

11. Danger spots:

- a) Common Crossroads – discussed earlier.
- b) Minor Highway Improvement Scheme: Cllr. Ross-Bain has completed and submitted the application regarding a footpath from Viking Close down to the junction for next year’s input. The Panels will score against particular aims which are: a) risk; b) road safety and c) social improvement. It was suggested that the residents of Viking Close be asked to write individual letters giving their specific needs and the difference a footpath would make. In particular any mobility problems, wheelchairs, pushchairs etc. inability of children’s friends to visit because of the traffic hazard. Mrs Carpentier agreed to coordinate these letters and get them to Cllr. Ross-Bain, who was thanked by the Chairman for all his help on this.
- c) Pot holes and overgutting: Cllr. Fraser said he would contact Cllr. Hickford about this.

12. Report on Meetings attended by Parish Councillors:

- a) Cllr. McCall had little to report on the Sports Pavilion. Paul Santry and Malcolm Luff had not come tonight so there is obviously nothing new to report on the new pitches or their possible use of the Bowls club area. However they are well aware of the need to involve the village when decisions about possible new pitches are put forward. The Youth teams are doing well. The “Sinking fund” has been increased from the funds raised at their musical event. There is a need for another Parish Council representative on the Sports Pavilion Committee as Cllr. Wallace had been a representative with Cllr. McCall.
- b) Cllr. McCall said that a new Mobile Warden has now been appointed and has started her job.
- c) Cllr. Rowland told Council that a Health Workshop had been held at the Balsham Church Institute and there will be another one at the same venue on 24th January 2014.
- d) The Chairman thanked Cllrs. Heath and Ross-Bain for their involvement at the Weston Woods Memorial Remembrance service.

13. Electoral Matters: An election for a new Parish Council will be held next year in May. There are now only five councillors and Cllr. Heath has said that he will not stand again due to his work commitments. Cllr. McCall said that she also did not wish to stand for re-election. There is a need to promote this coming election and to get residents interested in putting their names forward for nomination. The Parish Clerk will put an item in Challenge about what it means to be a Parish Councillor, but parish councillors must also talk to those they feel might be interested and encourage them to put up for nomination.

14. Report by Dist.Cllr. Fraser:

- a) A review of the polling stations is currently being carried out. He presumed West Wrating were happy for the Village Hall to continue to be used as a Polling Station.
- b) Council were told that highspeed Broadband would not be in this area until September 2015.
- c) A small fund is being made available to improve bus shelters, e.g. decorating, cycle racks etc.
- d) The SCDC call centre has received complaints about the slowness of answering and the lack of Voice Mail response. A training course is being held to try and get a better service. Cllr. Fraser would be pleased to know if there is still a problem.

15. Report by County Cllr. Hickford: A report had been circulated to all the parish councillors so despite Cllr. Hickford being unable to attend due to illness everyone was briefed by his report.

16. Any Other Business:

Cllr. Heath spoke about cars parking outside the Village Hall. It would be better if they were parked in the Recreation Ground car park apart from the fact that it was pitch black. Could a sensor light be put up to enable people to park there at night. This will go on the next Agenda.

The next meeting will be held on Monday 13th January 2014.

Chairman.....