

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

**Minutes of the 793rd Meeting of the Parish Council
held on Wednesday 13 November 2019
at 7.30pm in the Seminar Room at Papworth Village Hall**

Present: Pete Cruse (PC), Paul Phillips (PP), Chris Howlett (CH), Mark Honeywood (MLH), Luke Phillips (LP), Chris Dawson (CD), Victoria Carter (VC), Mark Hersom (MPH), Cat Lloyd (CL), Cllr Nick Wright (NW)

In Attendance: Sarah Cruse (SLC) Clerk, Catrona Lloyd (CL)

- 171/11-19 To receive and approve apologies for absence**
Apologies were received and accepted from Paul Patching (PDP), Paul Hicks (PH), Grace Fisher (GF), Cllr Mandy Smith (MS) and Cllr Mark Howell (MH)
- 172/11-19 To receive any declarations of pecuniary or other interests - None declared**
- 173/11-19 Public Participation –** There were no members of the public present at the meeting
- 174/11-19 To confirm and approve minutes of the Parish Council Meeting held 9 October 2019**
It was resolved to approve the minutes of the meeting held on 9 October 2019 as a true record of the meeting. (Proposed MLH, Seconded CD, Agreed All)
- 175/11-19 Actions Report**
To confirm the status of any action points from previous meetings.
The Varrier-Jones Foundation have confirmed that they have a Property Committee meeting on 14 November and will be discussing the future of the old Conservatory building.
PC to chase Coastline for CL's new Parish Council email address.
- 176/11-19 Matters for information only**
New Seminar Room signs – awaiting updated proofs before final order is placed.
- 177/11-19 To receive reports from County and District Councillors**
South Cambs District Council is currently in Purdah in the run up to the General Election on 12 December 2019.
The 5 year and supply has dropped from 5.8 years to 5.3 and challenged have been lodged for 3 sites. Should the land supply fall below 5 years, it's possible that developers will resume submitting applications once more. A delivery officer is to be employed to ensure the necessary sites are delivered.

(NW left the meeting at 7.40pm)

- 178/11-19 Parish Council Matters**
178/11-19.1 To receive a report from the Planning Committee held 5 November 2019
The Planning Committee did not go ahead due to not reaching quorum.
- 179/11-19 Police Matters - No current issues to be raised**
- 180/11-19 Correspondence and Communication**
180/11-19.1 To consider a donation request from Carols around the Christmas Tree/Sing Papworth
It was resolved to donate £250 to the Carols around the Christmas Tree group
(Proposed PP, Seconded CD, Agreed All)
180/11-19.2 To consider a donation request from RELATE
It was resolved to donate £300 to the Relate (Proposed CD, Seconded MLH, Agreed All)
- 180/11-19.3 To consider a request for a raffle prize from the Varrier-Jones Social Club
It was resolved to donate 2 bottles of wine to the Varrier-Jones Social Club for their raffle
(Proposed MLH, Seconded VC)

- 180/11-19.4 To agree to support the annual Village Carol Service to be held 12 December 2019
The Clerk advised that the event has been cancelled for this year due to the General Election being held on the same day.
- 180/11-19.5 Letter from M Fenton requesting Skate Park facilities
The contents of the letter were noted and the meeting approved the response drafted by the Clerk. It was agreed that the response should also be included in the next News and Views article.
- 181/11-19 To review the report received following the Internal Auditors visit on 16 October 2019**
The content of the report were noted.
- 182/11-19 To confirm and minute the Clerk, Assistant Clerk, Bookings Clerk and Caretaker's salaries** (as identified by the Internal Auditor)
Clerk: NALC Approved pay scale SCP 24 £14.50ph - minimum of 110 hours pcm
Asst Clerk: NALC Approved pay scale SCP 12 £11.22ph – 10 hours pcm
Bookings Clerk: £9.50 per hour – hours as required to undertake the work
Caretaker: £8.88 per hour – 26 hours per week (paid in equal monthly payments)
- 183/11-19 To confirm Cat Lloyd's inclusion on her chosen committees**
CL advised she would like to join the Village Hall and Amenities and Playing Fields Committees. (Proposed VC, Seconded PP, Agreed All)
- 184/11-19 To undertake the biannual review of the review the Risk Management Policy**
The Risk Management Policy was reviewed.
It was noted that the process for the back-up for electronic data needs to be updated.
PC and CD to look at the existing equipment and set up the process for back-up and storage of data.
It was resolved to re-adopt the policy, subject to the amendments to the back-up procedure (Proposed VC, Seconded PC, Agreed All). Policy for further review May 2020
- 185/11-19 News and Views Contributions**
To discuss contributions to the News and Views magazine.
The figures provided by Peter Dobson were reviewed. It was agreed to request a copy of the News and Views annual accounts each May.
- 186/11-19 Pavilion Project**
To discuss the feedback from the Planning Officer to the planning application and review the options to rectify the issues raised as suggested by LINDUM
Two updated location drawings for the pavilion, to ensure the pavilion is located outside of the designated green space were reviewed.
It was resolved to recommend Option 2 for LINDUM to submit as part of the planning application. (Proposed PC, Seconded LP, Agreed All)
- 187/11-19 Finance and Procedure**
- 187/11-19.1 To receive details and timescales for the Annual Precept request submission
It was noted that the deadline for the submission of the FY2020/21 precept application is 20 January 2020.
- 187/11-19.2 To approve monthly accounts for payment
The following accounts were approved for payment:
(Proposed MLH, Seconded LP, Agreed All)

Chq No	Cheque Payments	Invoice No	Nett	Category
102037	Reesink - Kubota LT-FL3000 Mower	PSI1934463	43,575.00	GEN RES
Paid	BACS Payments			
14/11/19	PC Salaries & Tax - OCT		2,275.04	Remuneration
14/11/19	VH Salaries - OCT		1,285.76	VH
14/11/19	SCDC - Shed Rates NOV 2019		214.00	PF
14/11/19	CGM Group - Car Park Maintenance VH	225109	65.00	VH
14/11/19	CGM Group - Grass play area/cemetery	225109	537.50	AM
14/11/19	V-JF VH RENT 1/10/19-31/3/20	VJ 00000014	278.89	VH
14/11/19	Pendrill Publications - N&V OCT	9280	350.00	Newsletter
14/11/19	Pendrill Publications - N&V NOV	9348	350.00	Newsletter

14/11/19	CANALBS - Auditor	334	151.80	Admin
14/11/19	Daltons Cleaning - VH Windows	1630	60.00	VH
14/11/19	Royal Maintenance Scorebox Roof	PEPC NOV01	520.00	PF
14/11/19	Royal Maintenance VH Bollard & Paving	PEPC OCT01	220.00	VH
14/11/19	Lyreco - VH Cleaning Supplies	6650171405	137.23	VH
14/11/19	Lyreco Stationery	6650171405	95.86	Admin
14/11/19	Timberplay remedial work from May Insp	7700	757.50	AM
14/11/19	CT Electrical - Exterior Light replacement VH	SI596	270.00	VH
14/11/19	CT Electrical - Pump House Electrical Check	SI596	80.00	AM
14/11/19	VH Deposit Return - S DOYLES		100.00	VH
14/11/19	PKF Annual Audit Fee	SB20192424	400.00	Admin
14/11/19	Scamblers Bowls Spiker Repair (PO 2019-33)	4790	123.24	PF
Paid	PAYMENTS MADE (BACS)			
11/10/19	SLCC - Annual Membership		175.00	Subscriptions
16/10/19	Donation Papworth Church Remembrance Day		100.00	S137
29/10/19	VH DEPOSIT Return - E MITCHELL		100.00	VH
29/10/19	VH DEPOSIT Return - RH WELCH		100.00	VH
29/10/19	VH DEPOSIT Return - A GRAY		100.00	VH
Paid	PAYMENTS MADE (Card)			
05/11/19	Middleton Hardware Ltd CR Keys x 12	Pro Forma 176	201.54	AM
14/10/19	Post Office - Stamps		11.52	Admin
Due/Paid	DIRECT DEBITS			
22/11/19	Pennon (Cambs Water) VH Water 29/9-28/10	67211596	25.45	VH
15/10/19	Fuel Genie - SEPT	3716140	50.17	PF
12/11/19	Fuel Genie - OCT	3761571	54.22	PF
21/10/19	OPUS Energy - VH ELEC		227.65	VH
14/10/19	OPUS Energy - VH GAS		7.93	VH
01/11/19	SCDC - VH Rates OCT		1,052.00	VH
01/11/19	SCDC Trade Waste 23268 - VH	80004720	56.33	VH
01/11/19	SCDC Trade Waste 5259 - AM	80004720	51.00	AM
15/10/19	SCDC - Changing Rm Rates OCT		54.00	PF
24/10/19	O2 (VH Mobile)		15.99	VH
24/10/19	O2 (Imp Shed SIM)		15.99	PF
12/11/19	Smart Pensions - AUG & SEPT		291.88	Remuneration
	TOTAL PAYMENTS		54,537.49	

188/11-19 Matters for future discussion

VC gave apologies for the meetings on 20 November and, 4 and 5 December due to holiday. MPH gave apologies for the meetings on 4 and 5 December due to work commitments.

189/11-19 Date of next meeting(s)

Village Hall Committee	Tuesday 19 November 2019	7.30pm
Amenities & Playing Fields Committee	Wednesday 20 November 2019	7.30pm
Planning Committee	Tuesday 3 December 2019	7.30pm
Finance & HR Committee	Wednesday 4 December 2019	7.30pm
Parish Council	Wednesday 11 December 2019	7.30pm

The meeting closed at 8.45pm

Signed: Date: