

# PAPWORTH EVERARD PARISH COUNCIL

**Draft minutes of the 738th Meeting  
held on Wednesday 12<sup>th</sup> November 2014  
at 7.30pm  
in the offices Upper Pendrill Court Ermine Street North**

**Present:** Bob Baker Chairman (BB), Roy Burley (RB), Chris Dawson (CD),  
Chris Howlett (CH), Barry Hume (BH), Paul Phillips (PP).

**In attendance:** Nick Wright, District Councillor (NW), Tess Rogers, Clerk  
One member of the public.

**131/11-14 To receive and approve apologies for absence**  
Mark Honeywood, Mark Howell District Councillor, Mandy Smith County Councillor.

The clerk informed members that she had received notification of Simon Warburton's resignation from the parish council. A letter will be forwarded to the chairman in the very near future.

**132/11-14 To receive any declaration of pecuniary interests from members**  
None

**133/11-14 Public Participation**  
**Although** a member of the public was present he did not wish to speak on any agenda item.

**134/11-14 To approve the minutes of the meeting held on the 8<sup>th</sup> October 2014**  
It was resolved to accept the minutes as a true record of the meeting.

**135/11-14 Actions Report**  
To confirm the status of any action points following the meeting held on the 8<sup>th</sup> October 2014.

135/11-14.1 123/10-14.2, the clerk had been in contact with Jon Butler of the locality team with a view to arranging a meeting to explore the possibility of the Daisy Centre being used as a venue for the youth club. It is the opinion of both Mr Butler and Rilla Molnar the youth leader, that this venue would not be suitable as it is appropriately laid out for the use of the families of and children under five. Therefore no meeting will go ahead.

135/11-14.2 126/10-14.3 A job description for a bookings clerk for the village hall will be drafted once the need for the position is clarified.

All other points have been actioned accordingly or appear later in these minutes.

**136/11-14 Matters arising or carried forward from the last or previous meeting**

136/11-14.1 To report upon the findings of the allotments association regarding the possible provision of water bowzers at the allotments.  
A decision is necessary regarding the way forward for water to be provided to the allotments.

The allotments association had forwarded information regarding the purchase of bowzers to the clerk.

RB has been in contact with Cambridge Water and received confirmation that the private pipe leading along the Hall drive from the main in Ermine Street

South to the proposed connection point at the allotments, is privately owned. Cambridge Water advised that this pipe had been laid for some time and that degradation could occur at any time. Their advice was that the account holder responsible for paying the water bills should own any pipe leading from the meter. An alternative option rather than connecting to the aforementioned private pipe might be to connect to the main in Stirling Way. RB is to forward an e mail to the clerk explaining this outcome to the allotments association, they would be responsible for paying the water bills for the allotments therefore should take on the responsibility for laying the new pipe. The parish council is prepared to pay for the connection of a water meter to any new pipe.

**137/11-14 Matters for information only**

137/11-14.1 Tickets for the MAGPAS Grand Christmas Draw are available to purchase at £1.00 each.

**138/11-14 To receive reports from County and District Councillors**

138/11-14.1 Nick Wright reported that the district council had received a pre application for 215 dwellings to be built above Ridgeway. He explained that a number of developers are considering new builds on the edge of villages as South Cambs District Council do not have the required five year land supply for new homes to be built. In order for such an application to be passed proof that the village could sustain such future development would be necessary. Currently Papworth does not have a secondary school, sufficient retail outlets etc. Cambridge City's five year plan incorporates well over the required number of new homes and it will be evident from the next appeal whether the government will accept this plan.

There has been an amount of consideration given to upgrading the A428 in the local area. £250k has been received from government to undertake a survey regarding its upgrade between the Caxton Gibbet and the Black Cat roundabout. Funds are being allocated towards public transport and a bikeway, and consideration is being given to a possible rail link between Oxford and Cambridge.

138/11-14.2 Although not present Mandy Smith had sent a written report advising that:- She had been unable to set up a meeting with the Highways Agency regarding the proposed foot/cycle path between Papworth Everard and the Caxton Gibbet.

The gate at Farm Road was open one day in the previous week before this meeting.

She had received contact regarding the Whippet coaches using Elm Way in which to turn around. The clerk mentioned that she had received contact regarding this from a resident who had spoken to the manager of the Whippet company, who in turn was going to liaise with his drivers.

**139/11-14 Parish Council Matters**

139/11-14.1 To receive a report from the Finance committee following the meeting held on the 14<sup>th</sup> October and to consider any recommendations resulting from this including to make discretionary payments to staff in lieu of pension payments. New finance regulations incorporating rules regarding internet banking will be reviewed by all members of the committee with a view to adopting them at the next meeting.

A recommendation is being made to this meeting this evening that staff members receive a discretionary payment in lieu of pension contributions.

PP proposed that payments equal to the value of those paid last year be made until the HR committee can recommend proportionate amounts dependant upon salary paid.

To date the only cost centre to have exceeded its budget is office costs. This is because it was thought that the office would have moved to the village hall in July however is still incurring rental costs at Pendrill Court.

The amenities budget is nearing its maximum due to the new bark that has been put down in the play area and necessary tree works not in the original budget.

The clerk alerted the committee to an overclaim of VAT made during the previous financial year, this has been deducted from the recent claim put through.

Mark Honeywood has agreed to become a signatory on the Nat West bank accounts since the resignation of Chris Meakin has left the council with only three.

The clerk is to investigate internet banking options offered by the council's current banks before any decision is made regarding changing banks.

The next meeting will be held on the 9<sup>th</sup> December where the budgets will be considered for the next financial year in order for a recommendation regarding the 2015/16 precept can be brought to the December parish council meeting.

139/11-14.2 To receive a report from the Amenities committee following the meeting held on the 15<sup>th</sup> October.

Mark Honeywood will apply anti vandal paint to the tops of the containers on the field.

Consideration is to be given to a simplified village sign showing the pen dragon in the centre of the village name.

The clerk was asked to source quotes for removing the trees surrounding the old tennis courts in their entirety not just taking them to ground level.

The resident enquiring about setting up a cricket team in the village is to be invited to the next meeting.

The clerk is to book a playground inspection course to take place in Papworth. As many councillors, as so wish, can attend.

The end of season ground works have been carried out on the bowls green.

The bowls green have paid the parish council £700.00 towards this.

The tennis club have experienced a small drop in its membership. It wished to thank the parish council for taking measures to stop cars from driving onto the playing field. This has reduced the amount of mud being trodden onto the courts.

Mark Honeywood is making enquiries of a contact regarding the removal of the fencing around the old tennis courts. It is not considered necessary to replace the fencing.

It was decided to reduce the areas of responsibility described in the litter picker job description to only those for which the parish council is responsible. These are the play area, the playing field, the youth shelter on the field and the shelter on the corner of Barons Way.

The clerk is to make enquiries of UK power networks regarding a direct supply of electricity to the changing rooms.

The next meeting will be held on the 25<sup>th</sup> November.

139/11-14.3 To receive a report from the Village Hall committee following committee meeting held on the 21<sup>st</sup> October and the site progress meeting held on the 22<sup>nd</sup> October and to consider any recommendations resulting from these meetings.

Chris Howlett reported that the renovation project is still running fifteen weeks behind schedule and there is still no definite date for its completion. It may be

- possible for the parish council office to move to the hall before final completion. However members of the public would not be able to visit the office until the contractors have completed the works.  
The new furniture, crockery, blinds and the stage curtain have been ordered. The architects are liaising with Joe Daignton regarding the stage lighting.
- 139/11-14.4 To receive a report from the Planning committee following the meeting held on the 4<sup>th</sup> November 2014.  
Chris Howlett reported that a number of small applications had been received to include the change of use for a unit on the Stirling Way business park and Papworth Trust have applied for planning permission for the signage at the Bernard Sunley Centre.
- 139/11-14.5 Report from the informal meeting with the Varrier Jones Foundation's Trustees and attended by Chris Howlett and Bob Baker representing the parish council.  
To consider any proposals brought to the council following the meeting. Chris Howlett reported there were some errors in the draft notes circulated following the meeting, there had been some misinterpretation of what had been said. He had been very clear regarding the parish council's position regarding a new pavilion on the playing field should it be unable to obtain a lease on the Conservatory. The Varrier Jones Foundation would give permission for a temporary structure to be placed on the field to provide refreshments to sports teams during 2015 pending progress being made towards the re opening of the Conservatory.  
It was agreed that the clerk will write to the Varrier Jones Foundation's Trustees to inform them that due to the slow progress towards the marketing of the Conservatory, which means its future will not be determined for a considerable time, the council is considering the options open to it for securing an appropriate social facility for the playing field and the village. This will include seeking advice from South Cambs District Council with regard to pursuing a compulsory purchase order for the building and immediate surrounding land, to include the car park and the retained land between the car park and the new tennis courts, which does not fall within the lease the council holds on the playing field.
- 139/11-14.6 Proposal received from Councillor Howlett to take steps to improve mobile phone signals within Papworth Everard.  
This proposal coincided with correspondence received from the Harlequin Group requesting information for available land that might be suitable for the positioning of mobile phone masts in villages with 'hotspots for mobile reception, as promoted by the government. RB has spoken with a representative at Harlequin who is looking into suitable locations within Papworth to place the smallest mast necessary to provide a good signal to the village. The Varrier Jones Foundation will be asked to consider this at their property meeting to be held on the 14<sup>th</sup> November.
- 139/11-14.7 To agree to commence investigations into the provision of a sportspavilion/youth room on the playing field.  
This matter has been delegated to the amenities committee.
- 139/11-14.8 Electoral Review of Cambridgeshire  
The parish council's views are being sought on the electoral review to include;
- Future division boundaries for the County Council
  - The total number of councillors elected to the council in the future
  - The number of divisions
  - The number of councillors representing each division
  - Division boundaries
  - Names of divisions

The Local Government Boundary Commission for England is conducting an electoral review of Cambridgeshire County Council and is holding a meeting on the 24<sup>th</sup> November to explain the review process. It was decided that the parish council would not be sending representation to the meeting.

- 139/11-14.9 To agree upon the youth club meeting in the North hall on Wednesday evenings 6.30 pm to 8.00 pm commencing January 2014.  
It was resolved to agree this. The parish council would pay the village hall for these sessions.

**140/11-14. Correspondence and Communications**  
**To receive general correspondence and agree any responses and actions.**

- 140/11-14.1 CAPALC is to hold its AGM on Thursday 20<sup>th</sup> November 2014 at Histon & Impington Recreation Ground Pavilion at 7.30 pm.  
Will a representative from the parish council attend?  
Unfortunately no one is available to attend.

**141/11-14 Finance and Procedure**

- 141/11-14.1 To retrospectively approve any payments made since the last meeting.

M Honeywood (anti vandal signs	10.14	Play fields
SCDC premises licence	23.00	Village hall
Go Pak (furniture village hall	5961.29	S106
Go Pak (VAT on the above)	1192.26	VAT

It was resolved to retrospectively approve the above.

- 141/11-14.2 To approve accounts for payment as at the 12th November 2014.

Post Office (HMRC period 7)	233.30	Remuneration
Pendrill Publications	350.00	Newsletter
Turfcare (Bowls Green Maintenance)	1734.00	Play field
CCC (Street Lighting)	1623.24	Amenities
Play Inspection Co	71.94	Amenities
Pendragon Primary School	90.00	Youth Provision
Purcell	1843.45	S106
Fosters Horticulture	432.00	Cemetery
Cancelled		
T J Evers VAT on interim cert 9)	16917.06	VAT
Purcell (additional services)	663.00	S106
Salaries		Remuneration
Tess Rogers expenses	14.92	Expenses
Purcell (additional on prolongation)	1296.72	S106
BT Village Hall (recharged to Evers)	288.17	Village Hall
BT Office phone	87.53	Expenses
SCDC Office Rates Nov 14	311.00	Office
SCDC Organic Waste Bin Nov 14	13.37	Play field
E-On Village Hall (recharged to Evers)	400.51	Village Hall
SCDC Changing room rates Nov 14	52.00	Play field
ASL printer contract	39.17	Expenses
T J Evers Interim Cert 9	84584.00	S106
Gobal FSE (hall crockery etc)	567.49	VAT
Global FSE (hall crockery etc)	2837.41	S106
Titan Containers Nov rental	54.00	S106

It was resolved to approve the above accounts for payment.

141/11-14.3 To agree the new charges for the internal audit, allow £125.00 in the 2015/16 budget for this.

It was resolved to accept the new charges.

141/11-14.4 Parish precepts and estimated tax base

Acceptance of the estimated tax base is required by the 30<sup>th</sup> November 2014. South Cambs District Council have provided figures showing the number of properties across which the 2015/16 precept will be spread. The parish council has to accept these figures as it has no means of calculating these itself.

**142/11-14 Matters for future discussion**

None raised at this time.

**143/11-14 Date of next meeting(s)**

Amenities Committee	25.11.2014
Planning Committee	02.12.2014
Finance Committee	09.12.2014
Cemetery Committee	10.12.2014

Close of meeting

The meeting was closed at 21.00.

Signed:  
Chairman

Date: