

# PAPWORTH EVERARD PARISH COUNCIL

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

## PARISH COUNCIL MEETING

**Minutes of the Annual Meeting of the Parish Council  
held on Wednesday 13<sup>th</sup> May 2020  
at 7.30pm via remote access video link**

- Present:** Pete Cruse (PC), Paul Phillips (PP), Chris Howlett (CH), Victoria Carter (VC), Luke Phillips (LP), Terry Cook (TC), Mark Honeywood (MLH), Mark Hersom (MPH), Cat Lloyd (CL), Paul Hicks (PH)
- In Attendance:** Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Mandy Smith (MS)
- 69/05-20**      **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**  
It was resolved that PC would continue as chairman for the 2020/21 year.  
(Proposed PP, Seconded VC, Agreed All).  
PC signed his Declaration of Office form as a Parish Councillor followed by the Declaration of Office as Chairman.
- 70/05-20**      **To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.**  
It was resolved that PP would continue in the role of Vice Chairman  
(Proposed TC, Seconded CD, Agreed ALL)  
PP signed his Declaration of Office form as a Parish Councillor followed by the Declaration of Office as Chairman
- 71/05-20**      **To receive and approve apologies for absence**  
Apologies were received and approved from Grace Fisher (GF) and Cllr Nick Wright (NW)
- 72/05-20**      **To receive any declarations of pecuniary or other interests**  
MH advised he occasionally undertook work on behalf of the Varrier-Jones Foundation
- 73/05-20**      **To confirm the members of the Parish Council and resolve to advertise any vacancies as necessary**  
The Parish Council stands at 12 members with 1 vacancies. Members are confirmed as:  
Pete Cruse (Chairman), Paul Philips (Vice Chairman), Chris Howlett, Mark Honeywood, Paul Hicks, Chris Dawson, Victoria Carter, Luke Phillips, Grace Fisher, Mark Hersom, Cat Lloyd and Terry Cook .  
It was agreed to advertise the vacancy through the usual channels.
- 74/05-20**      **Public Participation –** There were no members of the public present
- 75/05-20**      **To confirm and approve the minutes of the meeting held 15 April 2020**  
It was resolved to approve the minutes of the meeting held on 15 April 2020 as a true record of the meeting. (Proposed TC, Seconded PC, Agreed All)
- 76/05-20**      **Actions Report**  
All actions from the last meeting had been completed or are ongoing
- 77/05-20**      **Matters for information only**  
77/05-20.1      To receive an update from VC re: Papworth Coronavirus Support Group  
VC has been attending the weekly Zoom meeting with Papworth Coronavirus Support Group. The Village Hall kitchen has been used to store 4 boxes of dried food and essentials donated by local businesses to help those in need.
- 78/05-20**      **To receive reports from County and District Councillors**

MS advised that the first full virtual County Council Meeting would be held w/c 18 May with over 50 attendees. All meetings will be streamed on the County Council's YouTube site. Recycling Centres across Cambridgeshire have opened for 'essential' use only, and not for use by vans or vehicles with trailers. Full details can be found by contacting the sites. The County Council is promoting its Wellbeing Plan on their website providing reliable information on mental health and wellbeing for children, young people and adults across Cambridgeshire - "Keep Your Head"

PH queried the progress of the Papworth-Caxton Gibbet cycleway. MS advised that the desktop study is being completed but that Skanska are not working on the ground due to the current Covid-19 situation. MS will request an update from the Project Manager.

MH advised that there is lots of work going on at South Cambs District Council to ensure everyone who needs help is able to access it as required.

**79/05-20**

**Police Matters**

No matters to be raised with the Police.

The Clerk will circulate any relevant Neighbourhood Watch emails as they are received.

**80/05-20**

**Correspondence and Communication**

80/05-20.1

Email from Jenni Pinnock re Farm Road – Contents noted

80/05-20.02

Email from Varrier-Jones Foundation re Farm Road - Contents noted.

The Parish Council would be happy to meet with Varrier-Jones Foundation to assist in the documenting and mapping of pathways around the village which are on Varrier-Jones Foundation owned land.

80/05-20.3

Email from M Justin re reopening the MUGA

It was agreed unanimously that due to social distancing being in place and team games discouraged, the MUGA will remain closed for use. This decision will be reviewed on a monthly basis, and taking into consideration Government guidance.

**81/05-20**

**To review the current standing orders**

The standing orders were reviewed and accepted with no amendments

(Proposed PC, Seconded MLH, Agreed All)

**82/05-20**

**To review the current Finance Regulations**

The Finance Regulations were reviewed and accepted with no amendments

(Proposed CH, Seconded PC, Agreed All)

**83/05-20**

**To review committee structures and to appoint members (if necessary) to serve on the under-mentioned committees:**

1. Amenities and Playing Fields Committee

Members confirmed as: MLH (Chair), PC, PP, CH, VC, PH, LP, CL, TC

2. Planning Committee:

Members confirmed as: CH (Chair) PC, PH, CD, VC, MPH, TC

3. Village Hall Committee:

Members confirmed as: VC (Chair), PC, CH, PP, PH, CL, TC

4. Finance and HR Committee: PC (Chair) PP, CH, MLH, PH, CD, VC, GF, MPH, LP, CL, TC

**84/05-20**

**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 each committee were reviewed and accepted with no amendments (Proposed MLH, Seconded TC, Agreed All)

**85/05-20**

**Parish Council Matters**

85/05-20.1

To receive an update following the Planning Committee held 5 May 2020

An application for 3 houses on the old Police station site has been resubmitted. The committee expressed the same objections as for the previous application due to access/egress being very poor with the inability to leave the site in a forward direction. Three tree applications had been received. The committee wished to submit an objection to 2 of the applications but found they had been approved within a week of submission, and therefore against the standard 8 week process. This will be raised with the District Council's Trees Officer.

An extraordinary meeting of the Planning Committee has been arranged for 20 May to discuss an application to amend the obligations on the Church Lane site in relation to occupancy of the properties prior to the Printworks building being watertight. Comments are required for submission by 1 June.

**86/05-20 To review the Risk Management policy**  
The Risk Management policy was reviewed.  
It was resolved to accept the policy with no amendments and to review in 6 months.  
(Proposed LP, Seconded CH, Agreed All)

**87/05-20 Finance and Procedure**  
The following accounts were approved for payment:  
(Proposed CD, Seconded VC, Agreed All)

PAID	BACS Payments	Invoice No	Nett	Category
14/05/20	VH Salaries - APRIL		1,141.43	VH
14/05/20	PC Salaries & Tax - APRIL		1,964.61	Remuneration
14/05/20	CGM Group - Car Park Maintenance VH	229305	65.00	VH
14/05/20	CGM Group - Grass play area/cemetery	229305	537.50	AM
14/05/20	CGM Group - Car Park Maintenance VH	228014	65.00	VH
14/05/20	CGM Group - Grass play area/cemetery	228014	537.50	AM
14/05/20	Pendrill Publications - N&V MAY	9633	350.00	Newsletter
14/05/20	LGS Services - Payroll FY 19/20	101500	228.00	Admin
14/05/20	Lyreco - stationery	61430972	43.35	Admin
14/05/20	Advance Sec ALARM Maint Contract 20-21	121542	173.00	VH
14/05/20	K HARPER - Booking Canc Deposit Return		25.00	VH
14/05/20	CANALBS - YE AUDIT	332	141.17	Admin
14/05/20	Papworth Tennis Club - ELEC Bowls Nov 19-Apr 20	42	89.63	AM
14/05/20	Papworth Tennis Club - ELEC Changing Rm Nov 19-Apr 20	42	838.40	PF
14/05/20	Royal Maintenance VH Post removal	PEPC APR 01	100.00	VH
14/05/20	Royal Maintenance Play Area Bench & dog signs	PEPC APR 01	100.00	AM
<b>PAID</b>	<b>PAYMENTS MADE (BACS)</b>			
29/04/20	R GRAHAM - Booking refund		150.00	VH
17/04/20	JENNYCHEM - Hand Sanitiser		225.00	Donations
17/04/20	MEDISAVE - Masks & Gloves	1864528	166.37	Donations
<b>Due/ Paid</b>	<b>DIRECT DEBITS</b>			
12/5/20	Pennon (Cambs Water) VH Water 24/3-30/4	1070094975	26.97	VH
15/5/20	SMART PENSIONS		141.49	Remuneration
12/05/20	Fuel Genie - APRIL	4037614	144.22	PF
tbc	OPUS Energy - VH GAS (adjustment)	25162260	561.95	VH
21/04/20	OPUS Energy - VH ELEC		272.80	VH
21/04/20	CPRE Annual Membership		36.00	Subscriptions
01/05/20	SCDC Recycling Waste 23268 - VH	80020204	30.00	VH
01/05/20	SCDC Trade Waste 23268 - VH	80019879	38.46	VH
15/05/20	SCDC Trade Waste 5259 - AM	80019633	43.50	AM
01/05/20	SCDC - VH Rates APRIL 20		1,135.00	VH
23/04/20	O2 (VH Mobile)		15.99	VH
23/04/20	O2 (Imp Shed SIM)		15.99	PF
	<b>TOTAL PAYMENTS</b>		<b>9,403.33</b>	

**88/05-20 Matters for future discussion**  
Review of Annual News and Views Accounts for FY 2019/20

**89/05-20      Date of next meeting(s)**

Village Hall Committee	Tuesday 19 May 2020	7.30pm
<del>CANCELLED Annual Parish Meeting</del>	<del>Wednesday 27 May 2020</del>	<del>7.30pm</del>
Planning Committee	Tuesday 2 June 2020	7.30pm
Parish Council Meeting	Wednesday 10 June 2020	7.30pm

The meeting closed at 8.40pm

Signed: .....      Date: .....