

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

Minutes of the 767th Meeting held on Wednesday 14 June 2017 at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Paul Phillips, Chairman (PP), Paul Hicks (PH), Tom Williams (TW), Pete Cruse (PC), Mark Honeywood (MH), Chris Howlett (CH), Barry Hume (BH) Bob Baker (BB),

In attendance: Sarah Cruse (SLC) Clerk, Cllr Mandy Smith (MS), Cllr Nick Wright (NW)

91/06-17 To receive and approve apologies for absence
Apologies received from Chris Dawson and Mark Howell

92/06-17 To receive any declarations of pecuniary interests - None

93/06-17 Public Participation
No members of the public were present at the meeting

94/06-17 To confirm and approve the minutes of the Parish Council and Annual Meeting held on 10 May 2017.
It was resolved to approve the minutes of the meeting on 10 May 2017 as a true record of the meeting. (Proposed PC, Seconded MH, Agreed All)

95/06-17 Actions Report
To confirm the status of any action points from previous meetings.
Forms for online and telephone banking are still currently being processed by NatWest Business Banking. A separate account for the Village Hall is in the process of being set up. The clerk has chased for a progress update.

96/06-17 Matters for information only
Policing Panel Monthly Meetings
PH is the representative for the Parish Council at the Swavesey Neighbourhood Policing Panel Meetings. This provides an opportunity to raise any policing issues pertinent to the village which can be flagged.
An item will be added to the Agenda of future Parish Council Meetings to discuss and raise any issues.

97/06-17 To receive reports from County and District Councillors
MS advised that following the General Election, the Council is under Conservative control. A complaint had been received regarding buses using Elm Lane as a cut-through to turn around. MS will take this up with the bus companies.
MS also passed on contact details for the Speedwatch Co-ordinator for information.
MH requested that MS pass thanks to Highways as the drainage works on Baron's Way appear to have been successful.

NW advised the roles at South Cambridgeshire District Council (SCDC) have been reviewed. MH has responsibility for Environmental Services. NW has responsibility for Economic Development and Shared Services.

NW advised that in relation to planning matters he represents SCDC as a Councillor and also the Papworth Hospital as a Governor. Should there be any crossover of interests, MH will deal with the planning matters for the Council.

CH enquired where SCDC is with the local plan. NW advised that the plan is still approximately 6 months away. NW suggested it may be prudent to look at a Neighbourhood plan for Papworth.

98/06-17 Parish Council Matters

98/06-17.1 To receive a report from the Village Hall Committee held 16 May 2017
No further update to the minutes already circulated

98/06-17.2 To receive a report from the Amenities Committee held 17 April 2017
The old zip wire has been dismantled and removed. No further update to the minutes already circulated

98/06-17.3 To receive a report from the HR Committee held on 5 June 2017
Appraisals will be held for employees by early July.

98/06-17.4 To receive a report from the Planning Committee held 6 June 2017
Representatives from Bloor Homes attended the Planning Committee Meeting and presented their plans for the Ridgeway Development. Several members of the public were also present at the meeting. The plan appears to be of a reasonable design and no houses are proposed be over 2 storeys high. The committee will now await reserved matters to be submitted before comments can be made.
An application for storage at a unit on Sterling Way was recommended for approval as was the erection of temporary garages at the Bernard Sunley Centre. No comment was made regarding road layout at the old Police Station on Ermine Street South as incorrect drawings were submitted, but the committee was in agreement with the tree report submitted for the same location.

99/06-17 To discuss and reach final agreement regarding the Playing Fields Lease and Licence to Alter

99/06-17.1 To agree upon the Parish Council's response to the Varrier-Jones Foundation regarding the Licence to Alter & Lease
It was agreed that issues regarding the Lease and Licence to Alter would be raised face to face at the meeting with the Varrier-Jones Foundation Trustees (yet to be scheduled) rather than putting it in writing. A selection of suitable dates were agreed upon for the meeting to take place. The Clerk will advise the Varrier-Jones Foundation of the preferred dates.

99/06-17.2 To review and sign the HMRC SDLT form as provided by Ellison's Solicitors
The SDLT form was circulated for review. It was noted that the reason for the form was not clear. The Clerk will seek clarification before the form can be signed.

99/06-17.3 To authorise payment of £60 for the Land Registry fee
It was agreed that a decision on payment of the fee would be deferred until it was clear what the function of the SDLT form was.

100/06-17 To receive an update on progress of the construction of the implement shed and discuss and agree upon requirements for fitting out the new building.

To include Electrics, Alarms and Security, Boarding
The new Implement Shed has been constructed. PP will approach contractors for pricing and quotes for provision of power and suitable security measures to be submitted to the July Parish Council meeting for approval.

101/06-17 Correspondence and Communication

101/06-17.1 To receive general correspondence and agree any necessary responses and actions
Request for support from David Potter for the Annual Carol Service
It was resolved that the Parish Council would be willing to support the annual carol event by hosting the event. The Clerk will liaise with David Potter.
Proposed PP, Seconded PC, Agreed All.

101/06-17.2 Email from C Huggins regarding speeding in the village
Comments regarding speeding in the village from Mr Huggins and Mr B Johnson were noted. It was agreed to flag the issue of speeding at the next Policing Panel meeting and request evidential testing. If the problem is proven, a scheme such as Speedwatch, could be looked into. The Parish Council would be happy to lend its support the scheme, but a minimum of 6 volunteers from the community would be required to undertake training and run the Speedwatch in the village.

101-06-17.3 To receive information regarding the Papworth 100 Celebration Event in September
 A paper from the Papworth Hospital Charity Team was submitted to the meeting for review, requesting support for its event in September 2017.
 The clerk will forward a copy of the Grants and Donations application pack to be completed and returned before the next Parish Council Meeting for consideration.

102/06-17 Finance and Procedure

It was agreed to approve the following for settlement
 Proposed CH, Seconded PP, Agreed All

Chq No	Payments for approval	Gross	Category
2971	Kevin Ward - Caretaking Duties	225.25	VH
2972	ESPO - Stationery	90.93	Admin
2973	ESPO - Stationery	13.20	Admin
2974	Canalbs - Internal Auditor	142.80	Admin
2975	Turfcare - Bowling Green Fertilizer	120.00	PF
2976	Cooks Blinds - Fire Shutter Service	417.60	VH
2977	LGS Services - Accounting	240.00	Admin
2978	PDS Services - Cleaning Products	313.92	VH
2979	Pendrill Publications	350.00	Newsletter
2980	Advance Security - Door opener	3,456.00	VH
2980	Advance Security (less credit note 111814 £48.00)	96.00	VH
2981	Agrovista	227.00	PF
2982	CAPALC - CiLCA Training	420.00	Admin
2983	Latta Hire - Fete Toilets	312.00	Gen Res
2984	Eastern Marquees - Fete	586.00	Gen Res
2985	Ellisons Solicitors - Fees Licence to Alter	750.00	Gen Res
2986	Bidwells - Lease / Licence to Alter	749.10	Gen Res
2987	DPL Steel Buildings - Groundworks	14,665.35	S106
2988	DPL Steel Buildings - Construction	7,030.92	S106
2989	Anglian Water - Sewerage Charge	42.89	VH
2990	Kevin Ward - misc maintenance & caretaking	1,330.63	(see below)
	* Rubbish Clearance & Tip - VH Cellar	50.00	VH
	* Removal of Zip Wire	300.00	AM
	* Pool Clearance & Cleaning	450.00	AM
	* Paint compound	350.00	S106
	* VH Caretaker duties	180.63	VH
2991	Remuneration MAY - C Taylor (Bookings)	188.89	VH
2991	Remuneration MAY - C Taylor (PC)	100.00	Remuneration
2992	Remuneration MAY - S Cruse	1,545.57	Remuneration
2993	Remuneration MAY - P Tidnam	130.00	Remuneration
2994	Remuneration MAY - M Valderama	919.67	VH
2995	HMRC - Payroll Tax	600.89	Remuneration
2996	Barriers Direct - Bike rack	77.04	AM
15-Mar	Glyn Cooksey - Fuel & Petrol Cans	84.10	PF
Date Paid	PAYMENTS MADE (Card)		
09-Jun	Post Office - Annual Return postage	7.25	Admin
12-May	Post Office - Stamps	20.16	Admin
23-May	Madingley Mulch	445.80	PF
25-May	OneDirect - DECT Repeater	62.38	VH
25-May	Arkwright Welding Safety Supplies (Shed Paint)	84.35	S016
05-Jun	Acorn Skips (Paddling Pool)	237.60	AM
30-May	Terrys Heel Bar - mag lock keys	7.00	VH
23-May	Morrisons - refreshments for APM	7.23	Admin
Due Date	DIRECT DEBITS		
12-Jun	Fuel Genie	22.98	PF
TBC	Smart Pensions	TBC	Remuneration
21-Jun	Cambridge Water - March April & May	56.25	VH

TBC	EDF Energy - VH Electricity	209.00	VH
TBC	SCDC Trade Refuse VH	47.17	VH
TBC	SCDC Trade Waste Playing Field	48.53	AM
TBC	SCDC Rates VH	708.00	VH
TBC	SCDC Rates Changing Rooms	51.00	PF
TOTAL PAYMENTS		38,571.08	

103/06-17 Matters for future discussion
104/06-17 Date of next meeting(s)

Village Hall Committee	Tuesday 20 June 2017	7.30pm
Amenities Committee	Wednesday 21 June 2017	7.30pm
Finance Committee	Wednesday 28 June 2017	7.30pm
Planning Committee	Tuesday 4 July 2017	7.00pm
Parish Council	Wednesday 12 July 2017	7.30pm

BB offered his apologies for the July and September meetings, which were accepted.

The meeting closed at 8.45pm.

Signed: Date:

Name: