

PAPWORTH EVERARD PARISH COUNCIL

**Draft minutes of the Annual General Meeting and the
732nd meeting held on Wednesday 14th May 2014 at 7.30 pm
In the parish council meeting room
Upper Pendrill Court**

Present: Bob Baker Vice Chairman (BB), Roy Burley, Chris Dawson (CD),
Chris Howlett (CH), Barry Hume (BH), Paul Hicks (PH),
Lindsey Munnerley Day (LMD), Paul Phillips (PP), Simon Warburton (SW).

In attendance: Nick Wright , District Councillor, Tess Rogers, clerk and 3 members of the public.

Following the resignation of the previous chairman on the 13th May 2014 Bob Baker duly took the chair to begin the meeting.

54/05-14 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
PP nominated BB for this office seconded by BH, this was agreed by all. BB accepted and duly signed the Declaration of Office form.

55/05-14 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
LMD nominated PH for this office seconded by PP, this was agreed by all. PH accepted and duly signed the Declaration of Office form.

At this point the meeting was closed briefly and members of the public were asked to leave the room.

The meeting resumed shortly after.

56/05-14 To receive and approve apologies for absence.
There were none.

57/05-14 To receive any declaration of pecuniary interests from members
There were none.

58/05-14 Public Participation
As members of the public were in attendance to discuss item 69/05.14.6 this was brought forward to this point in the meeting. The members of the public raised their concerns regarding vehicles seen to be driving across the playing field causing a possible safety hazard to people on foot, and animals, walking on the field. In addition the playing surfaces of the field can be damaged by this action when it is soft under foot due to excessive rain. Following a discussion PH proposed that no parking is allowed on the playing field and that measures be taken to prevent this. This was seconded and a vote taken. 2 members abstained therefore a resolution to accept the proposal was made. Signs will be placed at strategic entry points to the field worded 'no parking on the playing field'. A letter will be sent to all the sports clubs that use the field, advising them of the new ruling.

At this point the members of the public left the meeting.

- 59/05-14 To confirm and approve the minutes of the meeting held on the 9th April 2014.**
PH proposed a number of changes to the minutes at items 49/04-14.2, 52/04-14.1 and 52/04-14.2. It was resolved to accept the changes therefore these will be hand written into the minutes, outside of the meeting. The amended minutes will be returned to the next meeting for approval.
- 60/05-14 To review committee structures and to appoint members (if necessary) to serve on the under-mentioned committees:**
A number of councillors put themselves forward to join the committees which are now served as below.
- a) Amenities committee
Mark Honeywood (chairman), Bob Baker, Paul Hicks, Barry Hume, Chris Howlett, Lindsey Munnerley Day
 - b) Planning committee
Chris Howlett (chairman), Roy Burley, Chris Dawson, Paul Hicks, Barry Hume, Lindsey Munnerley Day, Simon Warburton
 - c) Village Hall committee
Chris Howlett (chairman), Bob Baker, Paul Hicks, Barry Hume, Paul Phillips, Simon Warburton
 - d) Cemetery committee
Bob Baker (chairman), Chris Howlett, Barry Hume, Lindsey Munnerley Day. Stephen Byrne (non councillor).
 - e) Finance committee
Bob Baker (chairman), Paul Hicks, Chris Howlett, Mark Honeywood, Paul Phillips, Barry Hume.
 - f) HR committee
Paul Hicks (chairman), Chris Howlett, Barry Hume, Lindsey Munnerley Day.
 - g) Playing Fields Committee
Paul Phillips (chairman), Bob Baker, Barry Hume, Mark Honeywood, Glyn Cooksey,(non councillor) John Booker, (non councillor) Dave Peck (non councillor).
- 61/05-14 To review the committee terms of reference**
It was decided that the committees would review their terms of reference at their first meeting following this AGM.
It was pointed out that there is no longer a BMX track therefore this is one change required to the terms of reference of the amenities committee.
- 62/05-14 To review the assets register**
PP and MLH had undertaken a check on the equipment held in the containers and had highlighted some necessary changes to the clerk. With these changes having been made to the register it was agreed that is up to date.
It was agreed that PP would meet with the clerk at the containers so that she might familiarise herself with the equipment held there.
- 63/05-14 To review the financial regulations**
Following any recommendation received from the finance committee resulting from the meeting held immediately prior to this.
The finance committee had reviewed the financial regulations and agreed that no changes were necessary. Therefore it was resolved that the regulations stand as they are.

- 64/05-14 Review of the Council's and/or employees' memberships of other bodies**
PH remains the parish council's representative on the Neighbourhood Policing Panel. BH expressed an interest in attending meetings along with PH, it was agreed that he will do so.
- 65/05-14 Actions Report**
To confirm the status of any action points following the meeting held on the 9th April.
- 65/05-14 MS is still to investigate why Cheere Way and North Lodge Drive have not yet been adopted.
- 65/05-14.2 Papworth Hospital is to arrange a further meeting following the monitoring process carried out on parked vehicles.
The hospital has reported that their intention is to re run the monitoring process once their new temporary staff parking site is operational, with a view to deciding if it would still be necessary to implement a yellow line strategy.
- 65/0514.3 Representative from the website hosting company is to visit the homes of those councillors experiencing difficulty with their parish council e mail. This item has not as yet been actioned. However CD and SW, both experienced in IT, will meet with the clerk with a view to working through any outstanding IT issues and to familiarise themselves with the mechanics of the website.
PH said that he would prefer that his personal e mail address is used for communications as this is operational on any device he chooses to use for this purpose.
- 66/05-14 Matters arising or carried forward from the last or previous meeting**
- 66/05-14.1 45/04-14.1 To receive an update on the youth club.
The clerk reported that the club had been meeting at Pendragon School since Easter. All appears to be going well.
- 66/05-14.2 32/03-14.1 To receive an update regarding the yellow line project on Ermine Street South.
See 65/05-14.2
- 67/05-14 Matters for information only**
- 67/05-14.1 Society of Local Council Clerks, advice note regarding Access to Local Government Meetings and Documents (England) Local audit and Accountability Act 2014, Section 40
Noted
- 67/05-14.2 South Cambs District Council Community Infrastructure Levy Draft Charging Schedule Consultation.
Noted
- 67/05-14.3 2011 Census Profile
Noted
- 67/05-14.4 Papworth Hospital- move to Addenbrookes approved.
Noted
- 68/05-14 To receive reports from County and District Councillors**
To receive verbal reports from district and county councillors
- 68/05-14.1 NW reported that the Community Infrastructure Levy will eventually replace the current S106 system. The amount a parish council will receive from new build will depend upon the parish council having a neighbourhood plan in place. He advised that parish councils should alert the district council to any projects they would wish to progress to develop the community, using such funds. The list held by the district council will be updated every two years.

69/05-14 Parish Council Matters

- 69/05-14.1 To receive a report from the Planning committee following the meeting held on the 6th May 2014.
CH reported that approval was recommended for the proposed temporary car park for Papworth Hospital.
Refusal was recommended for the single storey side and rear extension at 12 Byfield Road and for the change of use and external amendments at 1 Stirling Way.
Concerns will be raised with South Cambs District Council regarding planning application S/0820/12FL, Macfarlene Grieve House.
- 69/05-14.2 To receive a report from the Amenities committee following the meeting held on the 22nd April 2014 to include a request for additional funding of £2397.00 from the council's reserves to increase the level of safety bark around certain items of play equipment to that recommended by BS EN 1176 Part 1.
BB gave a concise update of the meeting to include a report on the site meeting held regarding the proposed footpath leading to the Caxton Gibbet, quotes received to upgrade the old tennis courts and work required around the paddling pool area to prepare it for the coming season.
The committee was requesting £2,396.00 from the parish council's reserves to fund the purchase of new safety bark to bring the levels around certain equipment in the play area up those recommended in the last external playground inspection report and subsequently confirmed by the company Timberplay who had been responsible for the play area upgrade which took place in 2010. It was resolved to grant this request.
- 69/05-14.3 To receive a report from the Village Hall committee following the meeting held on the 7th May 2014.
BB reported that visitors representing a production company had attended the meeting. They had a professional contact experienced in the knowledge of required seating etc in settings similar to the final hall layout and would approach him for advice on what would be required in the way of lighting, stage curtaining and seating.
The clerk is to make enquiries into companies that might manage the hall on the parish council's behalf.
- 69/05-14.4 To consider any final arrangements necessary for the Annual Parish Meeting to be held on the 28th May in the Studio.
The clerk reported that Stephen Bridge, chief executive of Papworth Hospital has agreed to attend the meeting. She was asked to invite the new chief executive of Papworth Hospital and to approach Pendragon School to ask if, in the head teacher's absence, the deputy head or the chair of the governors' board could attend the meeting to report on the school's progress since the last meeting.
The local police support will ask for a report if he is unable to attend the meeting.
- 69/05-14.5 To approve the confidential draft minutes of the meeting held on the 2nd January 2013
The internal auditor has pointed out that the confidential draft minutes of the meeting were never approved and asked that this be done at this meeting. (The minutes included a discussion point relevant to the setting of the precept for the 2013/14 financial year).
Those who had been present at the meeting resolved that the minutes were a true record of the meeting.

The chairman called for an extension of 30 minutes to the minute. This was agreed.

69/05-14.6 To consider the parish council's position regarding cars parking on the playing field.
A final decision regarding the continuance of this practice is required.
See 58/05-14

70/05-14. Correspondence and Communications
To receive general correspondence and agree any responses and actions
None for discussion

71/05-14 Finance and Procedure

71/05-14.1 To retrospectively approve any payments made since the last meeting.

BT Village hall internet (recharged)	139.45	Village hall
It was resolved to retrospectively approve the above for payment.		
71/05-14.2 To approve accounts for payment due at this meeting		
Payments for approval		
CCC (Summer reading challenge	200.00	S137
Papworth Team Ministry (holiday club)	100.00	S137
Pendrill Publications (March issue)	350.00	Newsletter
Foster Horticulture	240.00	Amenities
Foster Horticulture	432.00	Cemetery
Espo	145.46	Expenses
SLCC (clerk's conference)	82.80	Expenses
Timberplay (repair to cradle swing)	187.20	Amenities
Bob Empson	88.21	Playing Fields
VJF (insurance - village hall)	694.02	Village hall
VJF (insurance - changing rooms)	163.01	Playing Fields
Titan Containers	55.80	S106
Gardenworks (tree work in play area)	1458.00	Amenities
Needingworth PC (share of travel to conference)	12.51	Expenses
AJ Scambler (new blade for mower)	35.98	Playing Fields
Bremner Partnership (no. 7 acct)	4968.00	S106
Bidwells (10th interim fee)	1851.60	S106
TJ Evers (interim certificate no. 3)	16819.80	VAT
TJ Evers (interim certificate no. 3)	84099.00	S106
Post Office (HMRC period 1)	405.70	Remuneration
Tess Rogers expenses	8.53	Expenses
Salaries month 2	1408.38	Remuneration
Amenities	156.00	Amenities
Clare Taylor expenses	1.83	Expenses
Purcell 11th payment	4065.23	S106
SCDC green waste bin	13.42	Playing Fields
SCDC litter bin	124.38	Amenities
SCDC rates Village hall (May)	542.00	Village hall
SCDC rates office (May)	311.00	Office
SCDC rates changing room (May)	52.00	Playing Fields
BT Hall phone (recharged)	202.72	Village hall
BT Office phone	89.39	Expenses
E-on Hall electricity (recharged)	293.17	Village hall

It was resolved to approve the above accounts for payment

71/05-14.3 To approve the Annual Return for the 2013/14 year end
Following any recommendation received from the finance committee
resulting from the meeting held immediately prior to this.
The accounts had not been finalised therefore the finance committee was
unable to recommend them for payment at this meeting.

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

72/05-14 To receive any information available following the Varrier Jones Foundation's property meeting held on the 9th May 2014
There was nothing further to report. The Trustees had expressed an interest in an informal meeting to discuss any possible further developments. PP, LMD, CH and BB volunteered to attend any such meeting on behalf of the parish council.

73/05-14 Matters for future discussion
BB asked that a letter be drafted to the former chairman expressing the thanks of the parish council for his efforts on behalf of the village during his time as a councillor.

74/05-14 Date of next meeting(s)	
Amenities Committee	19.05.2014
APM	28.05.2014
Playing Fields Committee	27.05.2014
Planning Committee	03.06.2014
Parish Council Meeting	11.06.2014
Cemetery Committee	11.06.2014
HR Committee	TBA
Finance Committee	25.09.2014

Close of meeting
The meeting was closed at 22.00

Signed:
Chairman

Date: