

PAPWORTH EVERARD PARISH COUNCIL

Minutes of the 727th Meeting of the Parish Council held on Wednesday 11th December 2013 at 7.30pm in the offices Upper Pendrill Court Ermine Street North

Present: Chris Meakin Chairman (CM), Bob Baker (BB), Roy Burley (RB), Chris Dawson (CD), Paul Hicks (PH), Mark Honeywood (MLH), Chris Howlett (CH), Barry Hume (BH), Paul Phillips (PP).

In Attendance: Mark Howell, Nick Wright, District Councillors, Tess Rogers, Clerk

- 152/12-13 To receive and approve apologies for absence**
Simon Warburton, School meeting. Mandy Smith
- 153/12-13 Declaration of Pecuniary Interests**
Mark Howell employee of Papworth Trust
- 154/12-13 To confirm and approve the minutes of the meeting held on the 13th November 2013 .**
CH requested additional wording at 148/11-13.3, the clerk will insert this and return the minutes to the next meeting for approval.
- 155/12-13 Actions Report**
To confirm the status of all action points following the last meeting.
All points had been actioned.
- 156/12-13 Matters arising or carried forward from the last or previous meeting**
156/12-13.1 To receive an update regarding the ongoing parking situation in Ermine Street South.
The clerk has clarified the position regarding residents parking permits. Letters have been issued to residents with properties fronting on to Ermine Street South where the proposed lines will be placed, requesting details of their parking situation.
For information at this time. This matter will be discussed at the next meeting following the receipt of residents' responses to the letters.
- 156/12-13.2 To consider any information received following a meeting held at Papworth Hospital to clarify the Parish Council's decision to re open the gate at North Lodge Drive.
The meeting held at 11 am on the 11th December was attended by Elizabeth Horne, the HR Director of Papworth Hospital, parish councillors Meakin, Howlett and Hume and Tess Rogers parish clerk. Ms Horne voiced the hospital's concerns with regard to their staff parking and smoking outside of the homes of the residents of North Lodge Drive. Councillor Meakin said that the parish council had considered the parking implication when passing the resolution to re open the gate but had not considered any impact caused by smokers. Ms Horne said that the hospital was prepared to back the parish council and re open the gate. It was agreed the situation would be monitored and further discussions would take place if necessary.

PH joined the meeting at 20.00

156/12-13.3 To receive any information from the environmental officer regarding the sewerage treatment plant at the north of the village. A decision regarding future action necessary may be required.
The clerk has made contact with Nick Atkins the Environmental Health Officer who advised that the inlet screen at the sewerage works had proved to be faulty and was being repaired. It is hoped this may solve the problem. However the clerk has been provided with a template of an odour monitoring form and will circulate a copy to any residents showing concern. Any responses will be forwarded to Mr Atkins. Residents will be informed that they can apply to the clerk for a form via the News&Views and the parish council website.

157/12-13 Matters for information only

157/12-13.1 To receive the date for the electrical waste collection.
22nd January 2013, this will be advertised in the January edition of the News&Views, on the website and by posters put up around the village.

157/12-13.2 Voices from the Village of Hope – project update December 2013
Noted

157/12-13.3 Letter received from Cambridgeshire Constabulary regarding the changes being made to their panel process.
Noted

157/12-13.4 Society of Local Council Clerks news bulletin – Parliament is now considering abolishing the ‘2’ signatures’ rule and allowing electronic payments.
Noted

157/12-13.5 To receive any information arising from the clerks’ meeting to be held at Huntingdon town hall on the 10th December
The clerk reported that a talk on data transparency and freedom of Information was given by Samantha Shippen from the Society of Local Council Clerks and that a report was received from CAPALC, delivered by their Chief Executive, Mr Ian Dewar.

158/12-13 To receive reports from County and District Councillors

To receive verbal reports from district and county councillors

158/12-13 MH reported that South Cambs District Council (SCDC) had applied for a £7,000,000.00 loan from the Public Loans Board in order to buy houses which in turn will be rented out at the current market rate. Profits made will be used to subsidise the services of the district council. It is expected that this will negate the necessity of the government grant.

158/12-13.2 ‘NW reported that the district council is required to have a 5 year housing supply. If not, sites outside of the local plan could be made available for development, possibly where they are not wanted. Therefore the proposed Cambourne West site is an attractive proposition as it offers immediate deliverability and is a good opportunity for the number of houses included in the draft local plan. Harbourn is not within the local plan. A full district council meeting is to be held on the 13th March 2014 where further discussions will be held.

MH and NW left the meeting at 20.20

159/12-13 Parish Council Matters

159/12-13.1 To receive a report from the planning committee following the meeting held on the 3rd December 2013.
Chris Howlett reported on the four applications received and discussed at the meeting:

- a) The illuminated signs advertising the new Subway outlet at the Caxton Gibbet, this was approved.
 - b) The extension of the lease taken by the hospital on the car park at Stirling Way to 2017, this was approved.
 - c) Tree application to pollard a tree in South Brookfield, this was approved.
 - d) To demolish part of the Catholic Church to build a four bedroomed house and renovate the remainder of the church. The committee objected to this as there was insufficient information regarding the renovation of the church.
- 159/12-13.2 To receive a report from the amenities committee following the meeting held on the 18th November 2013.
Chris Meakin reported:
- a) That the county's cycling officer had responded favourably regarding the provision of a cycle path between Ermine Street South and Caxton Gibbet. Such a cycle path is mentioned in the local plan and would be a higher priority project when the money is available. The franchise managers of the recently opened food chains will be approached regarding their possible input towards the cost of the path.
 - b) The provision of electricity to the changing rooms is to be discussed at the next meeting.
- 159/12-13.3 To receive a report from the village hall committee following the meeting held on the 9th December 2013.
Chris Meakin reported that:
- a) The committee had approved the amended 'Licence to carry out works' following an amendment made to it after councillor Hicks had spoken to the Varrier Jones Foundation's solicitor.
 - b) That a matter concerning the lift serving the stage requires further clarification which might affect the final 'tender' price.
 - c) The local planning officer has requested sight of an Aboricultural Impact Assessment. Two quotes had been received and one agreed upon. The assessment will be undertaken on the 19th December.
- 159/12-13.4 To receive a report from the playing fields committee following the meeting held on the 26th November (to include the required wording for the parking signs to be placed on the field).
Paul Phillips reported:
- a) That all the clubs were content with the condition of the field
 - b) The wording for the parking signs is now clarified as reading (Parking on the playing field will not be permitted during adverse weather conditions'.
- CM asked if the sports clubs had reported their preferred use for the proposed new pavilion/youth room, MLH said it would be used as a meeting/social room for all the clubs. Currently when using the Conservatory members of the public are constantly walking through private gatherings.
- 159/12-13.5 To discuss the future of the youth club following the temporary suspension of the caravan from Papworth on Fridays unless an alternative pitch can be found on which to locate it.
Unfortunately over the last few weeks the young people have been very high spirited causing upset to Pendrill Court security staff and retail outlet proprietors therefore unless an alternative site can be found a resolution is required to close the club until further notice.
This matter was deferred while further investigations are carried out into alternative areas in which the caravan could be parked.
- 159/12-13.6 To discuss with district and county councillors the possibility of a joint approach to the Varrier Jones Foundation (VJF), in support of Papworth

Hospital's wish to expedite negotiations relating to the proposed extension of the hospital car park at Stirling Way.

Prior to his leaving the meeting Cllr Wright had said he would support the parish council in whatever response it chose to make on this subject. CH said he would examine the planning application for the old shop site.

- 159/12-13.7 To consider Papworth Hospital's suggestion that they use the grassed area in front of Papworth Hall and to the side of the Village Hall as temporary parking sites.

The parish council decided that it would not support parking at the front of Papworth Hall. An objection has been made to this before.

With regard to the grassed area to the side of the hall, the clerk will request a plan of how many car spaces would be made available before the parish council submits its view on this site.

- 159/12-13.8 Local Highway Improvement Initiative

To consider if the parish council would like to apply for funding toward an appropriate improvement.

The closure for applications to this initiative was Monday the 9th December.

The clerk had requested and been granted an extension to Thursday the 12th December. However at the meeting the parish council agreed that there was not sufficient time to consider a response and would do so once applications are re opened.

- 159/12-13.9 To agree meeting dates for 2014

The clerk had circulated a proposed list of all full council and committee meetings. It was resolved to accept these as firm dates, councillors were requested to add these to their 2014 diaries.

- 159/12-13.10 To approve recommendations received from the HR Committee following the meeting held on the 27th November.

- i) To increase the assistant clerk's salary in line with the NJC's 2013/14 National Salary Awards Scale LC1 And part LC2 SCP 19, and back date this to 1st April 2013
- ii) To pay to the assistant clerk, in the form of a bonus, a pension contribution, as per the parish council's agreement to pay into a staff pension scheme following a recommendation made by the HR committee following the meeting held in May 2013
- iii) To increase the clerk's salary in line with the NJC's 2013/14 National Salary Awards Scale LC1 And part LC2 SCP 27 and back date this to 1st April 2013
- iv) To pay to the clerk, in the form of a bonus, a) a pension contribution as per the parish council's agreement to pay into a staff pension scheme following a recommendation made by the HR committee following the meeting held in May 2013 and b) a performance bonus.
- v) A resolution is required to adopt the new staff handbook
- vi) A resolution is required to adopt the new Statement of Particulars for new employees.

It was resolved, by block vote, with the approval of all councillors, to accept i to vi above.

160/12-13. Correspondence and Communications

To receive general correspondence and agree any responses and actions

161/12-13 Finance and Procedure

- 161/12-13.1 To approve accounts for payment as at the 11th December 2013.

Payments for retrospective approval		
Cambs House Clearance	745.00	S106
Payments for approval		
Pendrill Publications	350.00	Newsletter
CAPALC (Local councils Explained book)	49.99	Expenses
KJ Tait	6000.00	S106
Papworth Tennis Club	256.40	Amenities/PI Field
Purcell	4174.26	S106
Litter picker	130.00	Amenities
Titan Containers	32.40	S106
Bidwells	1558.32	S106
Clerk's Expenses	81.79	S106
"	25.48	Expenses
Post Office (HMRC period 8)	430.96	Renumeration
Salaries	1464.96	Renumeration
SCDC Conservatory Eurobin	11.09	Amenities
SCDC Village hall rates Dec	531.00	Village Hall
SCDC rates office Dec	305.00	Office
SCDC rates changing rooms Dec	50.00	Playing Fields

It was resolved to retrospectively approve one payment and to approve those presented at this meeting, as above.

- 161/12-13.2 At the finance meeting held on the 20th November 2013 it was agreed to recommend to the Parish Council a budget figure of £97,500.00 for the 2014/15 financial year. Consequently this sum will be the Precept figure requested from South Cambs District Council. This recommendation was proposed by Paul Phillips, seconded by Chris Howlett and agreed by the full committee.
- At this meeting the full council resolved to accept the finance committee's recommendation and will request a precept of £97,500 for 2014/15. With the number of new houses having/being built in the village this will make very little difference to the amount of council tax paid by each household for this purpose.

162/12-13	Date of next meeting(s)	
	Amenities Committee	16.12.2013
	Finance Committee	16.04.2014
	Cemetery Committee	12.03.2014
	Playing Fields Committee	28.01.2014
	HR Committee	02.04.2014
	Planning Committee	07.01.2014
	Parish Council Meeting	08.01.2014

Close of meeting

The Chairman wished all those present a very happy Christmas and New Year and closed the meeting at 21.14.

Signed:
Chairman

Date: