

PAPWORTH EVERARD PARISH COUNCIL

**Draft Minutes of the 746th Meeting held on
Wednesday 8th July 2015 at 7.30pm
in the seminar room at Papworth Village Hall
Ermine Street South**

- Present:** Paul Phillips, chairman (PP), Paul Hicks (PH), Chris Dawson (CD), Mark Honeywood (MLH), Chris Howlett (CH), Barry Hume (BH)
- 89/07-15 To receive and approve apologies for absence**
Bob Baker and Tom Baker, resolved to accept these apologies.
- 90/07-15 Public Participation**
None present.
- 91/07-15 To confirm and approve the minutes of the meeting held on the 10th June 2015.**
It was resolved to accept a number of amendments necessary to the understanding of the minutes therefore the clerk will hand write these into the document and return it to the next meeting for approval.
- 92/07-15 Actions Report**
To confirm the status of any action points following the meeting held on the 10th June.
- 92/07-15.1 84/06-15.1 CD and PH will note the important points relevant to producing a security policy to protect the parish council's IT systems whilst hall hirers use the broadband.
All other action points have received the appropriate attention or appear as separate items on this agenda.
- 93/07-15 Matters arising or carried forward from the last or previous meeting**
- 93/07-15.1 81/06-15.1 To receive any information available from Bidwells concerning the proposed routes for a water supply to the allotments as mapped out on the plan forwarded to them.
To date there has been no response.
- 93/07-15.2 81/06-15.2 To consider any quotes received from the planning committee to appoint a transport consultant to assess the development of 240 homes at Ridgeway.
It was decided not to consider the appointment of a transport consultant at the current time.
- 93/07-15.3 79/06-15 Review of the Council's and/or employees' memberships of other bodies.
The clerk had circulated a list as below:-
- 1) Cambridge and Peterborough Association for Local Councils
 - 2) Campaign to Protect Rural England
 - 3) National Society of Local Gardeners
 - 4) Society of Local Council Clerks
 - 5) Action with Communities in Rural England
 - 6) Hunts Groundsmen
 - 7) Campaign to Protect Rural England
 - 8) Information Commissioners Office
- 93/07-15.4 84/06-15.6 To consider and decide upon the letter received from the Varrier Jones Foundation in response to that sent by the clerk dated 24th June 2015.

- A discussion was held and a decision taken regarding the response. The clerk will draft a letter in reply to the Varrier Jones Foundation and circulate it to the council by e mail before sending a final copy out.
- 93/07-15.5 84/06-15.7 To review the standing orders.
A small inclusion was required at 32b of the document, this added it was resolved to accept the document as it stands.
- 93/07-15.6 84/06-15.8 To receive any information regarding the old estates office if a viewing has taken place.
It was agreed not to consider viewing the old estates office. However the clerk was asked to gain more information regarding the sale of the Catholic church.
- 94/07-15 Matters for information only**
- 94/07-15.1 E mail received from parishioner regarding maintenance of wooded areas around Woodhead Place.
This area is still the responsibility of the developer due to drainage issues etc, the clerk has informed the parishioner of this fact.
- 94/07-15.2 The mobile infrastructure project
Update received from the Harlequin Group regarding the placing of a mobile phone mast in the village.
Noted.
- 94/07-15.3 Clerk and Councils Direct July 2015.
Noted.
- 94/07-15.4 To note a visit made by a concerned parishioner to the parish council office following the training touchdown of a Chinook helicopter on the playing field on the 25th June.
Noted.
- 95/07-15 To receive reports from County and District Councillors**
To receive verbal reports from district and county councillors
No county or district councillors were present to make a report.
- 96/07-15 Parish Council Matters**
- 96/07-15.1 To receive a report from the Planning committee following the meeting held on the 7th July 2015.
CH reported that communication between the parish council and South Cambs District Council's planning department was difficult. Face to face communication is necessary and the planning committee is arranging an organised meeting to be attended by the district councillor and the head of SCDC's planning department along with representatives of the parish council's planning committee. The committee feel that the lack of communication is affecting issues within Papworth.
- 96/07-15.2 To receive a report from the playing fields committee following the meeting held on the 30th June 2015.
PP reported that although the senior football pitch had been reseeded the new soil for the goal mouths had not been applied to the pitch. The cricket square had been cut and our newly formed cricket team have undertaken some practice sessions. Proper play is unlikely to take place until 2016 as a method of rolling the pitch for professional play needs to be considered since the demise of the parish council's roller.
- 96/07-15.3 To receive a report from the village hall committee to include a decision to continue/discontinue the clerk working extra hours to cover additional village hall workload.
CH reported that the hall is receiving ongoing bookings and the new caretaker commenced her employment as of the 29th June, which should ease the

burden recently undertaken by himself, PP and MLH regarding unlocking and locking the hall before and after hirings.

A discussion was held regarding the clerk's continuance of extra hours to undertake the additional work brought about by the parish council having to manage the hall. It had been agreed at the March parish council meeting that an additional seven and a half hours a week would be met for a period of three months. This time is now at an end. It was resolved that the clerk would revert back to working her normal thirty hours a week. Whereupon it was decided that once it is proven that the hall is taking sufficient bookings to support itself a decision regarding extra hours or personnel to manage the different aspects of it will be made.

- 96/07-15.4 A discussion is required regarding the parish council website, updating etc. CD will investigate South Cambs District Council hosting the parish council's website. The clerk will furnish CD with the contact details of the current website host.
- 96/07-15.5 To receive the internal auditor's report.
Noted
- 96/07-15.6 To agree a date for the next HR meeting.
A meeting was scheduled to be held on the 1st July but due to the clerk's annual leave did not take place. An alternative date was not set due to a number of councillors being absent over the Summer period. The village hall committee will review the caretaker's terms and conditions of employment. The next scheduled HR committee meeting is the 22nd October 2015.
- 96/07-15.7 To consider the parish council working towards becoming a quality council. It was resolved to work towards the required standard necessary to meet the foundation level of the Local Council Award Scheme (this replaces the Quality Council Award).
- 96/07-15.8 To consider joining the Local council's Advisory Service operated by the Zurich insurance group, advising on risk assessment.
This was considered unnecessary as CAPALC offer a similar service.

97/07-15. Correspondence and Communications

To receive general correspondence and agree any responses and actions

- 97/07-15.1 Consultation on the revision of Cambridgeshire's strategy for Flood Risk Management.
Received from Cambs County Council questionnaire to be completed by 14.07.2015.
This was noted, no action at parish council level to be taken at this time. Individuals may respond in their own right.
- 97/07-15.2 Request for a donation received from Papworth Running Group.
As the request was from an individual the parish council do not have the powers to support it. If the running club was recognised as a local charity/affiliated group then the organising committee could apply for funding on its behalf.

98/07-15 Finance and Procedure

- 98/07-15.1 To retrospectively approve any payments made since the last meeting.
None made.
- 98/07-15.2 To approve accounts for payment as at the 8th July 2015.
It was resolved to approve the following for payment:-

Post Office HMRC period 3	525.93	Remuneration
Pendragon School Donation	600.00	Donations
Berrycroft Stores	20.40	Playing Fields

Pendrill Publications	350.00	Newsletter
Jackson Lift Group	82.80	Village Hall
Mijan Ltd (internal auditor)	105.00	Expenses
Michael Drage (pool clean)	180.00	Amenities
Dream Clean (village hall cleaning)	378.00	Village hall
Bob Empson	56.08	Playing Fields
A J Scambler	348.84	Playing Fields
Glassworld (changing room)	141.60	Playing Fields
Foster Horticulture	246.00	Amenities
Foster Horticulture	438.00	Cemetery
Titan containers	55.80	Expenses
Tess Rogers expenses	23.83	Expenses
Salaries month 4	2747.77	Remuneration
SCDC rates village hall July	612.00	Village Hall
SCDC rates changing rooms July	53.00	Playing Fields
SCDC Trade Waste village Hall	60.56	Village Hall
SCDC Trade Waste Conservatory Car Park	88.09	Amenities
Cambs Water Village Hall	86.01	Village Hall
Cambs Water Play Field	107.87	Playing Fields
HMRC Error correction	149.02	VAT

98/07-15.3 A decision is required regarding the parish council obtaining a credit card. It was resolved to approve that the parish council applies for a pre paid credit card loaded to the value of £1500.00. Committees will approve the purchase of any items to be paid with such a card prior to their purchase. The finance regulations will require updating to reflect this decision.

98/07-15.4 To decide upon the parish council insurance renewal due 01.09.2015. The parish council is awaiting the renewal notice from its current insurer before any decision can be made. Therefore it was resolved that the playing fields committee be delegated with agreeing the insurer, once all quotes had been received, at its meeting to be held on the 25th August. The figure for the insurance renewal should not exceed the current budgeted figure of £6000.00

99/07-15 Matters for future discussion

99/07-15.1 County Councillor Mandy Smith, will be asked for an update regarding the cycle way/footpath between the village and the franchises at the Caxton Gibbet.

100/07-15 Date of next meeting(s)

Amenities Committee	20.07.2015
Village Hall Committee	21.07.2015
Planning Committee	01.09.2015
Finance Committee	08.09.2015
Parish Council Meeting	09.09.2015
Cemetery Committee	09.09.2015

Close of meeting.

The meeting was closed at 21.45

Signed:
Chairman

Dated: