Wisbech St Mary Parish Council

Minutes of the Meeting of Wisbech St Mary Parish Council held on Monday 11th April 2022 at Murrow Village Hall, Murrow Bank PE13 4HB.

Attended by: Councillors D Wheeler (Chairman), J Humphrey (Vice Chairman), P Davies, C Allen, M Fryett,

S Mann, G Booth, D Scrimshaw & B Britain.

FDC Councillors: S Bligh & G Booth

Members of the public: 2

1. OPEN FORUM - Parishioners are invited to address the Council.

- A Murrow resident expressed their thanks to the Parish Council for their support on a planning application to convert part of her home to a hairdressers, as works are complete and the business is now up and running.
- The Chairman of Murrow Street Pride thanked the Parish Council for the opportunity to apply for funding to help the community group provide an event for the Queen's Platinum Jubilee. The group would like to provide a 'Tea & Cake Celebration' for Murrow residents. The poster and flyer were also prepared, should the application be successful.
- A member of the Guyhirn Playing Field Association also wished to outline their hopes for a celebration for the Queen's
 Platinum Jubilee. Following a meeting held in March to involve the community, an event involving afternoon tea, music
 from 7 decades, competitions, races and games was planned, should their application be successful.
- 2. APOLOGIES FOR ABSENCE Received and accepted from Cllrs Weldon, Knight and CCC Cllr King.
- 3. TO CONSIDER MEMBER REQUESTS FOR DISPENSATION None
- **4. MEMBERS DECLARATION OF INTEREST** for items on this agenda.

Item 8.2 (d) – Cllrs Scrimshaw & Mann both declared a pecuniary interest and will be leaving the room for this item.

- **5. TO SIGN AND APPROVE MINUTES OF MEETING** dated 7th March 2022. The Council resolved including any amendments to accept as a true record, the minutes of the meeting. These were duly signed by the Chairman.
- 6. MATTERS ARISING FROM PREVIOUS MINUTES (information only). None

7. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS - Agenda item time limited to 10 minutes

- Councillor Booth reported that council is usually quiet during April but the Annual Meeting of Fenland District Council (FDC) was coming up in May. He had attended the Audit & Risk Management committee meeting of FDC and the main point to note was regarding service agreements for Streetlighting.
- Councillor Bligh had no report relating to FDC but advised that she remained busy helping residents solve their individual issues
- Councillor King had emailed his apologies and circulated his report, which advised that the MVAS poles have been erected and the clerk reported that the training for the MVAS in Murrow will be delivered on Monday 9th May.
- The Chairman confirmed that all Councillors had received the report and asked for any comments or questions regarding it.
- Councillors expressed thanks for the Folleys Drove road repair, however there was some concern that wear was already starting to show at the junction with Gull Bank.
- It was noted that Back Road, Murrow was to be closed for 3 days by BT Open Reach.
- Cllr Fryett expressed frustration that the passing place repairs were not the reason Back Road was to be closed, the reason
 for their delay was due to Highways not having any road planings available. Cllr Fryett acknowledged that the Local
 Highways Officers was trying to pursue and that she is doing a very good job.
- The Chairman expressed disappointment that Sandbank WSM was now being repaired in June following a paperwork error at Highways.

8. TO CONSIDER PLANNING MATTERS

8.1. Planning applications determined by the Fenland District Council (FDC). - Noted

8.2. Planning applications for discussion:

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(a)	F/YR22/0041/F	Erect a dwelling (2-storey 4-bed) and attached triple garage with ancillary residential
		accommodation over, together with the temporary stationing of a storage container at Land North
	RECONSULTATION	West of Long Acre Gull Road Guyhirn Cambridgeshire
		The Parish Council recommended APPROVAL
(b)	F/YR22/0237/VOC	Variation of conditions 02, 03 and 07 (approved plans) relating to planning permission
		F/YR21/0743/F (Erect 2 x dwellings) relating to design changes at Plots 2 And 3 Pitt Farm Spencer
		Drove Guyhirn Cambridgeshire
		The Parish Council offered no further comment.
(c)	F/YR22/0243/F	Erect a front extension (single-storey) to existing dwelling at Rosetta 29 Front Road Murrow
		Wisbech Cambridgeshire PE13 4JQ
		The Parish Council recommended APPROVAL
(d)	F/YR22/0289/F	Proposed hybrid planning application for the proposed Grantham to Bexwell Pipeline Scheme with
		full planning consent sought for a proposed 95-kilometre pipeline and 4-kilometre spur; and
		outline consent for associated above ground infrastructure at Etton and Welby Heath with all
		matters reserved except for access at Land Along the Proposed 95 Kilometer Grantham to Bexwell
		Pipeline Route Bramble Lane Elm
		The Parish Council recommended APPROVAL
(e)	F/YR22/0286/F	Erect a single storey side and rear extensions; porch to front and raising of roof to form living
		accommodation on first floor and render of existing dwelling involving demolition of existing
		garage at Bangla High Road Wisbech St Mary Wisbech Cambridgeshire PE13 4RH
		The Parish Council recommended APPROVAL
(f)	F/YR22/0285/F	Erect single storey rear extension to existing dwelling to include indoor swimming pool, and
		extension of decking area at Gull View Gull Road Guyhirn Wisbech Cambridgeshire PE13 4EP
		The Parish Council recommended APPROVAL
(g)	F/YR22/0194/F	Erect 2no dwellings (3-storey, 5-bed) including front boundary wall 1.2m (max) at Land South East
		of Corner Barn Mouth Lane Guyhirn Cambridgeshire
	RECONSULTATION	The Parish Council recommended REFUSAL based on the scale of development and concerns
		regarding two 3 storey dwellings out in the open countryside, which Councillors believed would
		not be in keeping with any surrounding properties.

8.3. Planning Enforcement (ENF/257/19) Land south east of Gore Villas, Mill Road, Murrow relating to a breach of condition 6 of planning permission F/YR18/0190/VOC – Update.

Following discussion, the Clerk was asked to contact FDC Planning Enforcement and request that the correct enforcement is carried out via a letter to the owner of each property as well as the developer. Councillors expressed concern that Mill Road could suffer the same problems as Back Road, Murrow which resulted from planning enforcement failures. Councillors requested that Highways were also made aware of this situation. Cllr Booth requested that the head of planning should also be copied into any correspondence. — The Clerk to follow up.

8.4. For Councillors to consider proposed pole locations for speed calming measures conditioned to planning application F/YR19/0038/O Land South of Trafford House Station Road Wisbech St Mary Cambridgeshire.

Following discussion and consideration of the maps, Councillors concluded that the two poles to be erected near Bevis Lane and on Sandbank were to be approved. The two poles proposed on the High Road needed more deliberation as they appeared to both be on the same side of the road and only 100 yards apart. Councillors felt that the two poles on the High Road should be on either side of the road, however they were unsure of the correct location for them. Cllr Booth suggested that Community Speedwatch were asked for their opinion as they are aware of the locations that Cambridgeshire Constabulary have approved safe for a live session to take place. This item will be deferred until the next meeting to allow for a report from CSW.

9. CORRESPONDENCE RECEIVED

(a) CCC – No Mow May

Cllr Booth suggested that the verges may not be cut until June regardless. Based on that, he saw no reason not to support the CCC campaign so long as this is does not cause a problem to the Grass Cutting Contractors schedule.

Councillors concluded that they were happy to support in principle so long as it is practical, and if the Parish Council doesn't receive any complaints from parishioners.

- (b) One.network Councillor Training 26th April 2022 1-2pm or 31st May 2022 1-2pm Link for booking available from the Clerk. **Noted**
- (c) WSM Primary Academy Letter of thanks to Cllrs Humphrey, Wheeler & Knight regarding the Jubilee Wood. **Noted**
- (d) LGBCE Boundary Review for Fenland Wards Draft Scheme.

The Chairman expressed disappointment that the Parish Councils view was not taken into consideration, he stressed during the first consultation there had been significant objections from individuals, especially those that live in Murrow, and those views were not listened to either. The Chairman remained perplexed as to why the Parish of Elm had been joined with the Parish of WSM without a previous connection or community history.

Cllr Booth stated that the decision seems to have been made based on Wisbech Town Councils comments regarding their desire to incorporate Leverington into the town, and without a response from Leverington Parish Council they have considered this acceptable and the ripple effect has resulted from that starting point. He also concluded that there had already been a good response from residents for retaining the current warding arrangement and if that could be improved upon, sheer weight of comments could make the difference.

Cllr Fryett queried whether the Parish Council could put an article into Village Voices, as he believed most people won't know about this until it's too late. The Chairman agreed and felt that there was a need to raise awareness and get people asking questions.

The Chairman requested that the Parish Council write another consultation response, (as well as any individual responses from Councillors) along with an article in Village Voices and this was agreed to by all Councillors. – The Clerk to follow up.

10. HIGHWAYS MATTERS

10.1. Street Lighting

(a) To consider quote received from Electrical Testing Ltd for the three new streetlights.

Councillors considered the quote from Electrical Testing for the Bus Shelter at the bend on Gull Road, Guyhirn for £3724.88 (exc VAT), WSM Recycling Centre for £4698.88 (exc VAT) and the replacement on Front Road, Murrow for £2728.88 (exc VAT).

Cllr Booth requested that the Front Road, Murrow streetlight goes ahead as that had been missing for a long time, with numerous complaints from residents. This was agreed to by Councillors.

Cllr Davies requested that the one at Gull Road go ahead, this was supported and agreed to by Councillors. It was decided that the recycling centre at WSM light was to be put on hold due to the cost. The Clerk suggested that that one could be included in next year's budget. – The Clerk to report back to Electrical Testing Ltd to accept the Guyhirn & Murrow quotes.

Cllr Fryett suggested the possibility of solar lighting at WSM Recycling Centre instead but the Chairman raised concern due to the overhanging trees.

The Chairman reported that he had spoken to Wisbech Electrical regarding the possible installation of a solar light along Selwyn Cottages, High Road, Guyhirn and needed advice as to whether a pole was also needed or was there a suitable one it could attach to. Cllr Allen volunteered to see whether there was a suitable BT pole available to secure a solar light onto and report back.

The Chairman advised that a streetlight had been missed on Murrow Lane for replacement, but as neither contractors could undertake the work required due to the high voltage above it, this would need the assistance from UK Power Networks.

The Clerk reported that the insurance claim for the Streetlight destroyed in a car accident at Selwyn Corner had almost concluded, the quote had been accepted but the clerk had raised a concern that the excess had been deducted and that should not be the case, so the claim is still ongoing.

(b) FPC8 Back Road, Murrow.

The Chairman reported that there was a desire for Parson Drove Parish Council to adopt FPC8 onto their own asset register, as it sits inside their boundary. As WSM PC are renumbering their streetlights it was likely to cause confusion with this light being labelled as WSM PC property.

Cllr Booth reported that he believed this went back to 2010/2011, when the light was requested and funded by WSM PC, however at the time all streetlights were managed by FDC and Balfour Beatty were the contractors utilised by them. Balfour Beatty placed this streetlight on the wrong side of the road, which put it in Parson Drove Parish, at the time both Parish Councils felt that it could remain as they didn't foresee any problems. Cllr Booth goes on to state that the world has changed, and now the Parish Councils pay for their own Streetlighting. WSM PC manage their own streetlights, whereas Parson Drove have entered into a management plan with FDC.

Cllr Booth requested that this be deferred until Parson Drove Parish Council have considered any implications at their Parish Council meeting. This was agreed to.

10.2. Highways

(a) Back Road, Murrow possibility of 20mph Scheme.

The Clerk reported that this item was on the agenda at the request of a resident, with the hope that Cllr King could help with the finer details.

Cllr Booth requested that Parson Drove Parish Council are included in any potential scheme considerations. He believed the scheme had been agreed in principle as a policy at the last Highways & Transport Committee of CCC, and that it would be separate to the usual LHI bid. Cllr Booth concluded by requesting that a survey is undertaken along Back Road, to make sure a 20mph Scheme is supported by residents before any further discussions take place. — Item deferred until next meeting.

(b) Any other Highways issues to be raised by Councillors.

Cllr Britain raised concerns regarding the condition of Gull Road and Cllr Allen responded that the road is unlikely to be looked at for repair until all the building work along the road has completed.

Cllr Fryett queried the start date for the levelling of the bowl at Tholomas Drove. The Chairman believed that the works will commence in the new financial year, possibly May/June 2022.

Cllr Davies reported that two man-hole covers (that had recently been repaired by Anglian Water) outside 'Millies Place' had actually been made worse, and need reporting again for making a noise when vehicles cross over them.

Cllr Fryett requested that a list of six man-hole covers needing repair by Anglian Water from Front Road, Murrow are reported to AW by the Clerk.

11. FINANCE MATTERS

11.1. To receive the end of year Budgetary Control Report for 2021/22

The Clerk circulated the report via the OneDrive. The final bank reconciliation for the financial year balanced, with a closing balance of £84,547.93 which was agreed to and signed off by Cllr Barry Britain.

11.2. To receive the Budgetary Control Report for 2022/23 to date.

The bank reconciliation of 1st April 2022 balanced at £123,073.61, which included the first portion of Precept of £38,537.00, which was agreed to and signed off by Cllr Gavin Booth.

11.3. Corporate Governance Questionnaire for certification by the Chairman.

The questionnaire was certified and signed by the Chairman for forwarding to the Internal Auditor.

11.4. Approval of the 2021/22 Accounts and AGAR as they stand prior to internal Audit.

The clerk explained that she had completed the accounts on both excel and Scribe to make sure they agreed. The agreed figures were duly entered onto the AGAR for submission to the internal auditor. The clerk explained that the only variance likely to need an explanation at the external audit is the income, which was due to the successful Wrydecroft grants during the year. The accounts were unanimously agreed by the Council and signed off by the Chairman.

11.5. To approve payment of outstanding accounts:

Item	Description	Total	Power	
		Amount		
(a)	Clerk March Salary	£872.69	LG Act 1972 S112	Agreed
(b)	Clerk HMRC Tax and NI	£162.97	LG Act 1972 S112	Agreed
(c)	Clerk Monthly Expenses (March)	£83.57	LG Act 1972 S112	Agreed
(d)	Nest Pensions - March (Direct Debit)	£44.69	LG Act 1972 S112	Agreed
(e)	Npower Lighting Energy January	£714.12	Parish Councils Act 1957 S3	Agreed
(f)	Npower Lighting Energy February	£613.90	Parish Councils Act 1957 S3	Agreed
(g)	Npower Lighting Energy March	£644.63	Parish Councils Act 1957 S3	Agreed
(h)	Tamar IT – Microsoft 365 (Direct Debit)	£11.32	LG Act 1972 S111	Agreed
(i)	Guyhirn Community Hall – Hall Hire	£40.00	LG Act 1972 S134	Agreed
(j)	Fenland District Council – 10 Litter Bins	£3704.88	LG Act 1972 S111	Agreed
(k)	CAPALC (inc DPO Scheme) Membership Renewal	£809.66	LG Act 1972 S143	Agreed
(1)	Viking – Office Stationery	£103.78	LG Act 1972 S111	Agreed
(m)	North Level IDB – Drainage Rates	£14.20	Financial Provisions Act 1963	Agreed
(n)	Wisbech Electrical Ltd – Guyhirn Solar Lights	£1200.00	Parish Councils Act 1957 S3	Agreed
(o)	DAB Graphics - Final 50% Guyhirn Pond Board	£500.00	LG Act 1972 S144	Agreed
(p)	Maxey Grounds – Farm tenancy amendment	£150.00	LG Act 1972 S111	Agreed

The Council **resolved** to **authorise** the expenditure for the month of March totalling £9670.41. The invoices and schedule of payments to be made were checked and signed off by the Chairman and Cllr Humphrey. The Clerk reported that the back pay owed to her from the national pay award increase will be on next month's payroll.

11.6. Queens Platinum Jubilee Grant Applications

LG Act 1972 S137

Item	Organisation	Event	Date	Amount Requested
(a)	WSM & Guyhirn Church	Afternoon Tea	5 th June 2022	£1000.00
(b)	Murrow Street Pride	Afternoon Tea	5 th June 2022	£850.00
(c)	Guyhirn Playing Field Assoc.	Community Celebration	4 th June 2022	£1500.00
(d)	WSM Academy	School Street Party	23 rd May 2022	£430.00

Prior to discussion Cllrs Davies, Allen and Wheeler all declared a prejudicial interest in this item, they remained in the room, but did not vote.

Cllr Booth queried whether approving all the grant applications would exhaust the S137 allowance for the year. The Clerk confirmed that £3500 was ringfenced specifically for the Platinum Jubilee out of an £8000 budget for the year.

Cllr Humphrey raised the query, what happens to any money not spent? The Clerk reported that each applicant could be advised in their 'Grant Approved' email that a condition was placed upon the grant, that any underspend be returned to the Parish Council. This was agreed to as adequate by the Council.

Cllr Humphrey also queried whether it was appropriate for the Parish Council to provide money that may be spent on alcohol? The Clerk reported that she could not find any reason surrounding payment via S137 to restrict approval based on alcohol purchasing.

Following further discussion, it was unanimously agreed to approve all the applications. Proposed by Cllr Booth and seconded by Cllr Humphrey.

11.7. Grant Applications

(a) Emmanuel Church Southea PCC | £700 – Upkeep and Maintenance

LG Act 1972 S214

Following discussion and consideration of their expenses, Councillors agreed to grant £750 which was half of the Grounds Maintenance cost, with the forethought that Parson Drove Parish Council would likely agree to the remainder. Proposed by Cllr Scrimshaw and seconded by Cllr Davies.

(b) Murrow Book Café | £1000 - £1250 - Ongoing running costs

LG Act 1972 S137

Following discussion and consideration of the current bank balances, Councillors agreed to give a grant of £500 which was based on the £8.82 per elector allowance for a grant paid out under the \$137 power. As

the application detailed that roughly 50 parishioners attended, Councillors felt that was an appropriate amount to approve. Proposed by Cllr Booth and seconded by Cllr Humphrey.

12. PARISH PROPERTY

12.1. Maintenance

Cllr Fryett reported that the Murrow Memorial Railings were ready to go to the powder coaters and queried as to what colour they should be. He also reported that the finials should not be painted until after they have weathered.

The Chairman reported that they were black many years ago, so should they be taken back to black? Cllr Booth felt that the white should remain due to being highly visible and a better deterrent from accidents on that junction. Cllr Allen felt the decision should be made by the Murrow Councillors.

Cllr Fryett agreed with Cllr Booth to leave them white. Councillors agreed to leave the railings white as they have been for many years.

12.2. Bus Shelters - No Items of discussion

12.3. Planters

Cllr Fryett reported that he was temporarily looking after the grass and planters near the memorial, as the gentleman than usually looks after the area has had a health issue. The Chairman wished the gentleman a swift recovery and asked for a letter of thanks on behalf of the Parish Council to be sent for his commitment to keeping the area beautifully maintained.

12.4. Defibrillators - No Items of discussion

13. LAND AT SILT PIT LANE JUNCTION

For Councillors to receive progress report on Community Project with Galliford Try.

As the Guyhirn roundabout was now complete, the Clerk had emailed for a start date for the site clearance and was waiting a response.

The Clerk also advised the Parish Council were invited to the grand opening of the roundabout by Stephen Barclay MP on Friday 13th May.

14. INSURANCE RISK ASSESSMENT

For Councillors to consider Clerks report regarding amendments to Policy prior to renewal.

The Clerk had circulated a report based on proposed adjustments and amendments to the policy prior to renewal. She outlined that the Parish Council was under insured on a few areas as they now had more of them for example bus shelters, MVAS, defibrillators, seats and planters. She had also added an extra listing 'Other Street Furniture' to cover any gates, footpaths and railings.

The Clerk reported that she had advised Zurich of her proposed changes and they quoted an extra £70.01 in premium.

The Clerk had also sought clarification from Zurich on the subject of liability, the reason being, the movement of the Murrow MVAS between pole locations. The Community Speedwatch (CSW) operating as a Speedwatch is under the care of Cambridgeshire Constabulary but moving the MVAS which is Parish Council property meant that they are acting on behalf of the Council and must be insured as such. Zurich had confirmed that so long as a risk assessment was drawn up and any safety methods were adhered to, then the Parish Council would be insured under its Public Liability for volunteers.

The Clerk reported that The Co-ordinator of CSW had drawn up a risk assessment for this purpose, which was also circulated via the OneDrive to Councillors.

Cllr Booth suggested the Parish Council could self-insure their streetlights as Parson Drove Parish Council do, but the Chairman and majority of Councillors felt that for an extra £70.01 premium to have £60,000 cover for the streetlights was a sensible solution.

Based on the Clerks report the Council agreed with her amendments, and understood the invoice will be on Mays agenda.

15. POLICE MATTERS

For Councillors to note report following Police Forum on 18th March 2022. – Meeting Cancelled.

16. A1 INFORMATION BOARDS PROJECT

For councillors to consider draft designs and receive any updates.

The Chairman requested that this item was deferred to the next meeting with the absence of Cllr Knight, who was leading on the project.

The Chairman thanked Councillor Knight for all the hard work he has put into this project so far, and felt that this project needed the input of all Councillors moving forward for the purpose of accuracy.

17. ASSETS REGISTER AND INSPECTION OF ASSETS.

For Councillors to note the Asset Inspection Report and agree to actions recorded.

Councillors noted that the asset inspection had taken place on 24th March by Cllrs Wheeler, Humphrey and The Clerk.

The Clerk drew attention to a few issues:

- Murrow Bus Shelter on Murrow Bank, the plastic coating was peeling and the Clerk was in communications with Shelter Solutions for repair/replacement of the D section.
- A brick bus shelter in WSM had ivy growing up from a Clarion Property, and the clerk had emailed Clarion to ask for the ivy to be removed.
- The Guyhirn village sign needs repainting and the Clerk had emailed an artist from Cromer who specialised in such artwork, and was awaiting a quote.

For other minor issues the clerk would be contacting both of the Parish Council maintenance contractors.

18. GDPR GOVERNANCE - REVIEW AND ADOPTION

- (a) Information & Data Protection Policy
- (b) Record Management Policy
- (c) Website Privacy Statement
- (d) Cookies Statement

Regarding items (a) & (b) the Clerk advised that these were ready to be adopted if the Council agreed to them, they focused on the retention of documents and how the Parish Council handled personal data.

Regarding items (c) & (d) the Clerk advised that the two documents were with Tamar IT to make sure the information contained in them was correctly based on the way the Parish Councils website operated.

Councillors agreed with items (a) & (b) and adopted them officially. Cllr Booth suggested that the Council approve and officially adopt items (c) & (d) if they come back from Tamar as correct.

This suggestion was proposed by Cllr Booth, seconded by Cllr Britain and unanimously agreed to.

19. FUTURE AGENDA ITEMS

To consider any items for a future meeting agenda

- Cllr Fryett requested an update on the new bin being placed at The Pigeons, Murrow
- Cllr Fryett requested an update on the lettering of the Memorials.
- Cllr Fryett reported that the Jubilee Mug Presentation Assembly for Murrow would take place on Friday 6th May. The Chairman reported that WSM Assembly would be on Friday 29th April, and that Cllr Knight had made a presentation for all assemblies to use and this would be circulated soon.
- Cllr Booth reported that the Permissive Walkway between Parson Drove and Murrow had been submitted to Wrydecroft for funding, and if successful there would be no cost to WSM Parish Council.

Cllr Peter Davies made the final statement of the meeting, reporting that he would be resigning at the end of April after 43 years of service to WSM Parish Council. The Chairman accepted his resignation, thanked him for his years of service, and wished him well.

20. DATE OF NEXT MEETING

Monday 9th May 2022 - 7pm - Parish Assembly/Annual Meeting - WSM Community Centre

DATES OF MEETINGS FOR 2022/23

Monday 13th June 2022	7:00pm	The Chequers Public House – Tholomas Drove
Monday 11th July 2022	7:00pm	New Community Room – Guyhirn
Monday 8th August 2022	7:00pm	Murrow Village Hall
Monday 12th September 2022	7:00pm	Thorney Toll Village Hall
Monday 10th October 2022	7:00pm	New Community Room – Guyhirn
Monday 14th November 2022	7:00pm	The Chequers Public House – Tholomas Drove
Monday 12th December 2022	7:00pm	Thorney Toll Village Hall
Monday 9th January 2023	7:00pm	Murrow Village Hall
Monday 13th February 2023	7:00pm	New Community Room – Guyhirn
Monday 13th March 2023	7:00pm	The Chequers Public House – Tholomas Drove
Monday 3rd April 2023	7:00pm	Murrow Village Hall
Monday 8th May 2023	7:00pm	WSM Community Centre – Sidings Room

Meeting closed at 9:10pm

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Chairman

Cllr David Wheeler