

PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard, CB23 3RD

PARISH COUNCIL MEETING

Minutes of the 763rd Meeting held on Wednesday 8 February 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Paul Phillips, Chairman (PP), Tom Williams (TW), Bob Baker (BB), Pete Cruse (PC), Mark Honeywood (MH)

In attendance: Cllr M Howell (MH), Cllr N Wright (NW), Cllr Mandy Smith (MS)
Sarah Cruse (SLC) Clerk

- 15/02-17** **To receive and approve apologies for absence**
Apologies were received from Chris Howlett (CH), Barry Hume (BH), Chris Dawson (CD)
- 16/02-17** **Declarations of pecuniary and other Interests**
None declared
- 17/02-17** **Public participation –** No members of the public were present
- 18/02-17** **To confirm and approve the minutes of the previous meeting(s).**
It was resolved to approve the minutes of the meeting on 11 January 2017 as a true record of the meeting.
In addition it was resolved to accept the Minutes of the Extraordinary Meeting held on 20 May 2016 as a true record (having been circulated prior to this meeting)
(Proposed BB, Seconded PP, Agreed All)
- 19/02-17** **Actions Report**
The Actions report is to be carried forward to the next meeting for update
- 20/02-17** **Matters for information only -** None
- 21/02-17** **To receive reports from County and District Councillors**
MS advised that the Budget setting meeting is to be held week commencing 13 February where the amount requested by the County from the 2017/18 Council Tax will be set.

NW advised that a pre-planning request has been made by Gladman Developments for 175 houses on the area north of the new Ridgeway development to be accessed via Kisby's End. Although this a rough proposal at present it could lead to a planning application being submitted in the future.
NW will email more information to the Parish Council's Planning Committee.

NW also advised that the District has set its budget for 2017/18 and this will lead to a small increase in Council Tax equivalent to an additional £5.00 per Band D property.

MH reminded the meeting that changes to the bin collection schedule come into force on 27 February 2017.
- 22/02-17** **Parish Council Matters**
22/02-17.1 To receive a report from the Village Hall Committee held 17 January 2017
No representative from the Village Hall Committee was present at the meeting.
22/02-17.2 To receive a report from the Amenities Committee held 16 January 2017.
Nothing to update

22/02-17.3 To receive a report from the Planning Committee held 7 February 2017.
No representative from the Planning Committee was present at the meeting.

23/02-17 To review and approve the following policies

23/02-17.1 Grants and Donations policy and related application form and terms of eligibility.
23/02-17.2 Disability Discrimination Policy
23/02-17.3 Equality and Diversity Policy
23/02-17.4 Complaints Procedure
23/02-17.5 Press and Media Policy
23/02-17.6 Records Management and Retention Policy

All policies and procedures were circulated to Council members prior to the meeting for review and comment. No issues were raised or comments made and it was resolved to adopt and implement the policies with immediate effect. Proposed PP, Seconded PC, Agreed All

24/02-17 To receive an update on progress regarding the implement shed

To review and approve the plans and costs for the construction of the new implement shed
PP presented revised plans and full specifications for the 9m x 76m implement shed provided by DPL Steel Buildings.

It was resolved to approve funds of £27860.63 + VAT for the construction of the shed.
Proposed PP, Seconded MH Agreed All

The Clerk is to place the order with the suppliers.

PP advised that he and PC had met with Tim Lawson (Varrier-Jones Foundation) and Zara Ansary (Rocky's) to discuss right of access across Rocky's car park to the new parking area. Subsequently, Mr Lawson has provided a drawing of the new area of land and showing the section of Rocky's entrance over which we will have a formal right of way, which is to be included in the existing lease.

The entrance to Rocky's car park will be widened to allow vehicles to enter and exit simultaneously.

It was resolved to accept the amendments as per the drawing provided.

Proposed PP, Seconded PC. Agreed All.

25/02-17 To review and give consideration to the recommendations made in the mid-year report from the Internal Auditor (from visit Dec 2016)

The report was circulated prior to the Meeting.

Comments and recommendations were noted.

It was agreed that all agendas and minutes are to be circulated to all Parish Councillors, not just to the individual committee members and are to be included in the Official Minute Book.

26/02-17 Correspondence and Communication

To receive general correspondence and agree any responses and actions

26/02-17.1 Letter from Keaton Booth

The Clerk will issue a response on behalf of the Parish Council.

27/02-17 Finance and Procedure

It was agreed to approve the following for settlement
(Proposed PC, Seconded BB, Agreed All)

Chq No	Payments for approval	Invoice No	Gross	
2888	Pendrill Publications (FEB N&V)	7611	£350.00	N/Letter
2889	Glasdon UK Limited	722460	£263.84	AM
2890	PDS Services	7275	£152.94	VH
2891	Newflame - Extinguisher Maint.	125896	£243.84	VH
2892	Varrier Jones Foundation	205853	£60.00	AM

2893	Varrier Jones Foundation - PF Rent	205854	£1.00	AM
2894	Agrovista	CD970444218	£63.92	PF
2895	Foster Horticulture Church Yard	460	£225.00	AM
2895	Foster Horticulture Church Yard (Aug 16)	213	£450.00	AM
2895	Foster Horticulture Play Area (Aug 16)	212	£252.00	AM
2896	ESPO - Office Stationery	4315017	£64.67	Admin
2897	ESPO - Office Stationery	4318597	£16.20	Admin
2898	Cooks Blinds & Shutters (UPS replacement)	113935	£598.44	VH
2899	Maria Santacreau VH Deposit return		£100.00	VH
2900	HMRC - payroll tax - Period Ending 5 February 17		£339.72	Payroll
2901	M Valderama – January		£915.19	Payroll
2902	C Taylor – January		£353.98	Payroll
2903	P Tidnam - January		£130.00	Payroll
2904	S Cruse – January		£1,431.66	Payroll
2904	S Cruse - Reimbursement - POSTAGE		£22.80	Admin
2905	Mr R Philip - VH Deposit Return		£100.00	VH
Due Date	DIRECT DEBITS			
26/01/17	BT Lift Phone	EM256407210091	£97.68	Admin
06/02/17	EON	H13FAB040B	£765.91	Admin
	REGULAR MONTHLY OUTGOINGS			
	SCDC Trade Refuse VH		£52.90	VH
	SCDC Trade Waste Playing Field		£48.53	AM
	SCDC rates VH		£617.00	VH
	SCDC rates for Changing Rooms		£53.00	PF
	TOTAL PAYMENTS		£7,770.22	

28/02-17 **Matters for future discussion – None**

29/02-17 **Date of next meeting(s)**

Amenities Committee	Monday 20 February 7.00pm
Village Hall Committee	Tuesday 21 February 7.30pm
Playing Fields Committee	Tuesday 28 February 7.30pm
HR Committee	Wednesday 15 February 7.30pm
Planning Committee	Tuesday 7 March 7.00pm
Parish Council	Wednesday 8 March 7.30pm

The meeting was closed at 8.10pm

Signed: _____ Date: _____

Mr P Phillips, Chairman of Papworth Everard Parish Council