

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

Minutes of the 777th Meeting of the Parish Council held on Wednesday 13 June 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 Hicks (PH), Victoria Carter (VC),

In Attendance: Sarah Cruse (SLC) Clerk, Cllr Mandy Smith (MS), Cllr Mark Howell (MH)

94/06-18 To receive and approve apologies for absence
Apologies were received and approved from Paul Kidson (PK), Adam Honeywood (AH) and Cllr Nick Wright

Absent: Chris Dawson (CD)

95/06-18 To receive any declarations of pecuniary interests
PC declared an interest in agenda item 106/06-18

96/06-18 Public Participation – There were no members of the public present at the meeting

97/06-18 To confirm and approve the minutes of the Parish Council's Annual Meeting held on 9 May 2018 and the Extraordinary Parish Council Meeting held on 30 May 2018
It was resolved to approve the minutes of the meeting held on 9 May 2018 as a true record of the meeting. (Proposed MLH, Seconded PC)
It was further resolved to approve the minutes of the extraordinary meeting held on 30 May 2018 (Proposed MLH, Seconded PP)

98/06-18 Actions Report
All matters had received attention

99/06-18 Matters for information
It has been confirmed that Parish Councils are exempt from having to have an external Data Protection Officer under the new GDPR legislation

100/06-18 To receive reports from County and District Councillors
MS had received correspondence regarding speeding on Ermine Street South.

Applications to the Local Highways Improvement grants scheme are open until the end of July. PH advised that the Parish Council is looking into the costs of installing radar speed signs in the village, which could be funded from this scheme. SLC to bring details and costs to the next Parish Council meeting for agreement prior to an application being submitted.

PC questioned when the verges around the roundabouts were due to be cut as visibility is being impaired (particularly at the roundabout at the north end of the village). MS advised the first verges cut had been done. MS to confirm the second cut date and check about the roundabouts.

MS left the meeting at 7.50pm

MH advised that SCDC believe they can demonstrate a 5 year land supply so this should apply to all new applications. There are some appeals and applications currently going through the planning process which were lodged prior to the land supply being demonstrated.

The official sign off of the 5 year Land Supply Plan from the external inspector is still awaited.

The Lib Dems have stated that they are against the Bourne Airfield development – the impact on the 5 year land supply, should this not go ahead, is unknown at this time.

101/06-18 Parish Council Matters

101/06-18.1 To receive a report from the Village Hall Committee held 15 May 2018

It has been agreed to limit all bookings to a midnight close.

New terms and conditions documents are progressing.

101/06-18.2 To receive a report from the Amenities & Playing Fields Committee held 16 May 2018

No further update from the published minutes.

101/06-18.3 To receive a report from the Planning Committee held 5 June 2018

The Planning Committee's response to the new Ridgeway development application had been submitted. CH to circulate for information.

102/06-18 Police Matters

The Clerk will raise the issue of speeding through the village with the PCSO.

103/06-18 Correspondence and Communication

103/06-18.1 To consider a request from David Potter for support for the Remembrance Day event to be held on 11 November 2018

David Potter to be issued with a Grant and Donations form to apply for funding.

103/06-18.2

To consider e-mails received in relation to speeding in the village

Speeding can be raised with the Cambridge Constabulary but evidence of speeding is required. Information to go into the News and Views relating to the Speedwatch scheme.

The existing 20mph zone and speed calming measures complied with all legal and Highways department requirements and came at a cost in excess of £55,000.

The roads in Summersfield have not yet been adopted and are still the responsibility of the Developers.

The Clerk will respond to the correspondence received.

103/06-18.3

To consider e-mails received in relation to grass cutting in the village

It is not possible to lend out the Parish Council's equipment for villagers to use as this will raise insurance implications and none of the equipment is road legal.

Details of the parties responsible for cutting which areas to be included in the News and Views. It was suggested that a map could be put together showing grass cutting and maintenance responsibility throughout the village.

The Clerk will respond to the correspondence received.

104/06-18 To approve the advertisement and issue of the tender documents for the Playing Field improvement works

It was resolved to issue the tender documents with a closing date of Friday 27 July (Proposed PC, Seconded PP, Agreed All)

An extraordinary meeting will be required on either 30 or 31 July to go through the tender documents received.

A preliminary meeting with the Varrier-Jones Foundation went well and agreement in principle for the project was received. The next V-JF Property meeting is in August, when a full diagram and plans should be submitted for their approval.

105/06-18 To agree the Clerk's attendance at the CAPALC Annual Clerks and Councillors update day (29 June)

It was resolved to approve the attendance of the Clerk at the event and to authorise the attendance fee of £30.00

106/06-18 To accept the resignation as Chairman of the Planning Committee from Chris Howlett and approve the nomination of Pete Cruse to Chairman

The resignation of Chris Howlett as Chair of the Planning Committee was accepted and it was resolved to elect Pete Cruse to the position. (Proposed CH, Seconded PH, Agreed All)

MH Left the meeting at 8.10pm

Item 107/06-18 is CONFIDENTIAL **

There being no members of the public present the meeting continued with item 107/06-18

107/06-18 Property Update

An update was received on existing and new property matters
(See separate Confidential Notes)

108/06-18 Finance and Procedure

108/06-18.1 To receive the Internal Auditors report following the end of year audit on 23 May 2018
The content of the report was noted.

108/06-18.2 To authorise the purchase of a 2nd hand Amazone Smart Cut flail collector and the sale of a Trimax Pro Cut in a direct part exchange deal at net cost.
It was resolved to authorise the purchase of a 2nd hand Amazone Smart Cut flail collector (priced at £3250.00 + VAT) and the sale of a Trimax Pro Cut (£3250 + VAT) in a direct part exchange deal at net cost (Proposed PP, Seconded PH, Agreed All)

108/06-18.3 To approve accounts for payment
The following accounts were approved for payment:
(Proposed PP, Seconded CH, Agreed All)

Date	BACS Payments			
15/06/18	SCAMBLERS JD Triple Mower & Amazone Fla	2343	18,300.00	GEN RES
14/06/18	May Salaries		3,383.09	Remuneration/VH
14/06/18	Wave - VH Sewerage	9065826987	26.50	VH
14/06/18	SCAMBLERS Mower repairs	2244	299.04	PF
14/06/18	Herts & Cambs - Grass Cutting - JUNE 2018	3929	722.00	AM
14/06/18	Herts & Cambs - VH Car Park JUNE 2018	3930	167.00	VH
14/06/18	Herts & Cambs - Grass Cutting - MAY 2018	3867	722.00	AM
14/06/18	Herts & Cambs - VH Car Park MAY 2018	3868	167.00	VH
14/06/18	LYRECO - stationery	66501530051	28.74	Admin
14/06/18	LYRECO - cleaning products	66501530051	102.92	VH
14/06/18	CANALBS - Annual Internal Audit 2017/18	265	123.05	Admin
14/06/18	Papworth Tennis Club Elec Supply Dec-May	34	48.12	AM
14/06/18	Papworth Tennis Club Elec Supply Dec-May	34	397.46	PF
14/06/18	Pendril Publications JUNE 2018	8517	350.00	Newsletter
14/06/18	SCDC Shed Rates June 2018	3030122850	209.00	PF
14/06/18	NEWFLAME - Emergency lighting repair	132851	450.00	VH
14/06/18	DEPOSIT RETURN - BARKER Party		100.00	VH
14/06/18	DEPOSIT RETURN - Ellis Party		100.00	VH
Date Paid	PAYMENTS MADE (BACS)			
25/08/18	Rendezvous Donation		200.00	S137
07/06/18	CAPALC Membership Fees		557.38	Membership
11/05/18	Agrovista - Fertilizer - Bowls Club	CD970609303	47.11	PF
14/05/18	DEPOSIT RETURN B Tolley		100.00	VH
11/05/18	DEPOSIT RETURN D Osbourne 14/4		100.00	VH
Date Paid	PAYMENTS MADE (Card)			
04-Jun	POST OFFICE - stamps & postage for Annual	-	9.61	Admin
23-May	CARTRIDGE SAVE - toner office printer	4277614	146.31	Admin
23-May	Morrisons - refs APM		2.58	Admin
Due / Paid	DIRECT DEBITS			
15-Jun	SCDC Election Fees	DINV229689	195.00	Admin
11/06/18	Smart Pensions		83.55	Remuneration
24/05/18	O2 (VH Mobile)		18.72	VH
24/05/18	O2 (Imp Shed SIM)		18.72	PF
30/04/18	BT - Lift Phone	EM256470210	100.20	Admin
01/06/18	EDF Energy - VH Electricity		225.00	VH
15/06/18	SCDC Changing Room Rates		53.00	AM
15/05/18	FUEL GENIE 2987465 (APRIL)		113.99	PF
12/06/18	FUEL GENIE 3027822 (MAY)		223.17	PF
22/05/18	Pennon (Anglian) Water VH H2o Supply		9.29	VH
01/06/18	SCDC Trade Refuse VH		49.33	VH
01/06/18	SCDC Trade Waste Playing Field		25.78	AM
01/06/18	SCDC VH Rates		857.00	VH
22/06/18	Cambridge Water - VH Supply	9061304132	12.28	VH
13/06/18	OPUS (VH Gas)	23341518	14.14	VH
	TOTAL PAYMENTS		28,858.08	

Concerns were raised regarding the services provided by the landscape maintenance contractor. It was agreed that the Clerk should write to them outlining the areas of concern and requesting a schedule of grass cutting and an improvement plan. In light of the concerns it was proposed to withhold the May and June invoices, pending satisfactory inspections of the work carried out. To be reviewed at the July Parish Council Meeting.

(Proposed PH, Seconded PP, Agreed All)

109/06-18 **Matters for future discussion**
The retirement of Glyn Cooksey

110/06-18 **Date of next meeting(s)**

Village Hall Committee	Tuesday 19 June 2018	7.30pm
Amenities & Playing Fields Cttee	Wednesday 20 June 2018	7.30pm
Finance & HR Committee	Wednesday 27 June 2018	7.30pm
Planning Committee	Tuesday 3 July 2018	7.30pm
Parish Council Meeting	Wednesday 11 July 2018	7.30pm

The meeting closed at 8.45pm

Signed: Date: