

**WEST WICKHAM PARISH COUNCIL
ANNUAL GENERAL MEETING**

Minutes of the Parish Council Meeting held on Monday 18th May 2015
in the Village Hall at 8.15pm.

Those present were: Chairman Cornish, Cllrs. Charlton, Hall, Grieve, Licence, Plumb & Schuilenburg. County Cllr. Hickford, 2 parishioners and the Parish Clerk.

The forms of Declaration of Acceptance and the Register of Interest forms were signed by the 7 councillors following an uncontested election, followed by:

1. **a) Election of Chairman:** Cllr. Licence proposed Cllr. Cornish, seconded by Cllr. Hall and agreed by Parish Council.
b) Election of Vice Chairman: Cllr. Licence proposed Cllr. Charlton, seconded by Cllr. Grieve and agreed by Parish Council. Both councillors signed the Declaration of Acceptance forms..
c) Appointment of two councillors to represent Parish Council on theVHMC: Cllrs. Licence and Charlton were proposed by Cllr. Cornish and seconded by Cllr. Grieve and they were happy to act as representatives.
2. **Apologies:** Dist.Cllrs. Fraser & Turner, A.Morris.
3. **Minutes of the meeting** held on Monday 23rd March were signed as correct.
4. **Matters arising:**
 - a) *Post Office move to Village Hall:* The Parish Clerk had received a letter giving the date of Monday 22nd June at 1pm. The current branch will close on Monday 15th June.
 - b) *Dean Road:* Unfortunately Cllr. Hickford has left the meeting and so it was agreed that the Parish Clerk would email Nicola Burden with photographs showing how road sight is impeded by hanging branches.
 - c) *30mph sign at Burton End:* This has been repaired; however there are other signs in the village which need looking at and the Parish Clerk will enquire if these were checked.
 - d) *Hedging round rec:* CGM will be cutting the hedges in September.
 - e) *Wildlife & Footpath interpretation maps:* Cllr. Licence told Council that Susan Harrow and herself had applied for a grant through the Pre-school to develop the wildlife area with the Pre-school curriculum in mind. They had received £1000 from Cambridge Community Fund to carry this forward. With regard to the purchase of a Footpath map board, cost approx. £360.00, Cllr Licence requested £500 from Parish Council funds, which was the amount saved on the cost of the village sign. This was supported by the Council but the budget must be looked at before agreeing. Siting of the board was discussed and it was suggested it could hang on the village hall wall at the end of the building by the disabled ramp, if they agreed. Three quotes will need to be obtained.
 - f) *Parish Council website requirement:* Cllr. Schuilenburg said that the present Village Hall website could be a village website, and is now called West Wickham website, which would contain more general information about events and

meetings but of course he needs content from the societies etc. He would like to make it more interesting giving history of the village for those people visiting. The Residents website is more for emergency notices and short term information and would not be satisfactory for Parish Council minutes and agendas so it would be better to have a separate Parish Council mailing list. Perla Artega, a parishioner, asked if information about surplus fruit, veg. eggs etc. available for sale could go onto the website. He will report back and asked the Parish Clerk to send any information as pdf files.

5. Correspondence:

- a) *Telephone Kiosks:* These have now been adopted by the village and Perla Artega outlined her plans for the kiosk in the High Street, intending to clean and paint it and use it as a mini library with shelving to hold the books. She hopes that this will be ready by 4th July. Regarding the type of books, there needs to be variety appealing to all tastes and perhaps have a board with information/recommendations on books read. The Chairman thanked her for her time and effort. The Parish Clerk will try and contact Lucy Cameron about her intentions.
- b) *The Pensions Regulator:* The Parish Clerk said this would not apply to her.

7. Finance:

- a) *End of year accounts 2014/15 (distributed to all councillors).* These accounts were accepted and agreed by the Parish Council and together with the ledger book these were signed by the Chairman and Parish Clerk.
- b) *Statement of Accounts 2014/15:* This was agreed and signed by the Chairman and Parish Clerk prior to going for internal audit and then to the external auditor.
- c) *Statement of Governance:* The Chairman read this out and then it was signed by the Chairman and Parish Clerk having been resolved by the Parish Council.
- d) *Allocated reserves:* Cllr. Morris had proposed that the allocated reserves of £4066.16 be accepted which was agreed by the Council. The Risk Management Assessment has yet to be completed and signed.

e) *Authorised payments:*

£376.74 Mrs.J Richards salary for Apr/May. (Chq.696)
£188.44 CAPALC affiliation fee (Chq.697)
£250.00 Age Concern (Mobile Warden Scheme) (Chq.698)
£ 20.00 Friends of the Roman Road & Fleam Dyke (Chq.699)
£ 36.00 CPRE (Chq.700)
£ 20.00 Jackie Dockerill – Annual fee for Payroll & Returns (Chq.701)
£326.74 Aon Insurance (Chq.702) need to add Village Sign value £1400
£ 36.00 Wildlife Trust subscription fee – Direct Debit
£ 18.50 STP – printing inks & stationery (chq.703)
£172.50 CGM Cambridge Inv. 6359 (chq.704)
£ 95.60 Community Development Fdn. (Neighbourhood Plan) (chq. 705)
£ 36.00 Wildlife Trust subscription fee – Direct Debit

Monies received:

£5350.00 Precept 1st tranche.
£ 72.93 EDG Wayleave payment
£ 469.79 VAT reclaim
£ 5.00 Allotment fee.

It was agreed that Cllr. Charlton would monitor the finances and set the budget for the following year.

6. Planning:

S/1083/15/FL - 83 High St., single storey side & rear ext. Approved by P.C.

S/1044/15/RM – Land at Balsham Hill re S/2433/13/OL. Approved but the Balsham Hill access must be closed.

S/1160/15/OL 95 High St., 2 single dwellings & garage following demolition of garage and outbuildings. Planning meeting to be organised.

7. Maintenance:

a) *Cats Eyes removal:* Discussed at Parish meeting but Parish Clerk to write to Nicola Burden requesting they are put back.

b) *Electrical recycling:* Castle Camps is operating a scheme where old electrical goods are collected up on a particular day once a month and gets paid £40.00 per ton. Cllr. Licence said she would look into this.

8. Neighbourhood Plan: Cllr. Hall has all the information and documentation ready for viewing; he will send all of this to SCDC in order to designate the whole area as a Neighbourhood Plan. This information will be put on the website or there will be a display for the village to see. The Chairman thanked Cllr. Hall for the immense amount of work needed to get this operating.

9. Report by County Councillor Hickford: He gave this at the Parish Meeting. Dist.Cllr. Fraser had sent his report to the Parish Clerk as he was unable to attend.

10. Any other business:

a) Cllr. Charlton had chased up Connect in Cambridge re broadband but has had no response. Apparently there are problems with the ducts so this has caused delays in receiving superfast broadband and probably will be a further six months. Upgrading the cabinets costs approx. £80,000.

b) Wickhamfest: Cllr. Charlton said that a board was needed to advertise the event and the Chairman said they could borrow the ones used for the Church fete.

c) Church clock: Its face, made of oak, is deteriorating and needs replacing after 50 years. In order to replace the face one needs to measure it. Abseiling was suggested to get the dimensions and thickness and Cllr. Licence said she knew someone who was able to abseil and she would make enquiries.

The date of the next Parish Council meeting will be Monday 27th July 2015.

Other dates: 28th September, 23rd November, 25th January, 28th March.

Chairman.....