

# PAPWORTH EVERARD PARISH COUNCIL

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

## PARISH COUNCIL MEETING

### **Minutes of the 773rd Meeting of the Parish Council held on Wednesday 14 February 2018 at 7.30pm in the Seminar Room at Papworth Village Hall**

**Present:** Paul Phillips (PP), Pete Cruse (PC), Mark Honeywood (MLH), Chris Howlett (CH), Paul Kidson (PK), Victoria Carter (VC)

**In Attendance:** Sarah Cruse (SLC) Clerk, Cllr Nick Wright (NW)

**16/02-18 To receive and approve apologies for absence**

Apologies were received and accepted from Bob Baker (BB), Cllr Mandy Smith (MS), Cllr Mark Howell (MH)  
Absences: Paul Hicks (PH) Chris Dawson (CD)

**17/02-18 To receive any declarations of pecuniary interests - None**

**18/02-18 Public Participation –** No members of the public were present at the meeting.

**19/02-18 To confirm and approve the minutes of the Parish Council Meeting held on 10 January 2018**

It was resolved to approve the minutes of the meeting held on 10 January 2018 as a true record of the meeting. (Proposed CH, Seconded MLH, Agreed All)

**20/02-18 Actions Report**

Any items from the previous meetings had been actioned as necessary

**21/02-18 Matters for information**

21/02-18.1 The Clerk had spoken with the enforcement officer from Cambridge County Council regarding signs and banners being put up in the village. He advised the he does regular sweeps of the area and removes any banners or notices which are likely to cause distraction, be an obstruction, are in a dangerous location or are in excess of 2 metres in length. He will also remove any notices or banners on request.

In addition the Enforcement Officer has advised that concrete blocks have been placed at Kisby's End to help prevent unauthorised access by travellers. Road planings from current surfacing work are also to be deposited in the same area and the furrows ploughed in the bank will be gone over to ensure they remain deep enough to stop access.

21/02.18.2 Highways department have requested they be allowed to store materials at Kisby's End during planned summer resurfacing works, to which the Council agreed.

21/02/18.3 CAPALC are holding GDPR seminars on 15<sup>th</sup> and 16<sup>th</sup> March in Cambourne.  
It was resolved that the Clerk should attend one of the sessions at a cost of £35.00  
(Proposed PP, Seconded CH, Agreed All)

**22/02-18 To receive reports from County and District Councillors**

NW advised that following representations by several residents of the village, SCDC will be clearing up areas of rubbish left by the travellers on public land around the bypass. Rubbish on private land is the responsibility of the landowners.

An approach has been made by representatives of Bloor who are considering their appeal following the planning refusal of the Ridgeway development in September 2017. NW advised that no appeal has been lodged to date. The appeal process takes 3-6 months and would need to be completed prior to the Local Plan being ratified – although it is anticipated the Local Plan should be ratified in March/April 2018.

Budgets will be set at the next Council meeting – it is expected there will be a slight increase in Council Tax from the District Council estimated at £4.00 - £5.00 per Band D house.

CH advised that the Parish Council would welcome some guidance regarding the Hospital Site from the District Council. NW and MH to be invited to the next Planning Committee meeting on 6 March to discuss.

(NW left the meeting at 7.45pm)

**23/02-18 Parish Council Matters**

- 23/02-18.1 To receive a report from the Village Hall Committee held 16 January 2018  
Income from 2017/18 is slightly up on that of the 2016/17 financial year.  
The Caretaker will be on annual leave from 24 March to 24 April 2018.  
An advert for temporary cover will be put on the website, social media and noticeboards, but additional help and cover may be required from councillors to keep the Hall running smoothly.  
The Clerk will coordinate any requirements.
- 23/02-18.2 To receive a report from the Amenities & Playing Fields Committee held 17 January 2018  
No further update from the published minutes.
- 23/02-18.3 To receive a report following the Public Meeting held on 31 January 2018  
Approximately 135 people attended the public meeting on 31 January 2018.  
Further correspondence has been received following the meeting – points raised at the meeting and correspondence received will be discussed at the next Planning Committee meeting.  
It may be possible to agree a Design Guide with South Cambs District Council to give a clear defined list of requirements for any planning application for the Hospital Site. This will be discussed with NW and MH at the next Planning Committee meeting.
- 23/02-18.4 To receive a report from the Planning Committee held 6 February 2018  
No further update from the published minutes.

**24/02-18 Police Panel Matters**

The way that the Police communicate with Parishes is being looked at. Police Panel meetings have been cancelled pending a new method of communication being announced.

**25/02-18 Correspondence and Communication**

- 25/02-18.1 To receive general correspondence and agree any necessary responses and actions  
To consider a donation request from the Friends of Pendragon Primary School  
It was resolved to donate £350.00 from S137 funds to the Friends of Pendragon School.  
(Proposed CH, Seconded PC, Agreed All)
- 25/02-18.2 To receive correspondence from the occupiers of No. 3 and No. 5 Farm Road ref: Papworth Hospital Site  
The correspondence received was discussed. The Clerk will respond on behalf of the Parish Council and the correspondence will be forwarded to the Hospital and Varrier-Jones Foundation for their information and action as appropriate

**26/02-18 To approve the schedule of Parish Council and committee meetings for 2018/19**

The schedule for meetings for 2018/19 was agreed by all Councillors present.  
The Clerk will update the Parish Council website accordingly.

**Item 27/02-18 is CONFIDENTIAL \*\***

**27/02-18 Property Update**

To receive an update on Property matters  
Updates on current Property matters were discussed  
(See separate notes for information)

**28/02-18 Finance and Procedure**

The following accounts were approved for payment:  
(Proposed MLH, Seconded PC, Agreed All)

<b>Scheduled Payment</b>	<b>BACS</b>			
16/02/18	Salary Caretaker/Bookings Clerk		1,355.73	VH
16/02/18	Salary Clerk/Litter picker/Asst Clerk		1,770.03	Remuneration
16/02/18	HMRC Payroll Tax		593.70	Remuneration
16/02/18	SCDC Rates - Implement Shed	3030122850	325.00	PF
16/02/18	Herts & Cambs Ground Maint - VH Car Park	3673	167.00	VH
16/02/18	Herts & Cambs Ground Maint - Grass Cutting	3674	722.00	AM
16/02/18	Pendrill Publications (N&V FEB)	8302	350.00	Newsletter
16/02/18	Pendrill Publications (N&V MARCH)	8358	350.00	Newsletter
16/02/18	Glasdon UK Ltd - Youth Shelter Bin	742214	193.20	AM
16/02/18	Came & Co - Lift Insurance Cover Renewal	30039500	327.73	VH
16/02/18	NEWFLAME - Annual Extinguisher Service	131025	112.26	VH
16/02/18	DP Services St Neots - Cleaning Products	0005	135.48	VH
16/02/18	RJM Cleaning Services - VH Windows	4	60.00	VH
16/02/18	VH DEPOSIT Return B IEZZI 1/1/18		100.00	VH
16/02/18	Robert Bailey – replace damaged light bollard	120218	140.00	VH
<b>Date Paid</b>	<b>PAYMENTS MADE (Card)</b>			
01/02/18	Amazon - Laminator Pouches	18472566	4.99	Admin
30/01/18	Amazon - Laminator		24.79	Admin
22/01/18	Makro - cleaning supplies		28.70	VH
15/01/18	RJM Cleaning Services - VH Gutters	110118	250.00	VH
<b>Due Date / Paid Date</b>	<b>DIRECT DEBITS</b>			
14/03/18	ICO Annual Renewal (Data Protection register)	email	35.00	Admin
09/02/18	Smart Pensions - JANUARY		33.42	Remuneration
22/02/18	Cambridge Water (VH Supply)	8059808958	19.77	VH
01/02/18	Pennion (Cambs Water) PF Water June - Dec 2017	8059590393	212.19	PF
01/03/18	SCDC Trade Waste VH - extra collection	227627	16.00	VH
29/01/18	BT - Lift Phone	EM256470210131	100.20	VH
24/01/18	O2 (VH Mobile)		18.00	VH
24/01/18	O2 (Imp Shed SIM)		20.96	PF
01/02/18	EDF Energy - VH Electricity		242.00	VH
01/02/18	SCDC Trade Refuse VH		47.17	VH
01/02/18	SCDC Trade Waste Playing Field		48.53	AM
02/01/18	SCDC Rates VH		708.00	VH
13/01/18	Opus Energy (VH GAS)	23040134	49.17	VH
15/01/18	SCDC Rates Changing Rooms		51.00	PF
	<b>TOTAL PAYMENTS</b>		<b>8,612.02</b>	

**29/02-18**      **Matters for future discussion**  
CCTV for the Village Hall  
What's App Group for the Parish Council

**30/02-18**      **Date of next meeting(s)**

Village Hall Committee	Tuesday 20 February 2018	7.30pm
Amenities & Playing Fields Cttee	Wednesday 21 February 2018	7.30pm
Planning Committee	Tuesday 6 March 2018	7.30pm
Parish Council Meeting	Wednesday 14 March 2018	7.30pm

The meeting closed at 8.35pm.

Signed: ..... Date: .....