

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

**Minutes of the 798th Meeting of the Parish Council
held on Wednesday 15th April 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), Grace Fisher (GF), Cat Lloyd (CL), Paul Hicks (PH)
- In Attendance:** Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Nick Wright (NW), Cllr Mandy Smith (MS)
- 54/04-20 To receive and approve apologies for absence**
Apologies were received and accepted from Chris Dawson (CD)
- 55/04-20 To receive any declarations of pecuniary or other interests**
PC declared a personal/pecuniary interest in agenda item 66/04-20.1
MH declared an interest as he occasionally undertakes work for the Varrier-Jones Foundation
- 56/04-20 Public Participation**
Kim Robichaud (KR) was in attendance as a representative from the Papworth Coronavirus Support Group

Prior to the commencement of the main business of the meeting, Kim was invited to update the meeting on the work being undertaken by the Coronavirus support group in the village.

KR advised that the group had been set up to offer support to the more vulnerable residents in the village during the current situation. (MH advised that there are 250 residents on the vulnerable list and 48 on the shielding list).

There are currently 492 members on the Facebook group and a group of 40 regular volunteers currently supporting 32 vulnerable residents, manning phones and responding to emails, delivering prescriptions and making welfare calls. Leaflets had been distributed in the village but there is concern that many vulnerable people have not made any contact with the group. MH is working with the group to try to engage with the most vulnerable residents. The meeting questioned what support the group needed.

KR advised that they did not have supplies of PPE equipment. Volunteers delivering prescriptions are using their own vehicles and covering their own fuel costs.

The group co-ordinators have a weekly Zoom meeting - VC agreed to join the group meetings as a link to the Parish Council.

PC thanked Kim for her update.

KR left the meeting at 7.45pm

Discussion was had regarding how the Parish Council could offer support the group. It was queried whether the District Council had access to a stock of PPE which could be supplied to the group. MH advised that any supplies held by South Cambs District Council were being provided direct to the District's carers.

It was agreed that the Parish Council could source and supply PPE equipment (masks, disposable gloves and hand sanitiser) to the group. In addition the Parish Council would look to reimburse out of pocket costs for the volunteers delivering prescriptions.

The Clerk will investigate appropriate mileage rates and request weekly mileage figures from the support group's pharmacy co-ordinator.

It was resolved to allocate a budget of £1000.00 for the purchase of PPE Equipment (Proposed PH, Seconded TC, Agreed All)

It was further resolved to provide a fixed amount fuel contribution based on mileage to be given to the delivering volunteers to a maximum total of £100 per week. To be reviewed on an ongoing basis.

(Proposed PH, Seconded TC, Agreed All)

There appears to be some confusion over the opening hours of the pharmacy and who qualifies for prescription delivery. GF advised that she was currently volunteering in the pharmacy and would request a statement from the pharmacist to clarify the situation.

57/04-20

To confirm and approve the minutes of the meeting held 11 March 2020

It was resolved to approve the minutes of the meeting held on 11 March 2020 as a true record of the meeting. (Proposed TC, Seconded VC, Agreed All)

58/04-20

Actions Report

All actions had received attention.

59/04-20

Matters for information only

59/04-20.1

SCDC Briefing – Council's response to Covid-19

On 15th April, SCDC are holding an online briefing meeting to update on the Council's response to the Covid-19 situation. This will be available to view after the event via the SCDC YouTube channel.

59/04-20.2

Police Reporting mechanism for Covid-19 social distancing breaches.

An online form is now available for the public to report breaches of social distancing guidelines.

60/04-20

To receive reports from County and District Councillors

MS advised that a daily email is being circulated by the County Council with useful information during the Coronavirus outbreak.

The cycleway project dates have been knocked back due to the current situation. Detailed designs are still being completed.

MH advised that elective surgery at Addenbrookes hospital is being postponed or cancelled where possible, Staff are being rested in anticipation of the peak of the pandemic. Addenbrookes has been used as an overflow for London hospitals. It is believed that the majority of fatalities at Addenbrookes due to Covid-19 have been of patients from outside the area. A temporary mortuary at Marshalls in Cambridge is ready for use.

Green bin collections have been stopped to prioritise blue and black bin collections. Crews have reduced from 3 to 2 members to accommodate social distancing and staff sickness. The County's recycling centres have been closed to ensure safety of the staff and prevent unnecessary journeys by the public.

Both MH and NW have a copy of the list of vulnerable and shielding residents in the village and ways are being looked at to engage with these people to ensure their wellbeing.

NW advised that the 5 year land supply is currently sitting at 5.4 years.

The number of planning applications being received has not reduced due to the current situation. The Planning Committee is not currently meeting - smaller decisions are being made by delegation with larger applications being held in the meantime.

61/04-20

To receive an update from the Clerk with the latest NALC guidance

The Clerk updated the meeting with information regarding the Coronavirus Bill highlighting Regulation 5 which allows the Parish Council to hold meetings remotely, and the removal of the requirement for the Parish Council to hold an Annual Meeting.

62/04-20

Parish Council Matters

62/04-20.1

To resolve to exercise the Council's power under Local Government Act 1972 S101 to empower the Clerk & Responsible Finance Officer to do anything expedient and necessary to ensure the continuous business of the Council and to deal with mandatory undertakings in order to prevent the authority from incurring liability for a period (to be set) or until revoked by resolution of Council and to further agree how delegated powers will be defined and governed.

Following discussions, and in light of the ability of the Parish Council to hold its meetings remotely, it was agreed that no amendment to the current financial controls would be required and that business should be transacted at Parish Council and Committee meetings as usual.

- 62/04-20.2 To retrospectively approve the closure of the Village Hall until further notice
It was resolved to approve the closure of the Village Hall until further notice and to review in line with Government guidelines as they are updated
(Proposed LP, Seconded MPH, Agreed ALL)
- 62/04-20.3 To retrospectively approve the cancellation of all committee meetings until further notice
It was resolved to retrospectively approve the cancellation of the meetings which could not be held in March and the beginning of April. (Proposed PC, Seconded PH, Agreed ALL)
- It was agreed that as the regulations have been amended to allow meeting to be held remotely, all scheduled meetings going forward (with the exception of the Annual Parish Meeting) should be held via remote video access.
- 62/04-20.4 To retrospectively approve placing the VH Caretaker on Furlough Leave from 24 March 2020
It was resolved to approve placing the Caretaker on Furlough leave from 24 March 2020 and to claim 80% of the salary from the Government scheme, with the Village Hall topping up the salary amount to 100%.
(Proposed CH, Seconded LP, Agreed All)
- 62.04-20.5 To retrospectively approve the use, and associated costs of Zoom for virtual meetings.
A subscription to Zoom had been purchased at a cost of £11.99 + VAT per month. This can be cancelled when required and is not tied into any length of contact.
It was resolved to accept the use of Zoom as a means of conducting Parish Council meetings remotely and to accept the cost of £11.99 + VAT per month.
(Proposed PP, Seconded VH, Agreed All)
- 62/04-20.6 To consider whether the paddling pool should be opened for the summer
Discussion was had regarding opening the paddling pool this summer. It was agreed that as social distancing rules are likely to be in place for some time to come it would be unwise to open up the facility where people would be encouraged to congregate at close quarters.
Annual repairs and servicing would also be required to ensure the pool is maintained in good state for next year, but this can be completed once the current Covid-19 situation allows.
It was resolved not to open the Paddling Pool for summer 2020
(Proposed MLH, Seconded TC, Agreed All)
- 63/04-20 Police Matters**
To raise any issues relating to the village to be forwarded to the Police - No matters to raise
- 64/04-20 Correspondence and Communication**
- 64/04-20.1 Greater Cambridge housing land supply for 2020-2025
The Greater Cambridge 5 year land supply is currently at 5.4 years
- 4/04-20.2 SCDC – Amendments to the schedule of payment of Precept Funds
Due to the Covid-19 situation, South Cambs District Council have made an amendment to the usual Precept payment schedule. One quarter will be paid in April, followed by ¼ in June and the remainder in September.
It was noted that although the precept request for FY2020-21 was the same as for 2019-20, the contribution on the Council Tax bill had increased slightly. The Clerk will query the reason for this with SCDC.
- 65/04-20 To approve costs for repairs to the Village Hall roof**
Four quotes for necessary repairs to the Village Hall roof were considered by the meeting.
It was resolved to accept the quotation received from Cambridge Roofers Ltd at a cost of £3681.54 + VAT to be taken from the General Reserves fund.
(Proposed VC, Seconded LP, Agreed All)
- 66/04-20 Finance and Procedure**
- 66/04-20.1 To resolve to pay the Clerk, Assistant Clerk/Bookings Clerk in line with their contracted hours until further notice
(PC took no part in this discussion due to personal/pecuniary interest as previously declared)

It was resolved to continue to pay the Clerk, Assistant Clerk, Bookings Clerk and Litter Picker as per their contracted hours until normal working can resume.

(Proposed PP, Seconded MLH, Agreed All)

66/04-20.2 To resolve to ring fence funds from the 2019/20 budget to cover the costs of projects as yet completed

It was resolved to agree to ring fence the remainder of the 2019/20 Playing Fields budget to allow completion of projects which could not be completed by year end.

(Proposed PP, Seconded LP, Agreed All)

66/04-20.3 To approve the monthly accounts for payment

The following accounts were approved for payment: (Proposed CH, Seconded TC, Agreed All)

Chq No	Cheque Payments	Invoice No	Nett	Category
PAID	BACS Payments			
16/04/20	VH Salaries - March		1,141.43	VH
16/04/20	PC Salaries & Tax March		1,587.49	Remuneration
16/04/20	HMRC Payroll Tax MAR		377.12	Remuneration
16/04/20	CGM Group - Car Park Maintenance VH	228573	65.00	VH
16/04/20	CGM Group - Grass play area/cemetery	228573	537.50	AM
16/04/20	Cooks Blinds - Fire Shutter service	133494	348.00	VH
16/04/20	V-JF - VH RENT 1/4/20-30/9/20	VRINV/00000519	278.89	VH
16/04/20	Coastline Graphics Website Hosting 2020-21	59585	120.00	Admin
16/04/20	Coastline Graphics Email Domain 2020-21	59594	15.00	Admin
16/04/20	Pendrill Publications - N&V APRIL	9607	350.00	Newsletter
16/04/20	Lyreco	6650177616	4.13	Admin
16/04/20	Lyreco	6650177616	38.08	VH
16/04/20	Lyreco	6650177616	8.26	AM
16/04/20	Advance Sec Auto Doors Maint Contract 20-21	121384	135.00	VH
16/04/20	J HAYDEN - Booking Canc Deposit Return		25.00	VH
16/04/20	J GANNON - Booking Canc Payment & Dep Return		300.00	VH
16/04/20	RENDEZVOUS - Booking Canc Deposit Return		25.00	VH
16/04/20	B MANOJ - Booking Canc Payment & Dep Return		167.50	VH
16/04/20	R GRAHAM - Booking Canc Payment Return		150.00	VH
Date Paid	PAYMENTS MADE (BACS)			
17/03/20	Advance Sec - CCTV Bronze Maint Contract 2020/21	120738	140.00	VH
Date Paid	PAYMENTS MADE (Card)			
12/04/20	ZOOM - Monthly Licence April 2020	15288502	11.99	Admin
16/03/20	Post Office - Postage - Lindum Cheque		1.81	Admin
17/03/20	Cartridge People - CT Printer Toners		26.84	Admin
Due/Paid	DIRECT DEBITS			
22/04/20	Pennon (Cambs Water) VH Water 26/2-23/3	1069627883	64.69	VH
14/04/20	SMART PENSIONS		141.49	Remuneration
14/04/20	Fuel Genie - MARCH	3991277	33.59	PF
19/04/20	BT - PHONES & BROADBAND	EM200282480551	259.77	Admin
23/03/20	OPUS Energy - VH ELEC		287.39	VH
14/04/20	OPUS Energy - VH GAS (adjustment)	25162260	561.95	VH
01/04/20	SCDC Recycling Waste 23268 - VH	80020204	30.00	VH
01/04/20	SCDC Trade Waste 23268 - VH	80019879	38.46	VH
22/04/20	SCDC Trade Waste 5259 - AM	80019633	43.50	AM
01/11/19	SCDC - VH Rates APRIL 20		1,137.25	VH
25/03/20	O2 (VH Mobile)		15.99	VH

25/03/20	O2 (Imp Shed SIM)		15.99	PF
TOTAL PAYMENTS			8,484.11	

67/04-20 **Matters for future discussion – None raised**

68/04-20 **Date of next meeting(s)**

Planning Committee	Tuesday 5 May 2020	7.30pm
Parish Council Meeting	Wednesday 13 May 2020	7.30pm

The meeting closed at 9.30pm

Signed: Date: