

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL and ANNUAL MEETING

Minutes of the Annual Meeting of the Parish Council held on Wednesday 9 May 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), Paul Hicks (PH), Chris Dawson (CD), Victoria Carter (VC), Adam Honeywood (AH)

In Attendance: Sarah Cruse (SLC) Clerk, Cllr Mandy Smith, Cllr Nick Wright (from 7.55pm)

67/05-18 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

It was resolved that PP remain as chairman for the 2018/19 year.
(Proposed CH, Seconded MLH, Agreed All).

PP signed his Declaration of Office form as a Parish Councillor followed by the Declaration of Office as Chairman.

68/05-18 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

PC expressed his wish to be considered for the Vice Chairman position.

It was resolved that Pete Cruse would take the position of Vice-Chairman of the Parish Council (Proposed CH, Seconded PH, Agreed All)

PC signed his Declaration of Office form as a Parish Councillor followed by the Declaration of Office as Vice Chairman

69/05-18 To receive and approve apologies for absence

Apologies were received and accepted from Cllr Mark Howell (MH)

70/05-18 To receive any declarations of pecuniary interests - None declared

71/05-18 To confirm the members of the Parish Council following the (uncontested) election on 3 May 2018

Following the uncontested Elections held on 3 May 2018 the elected members of the Parish Council are:

Mr Paul Phillips	Dr Chris Howlett	Mr Mark Honeywood
Mr Pete Cruse	Mr P Hicks	Dr Chris Dawson
Mr Paul Kidson	Mrs Victoria Carter	Mr Adam Honeywood

Each member of the Parish Council completed and signed Declarations of Office

PP expressed his thanks to departing Parish Councillor Bob Baker for his significant contribution to the work of the Parish Council over the many years that he sat on the Council.

72/05/18 To complete updated Disclosure of Pecuniary Interests forms for each council member
Each member of the Parish Council completed and signed the Register of Interests form

73/05/18 Public Participation – None

74/05-18 To confirm and approve the minutes of the Parish Council meeting held on 11 April 2018.

It was resolved to approve the minutes of the meeting held on 11 April 2018 as a true record of the meeting. (Proposed MLH, Seconded PC)

75-05-18 Actions Report

All actions raised at the previous meeting had been dealt with.

- 76/05-18**
76/05-18.1 **Matters for information only**
To raise any issues relating to the village to be forwarded to the PCSO
There were no issues to raise
- 77/05-18**
To receive reports from County and District Councillors
MS advised that cutting of the grass verges in the village are scheduled for the coming week. It is possible for the Parish Council to take over the cutting of the verges from the County Council, for which an annual sum will be paid by the Council. PH queried whether this was a protected sum or would the Parish Council have to foot the entire bill in the future, MS advised that it was a protected sum
MS to provide a map and cutting schedule for information.
- Papworth to Caxton Gibbet Footpath – half of the necessary funds are available from Highways England. A request has gone to BT to relocate the telegraph posts alongside the route. A survey is due to be undertaken to confirm a suitable design and width – both the British Horse Society and Road Safety teams have been engaged with.
The Flood and Water Team are looking at extending the ditching along the route.
- MS left at 7.50pm**
- 78/05-18**
To adopt the NALC Standing Orders 2018
It was resolved to adopt the revised NALC Standing Orders
(Proposed PK, Seconded MLH, Agreed All)
- 79-05/18**
To review committee structures and to appoint members (if necessary) to serve on the under-mentioned committees:
1. Amenities and Playing Fields Committee
 2. Planning Committee
 3. Village Hall Committee
 4. Finance and HR Committee
- The committee structures were reviewed and members appointed.
(See Appendix 1)
- CH advised that he wished to step down as Chairman of the Planning Committee.
This will be discussed at the next Planning Committee meeting and a new chair elected.
- MW arrived at 7.55pm and gave his update to the meeting**
- Following the Elections on 3 May, South Cambs District Council is now under Lib Dem control.
The split of Councillors is: 30 Lib Dem, 11 Conservative, 2 Independent, 2 Labour
- NW will remain on the Planning Committee.
- The Local Plan is still with the independent inspector and under review.
- NW left the meeting at 8.05pm**
- 80/05-18**
To review the committee terms of reference
1. Amenities Committee
 2. Planning Committee
 3. Village Hall Committee
 4. Playing Fields Committee
 5. Finance Committee
 6. HR Committee
- The Terms of Reference for all committees were reviewed and agreed.
It was also agreed to amalgamate the Amenities and Playing Fields and the HR and Finance terms of reference to reflect the current committee structure.
- 81/05-18**
81.05-18.1 **Parish Council Matters**
To receive a report from the Amenities & Playing Fields Committee held 18 April 2018.
No further update from the published minutes.
- 81/05-18.2
To receive a report from the Village Hall Committee held 17 April 2018
A solicitor is to be engaged to send a letter to an outstanding debtor.

81/05-18.3 There had been very good feedback for the temporary caretaker. He had also undertaken lots of small maintenance jobs whilst he was covering in the caretaker's holiday absence.
To receive a report from the Planning Committee held 1 May 2018
An appeal against the ridgeway decision had been lodged although that has not yet been registered by the Inspector. PC and CH met with the Independent Planning Consultant hired by SCDC to defend against the appeal. This was a very positive meeting.

82/05-18 To discuss and approve CAPALC Membership fees for 2018-19
It was resolved to accept the CAPALC Membership renewal at a cost of £557.38
(Proposed PH, Seconded PP, Agreed All)

82/05-18 To discuss and approve a switch to Opus Energy for provision of electricity to the Village Hall at the end of the current fixed term contract
The Clerk presented the cost savings which could be achieved by switching to Opus Energy for electricity supply to the Village Hall.
It was resolved to switch to Opus Energy at the end of the current contract
(Proposed MLH, Seconded PC, Agreed All)

83/05-18 To consider and approve a new contract offer from BT for an upgrade to broadband services
It was resolved to enter into a 24 month contract for an Ultrafast Broadband service at the increased cost of £0.30p (net) per month.
(Proposed PC, Seconded PP, Agreed All)

84/05-18 To agree upon an agenda for the Annual Parish Meeting to be held on 23 May 2018
The sample agenda was reviewed and agreed

85/05-18 Correspondence and Communication
To receive general correspondence and agree any responses and actions
85/05-18.1 To consider a donation request from Rendezvous
It was resolved to donate the sum of £200 to Rendezvous as requested
(Proposed PK, Seconded PP, Agreed All)

Item 86/05-18 is CONFIDENTIAL **
There being no members of the public present the meeting continued with this agenda item

86/05-18 Property Update
An update was received on existing and new property matters
(See separate Confidential Notes)

87/05-18 Finance and Procedure
87/05-18.1 To approve the year end accounts for 2017/18 financial year
The Annual Governance Statement was reviewed and approved by the meeting
It was resolved to approve the Accounting Statements
(Proposed PC, Seconded CD, Agreed All)

The Accounting Statements were considered and approved by the meeting.
It was further resolved to approve the Accounting Statements
(Proposed PP, Seconded CH, Agreed All)

87/05-18.2 To approve accounts for payment
The following accounts were approved for payment:
(Proposed CD, Seconded VC, Agreed All)

Chq No	Cheque Payments	Gross	Category
3058	Cambs County Council - Summer Reading Challenge	250.00	S137
102034	Eastern Marquee Co Ltd - Fete Marquees	870.00	GEN RES
Payment Date	BACS Payments		
11/05/18	VH Salaries	1,210.41	VH
11/05/18	PC Salaries and Tax	2,087.20	Remuneration
11/05/18	V-JF - VH Building Ins 2018-19	1,080.45	VH
11/05/18	V-JF - Changing Room Building Ins 2018-19	135.78	PF

11/05/18	Cambs County Council - Street Lighting Oct 16 - Sept 17	1,538.97	AM
11/05/18	Herts & Cambs - Grass Cutting	722.00	AM
11/05/18	Herts & Cambs - VH Car Park	167.00	VH
11/05/18	Pendrill Publications (MAY N&V)	350.00	Newsletter
11/05/18	SCDC Shed Rates May 2018	209.00	PF
11/05/18	Advance Security - 2018-19 Maint Door Openers	150.00	VH
11/05/18	Advance Security - 2Repair - Door openers	570.00	VH
11/05/18	CT Electrical - Replacement light switch	54.00	VH
11/05/18	Wave - VH Sewerage	104.74	VH
11/05/18	Demma Services Ltd - BMS inspection	379.92	VH
11/05/18	NF - Caretaker cover 24/3-24/4	883.56	Remuneration
11/05/18	Nick French - Timber for floor repair	53.71	VH
11/05/18	LGS Services - Accounts	88.13	Admin
Date Paid	PAYMENTS MADE (BACS)		
01/05/18	Meridian Ironmongery - VH Kitchen lock	148.80	VH
23/04/18	Cambs ACRE Membership	55.50	Subscriptions
13/04/18	Timberplay Quarterly Inspection Contract 2018	1,580.00	AM
Date Paid	PAYMENTS MADE (Card)		
26/04/18	Lakeside Hire - Fencing Hire 25/4-9/5	96.00	AM
25/04/18	Ridgeon - Heras fencing	445.20	AM
Due / Paid Date	DIRECT DEBITS		
11/05/18	Smart Pensions - MAR & APR	122.70	Remuneration
23/04/18	Pennon (Anglian) Water VH H2o Supply	11.67	VH
25/04/18	O2 (VH Mobile)	18.00	VH
25/04/18	O2 (Imp Shed SIM)	18.00	PF
04/05/18	EDF Energy - VH Electricity	225.00	VH
01/05/18	SCDC Trade Refuse VH	49.33	VH
01/05/18	SCDC Trade Waste Playing Field	25.78	AM
01/05/18	SCDC VH Rates	857.00	VH
16/04/18	SCDC Changing Room Rates	51.20	AM
16/05/18	SCDC Changing Room Rates	51.20	AM
30/04/18	BT - Lift Phone	100.20	Admin
20/04/18	BT – Broadband	150.00	Admin
23/04/18	CPRE Membership	36.00	Subscription
13/05/18	Opus Energy (VH GAS)	28.53	VH
	TOTAL PAYMENTS	14,974.98	

88/05-18 **Matters for future discussion – None**

89/05-18 **Date of next meeting(s)**

Village Hall Committee	Tuesday 15 May 2018	7.30pm
Amenities & Playing Fields Committee	Wednesday 16 May 2018	7.30pm
Annual Parish Meeting	Wednesday 23 May 2018	7.30pm
Planning Committee	Tuesday 5 June 2018	7.30pm
Parish Council	Wednesday 13 June 2018	7.30pm

The meeting closed 8.45pm

Signed: Date:

Appendix 1

Committee Membership at May 2018

Parish Council:

Paul Phillips (Chairman)
Paul Hicks
Mark Honeywood
Chris Howlett
Pete Cruse (Vice Chairman)
Chris Dawson
Paul Kidson
Victoria Carter
Adam Honeywood

- Vacancy
- Vacancy
- Vacancy
- Vacancy

Finance & HR:

Paul Phillips (Chairman)
Paul Hicks
Mark Honeywood
Chris Howlett
Pete Cruse
Chris Dawson
Paul Kidson
Victoria Carter
Adam Honeywood

Planning:

Chairman TBC

Chris Howlett
Chris Dawson
Paul Hicks
Pete Cruse
Victoria Carter
Paul Kidson
Adam Honeywood
Lynsey Munnerley *

Amenities & Playing Fields:

Mark Honeywood (Chairman)
Paul Phillips
Chris Howlett
Pete Cruse
Paul Kidson
Adam Honeywood
Victoria Carter
Paul Hicks

Stephen Byrne* (Cemetery Caretaker)
Stephen Welburn* (Tennis Club)
Andy Buck* (Football)
Paul Broadbridge* (Cricket)

TBC Rep for Bowls Clubs

Village Hall:

Chris Howlett (Chairman)
Paul Phillips
Pete Cruse
Victoria Carter
Paul Hicks
Adam Honeywood
Clare Taylor* (Bookings Clerk)

* Not a member of the Parish Council
(a non-councillor may be a member of any
committee, except the Finance and HR
Committees)