

PAPWORTH EVERARD PARISH COUNCIL

Draft minutes of the the 736th Meeting held on Wednesday 8th October 2014 at 7.30pm in the offices Upper Pendrill Court Ermine Street North

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

In attendance: Mandy Smith, County Councillor, Tess Rogers, Clerk, 3 members of the Allotments Association.

118/10-14 To receive and approve apologies for absence
Paul Phillips

119/10-14 To receive any declaration of pecuniary interests from members
None declared

120/10-14 Public Participation

120/10-14.1 Representatives from the allotments association will attend the meeting in response to the letter sent to them by the parish council regarding the responsibility of any future maintenance costs to the existing private water pipe, from which further infrastructure will be connected to supply water to the allotments.

It was again explained to the representatives from the Allotments Association that the parish council cannot legally enter into an open ended agreement as suggested by Bidwells. This is understood and neither can the Allotments Association. A discussion was held regarding alternative methods of meeting any necessary maintenance charges incurred on the private pipe leading from the mains in Ermine Street South to the point from which it is hoped to spur off to the allotments. Alternative methods of supplying water to the allotments were also discussed. Please see 123/10-14.3 below.

At this point the representatives of the Allotments Association left the meeting.

121/10-14 To approve the minutes of the meeting held on the 10th September 2014
It was resolved to accept the minutes as being a true record of the meeting. A spelling mistake at 109/09-14.3 was corrected.

122/10-14 Actions Report

To confirm the status of any action points following the meeting held on the 10th September 2014.

122/10-14.1 109/09-14.3 CH will provide a parish map to be forwarded to the Land Registry – this point remains outstanding

122/10-14.2 All other points have been auctioned accordingly.

123/10-14 Matters arising or carried forward from the last or previous meeting

123/10-14.1 109/09-14 Report to be given following the meeting held on the 1st October attended by Anglian Water.

BB gave a brief report of the meeting at which it had been agreed that residents should be advised to contact Anglian Water each time they detected odours coming from the sewage works at the north end of the village. Only once Anglian Water had a log of calls would they be able to monitor if certain

operations carried out at the works increased the odour problem, or if there was some other cause that needed investigation to rectify the problem. Residents will be informed of this via the News&Views monthly magazine and the parish council's website. A further meeting will be held on the 3rd December.

123/10-14.2 110/09-14.1 To consider any further information regarding the use of the log cabin situated at the TCM Johnson Room as a possible meeting place for the youth club.
The clerk had visited the premises along with Rilla Molnar, the youth club leader. It was agreed that whilst the facilities offered suited the nursery run at the premises, it would not be suitable for a youth club due to the low ceilings and items of furniture etc being left out in the room.
MS suggested that a meeting was set up with Jon Butler, co ordinator of locality services, to visit the children's centre at Pendragon School with a view to using those premises for the youth club. The clerk will set up a meeting and will arrange to visit the centre along with the youth club leader.

123/10-14.3 110/09-14.3 Following the 120/10-14.1 above any necessary decisions required by the parish council will be made.
Following discussions held during the public participation session it was agreed that the Allotments Association would investigate a method of anticipating their annual water usage and the prices of water bowsers, along with different methods of getting these filled should it be agreed that these might prove as an alternative, for the time being, to mains water being supplied to the allotments.
RB will contact Cambridge Water to confirm ownership of the private pipe as mentioned above in 120/10-14.1

124/10-14 Matters for information only
Nothing to report

125/10-14 To receive reports from County and District Councillors
MS reported that following the meeting with the Highways Agency being cancelled, she will arrange another meeting. There is a new post holder in place at the agency therefore it will be David Abbott who will now attend in place of Michael Kilroy.
There is no update regarding the proposed cycle/foot path.
There are signs advising the public that the verge at the Shilpa Restaurant is protected.
The County Council is aware of the travellers who have set up to the left of the Shilpa restaurant and will deal with the situation.

126/10-14 Parish Council Matters
126/10-14.1 To receive a report from the Planning committee following the meeting held on the 7th October 2014.
CH report that a planning application had been received for a new theatre at Papworth Hospital, the committee could see no problem with this, however it meant the hospital would lose ten parking spaces. As the new hospital car park was not yet finalised the committee recommended refusal not wishing to add further to the ongoing village parking issues.

There are a number of items that the developers of the Summersfield estate have not completed which they should have, the committee are liaising with South Cambs District Council regarding these matters.

126/10-14.2 To receive a report from the Village Hall committee following the site meetings held on the 24th September 2014 and various

working party meetings held. To consider any recommendations resulting from these meetings.

CH reported that the village hall project is currently fourteen weeks behind schedule. A discussion was held regarding the responsibility for project management which is currently falling to CH in his role as chairman of the village hall committee. As per their contract the architects are only project administration. At the beginning of the project the parish council was advised that a project manager would not be necessary. RB voiced his concerns and proposed that a project manager be engaged for the duration of the project, however this was not decided upon at this meeting as it was suggested that the quality surveyor should lead on project management. It was agreed that the architects will need to justify the delay should they approve it.

At this point RB left the meeting and it was resolved to extend the meeting for a further thirty minutes.

126/10-14.3 To receive a report from the HR committee following the meeting held on the 1st October and to consider any recommendations resulting from this.

PH reported that the job description for the litter picker role was too vast for the number of hours allocated therefore the HR committee has requested that the Amenities Committee revisit the document and return their findings to the HR committee for further consideration.

The village hall committee would review the amended job description and personal specification for the role of caretaker at the village hall.

A job description for the bookings clerk for the hall will be drawn up by CH and the clerk.

The HR committee will agree the contracts for the caretaker and bookings clerk.

126/10-14.4 Staff appraisals are due to be undertaken in November, arrangements for those to undertake these are required.

It was agreed that CH and the clerk will undertake the appraisal for the assistant clerk and BB and MLH that for the clerk. PH asked that if any councillor wished to make comment prior to the appraisals they should let him know.

As the litter picker role is filled temporarily, an appraisal for the current incumbent will take place at a later date. However the clerk will have an informal meeting with the post holder to note any comments he may have concerning the role.

126/10-14.5 A resolution is required to delegate the costings of the employment of staff for the village hall to the finance committee.

A resolution was passed to this effect however the costings will be brought before full council for final approval.

126/10-14.6 To receive a report regarding the proposed new cycle/footpath leading to the Caxton Gibbet following the meeting held and attended by the Highways Agency earlier on the day of this meeting.

As the meeting was cancelled this item was deferred to a later date.

126/10-14.7 Proposal received from Councillor Howlett to take steps to improve mobile phone signals within Papworth Everard.

This was deferred to the next meeting however the clerk was asked to approach the Varrier Jones Foundation for information as to how they had improved the signals at Pendrill Court, should the parish council be able to implement such a system at the village hall.

127/10-14. Correspondence and Communications

To receive general correspondence and agree any responses and actions.

127/10-14.1 South Cambridgeshire Parish Council Conference and Community Funding Fair

The date for this event has again been changed and is now to be held on Tuesday 28th October 10 am to 3 pm at Cambourne Village College, should anyone wish to attend.

No councillor is available to attend the event.

128/10-14 Finance and Procedure

128/10-14.1 To retrospectively approve any payments made since the last meeting. It was resolved to retrospectively approve the following two payments:

Broker Network (Came&Co)	5456.23	Insurance
BT (office Broadband)	50.40	Expenses

128/10-14.2 To approve accounts for payment as at the 8th October 2014.

It was resolved to approve the following payments:

Post Office (HMRC period 6)	743.85	Remuneration
Tess Rogers Exps	27.94	Expenses
VJF	300.00	Village Hall
VJF	80.22	Stationary
VJF	1049.26	Office
Pendrill Publications	350.00	Newsletter
PKF Littlejohn (Audit)	1560.00	Expensses
Madooka (Website host antivirus email)	17.99	Expenses
Pendragon Primary School	80.00	Youth Provision
Latta Hire Ltd	111.60	Amenities
Titan Containers	55.80	S106
Purcell (2 invoices)	2814.72	S106
Bob Empson	32.54	Playing Fields
TJ Evers	19613.14	VAT
TJ Evers	98067.00	S106
Salaries period 7	1667.70	Remuneration
Foster Horticulture	432.00	Cemetery
Foster Horticulture	240.00	Amenities
VJF (office rent 01.10 to 31.12.14)	2160.00	Office
SCDC Rates Changing Rooms (Oct)	52.00	Playing Fields
SCDC Rates Office (Oct)	311.00	Office
SCDC Organic waste bin	13.37	Amenities
Cambbs Water (recharge to Evers Sept 04)	130.46	Village Hall
Mark Honeywood (anti vandal paint signs)	10.14	Playing Fields

128/10-14.3 To accept any comments made by the external auditors following the return of the Annual Report for the year ending 31st March 2014.

These were noted and any action necessary will be discussed at the finance meeting to be held on the 14th October.

129/10-14 Matters for future discussion

As per item 126/10/14.7 the improvement of mobile phone signals within the village.

130/10-14	Date of next meeting(s)	
	Parish Council Meeting	08.10.2014
	Finance Committee	14.10.2014
	Amenities Committee	15.10.2014
	Planning Committee	04.11.2014
	Cemetery Committee	10.12.2014
	HR Committee	TBA

Close of meeting

The meeting was closed at 22.00.

Signed:
Chairman

Date: