

# PAPWORTH EVERARD PARISH COUNCIL

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

## PARISH COUNCIL MEETING

**Minutes of the 803rd Meeting of the Parish Council  
held on Wednesday 9<sup>th</sup> September 2020  
at 7.30pm via remote access video link**

**Present:** Pete Cruse (PC), Paul Phillips (PP), Chris Howlett (CH), Mark Honeywood (MLH), Cat Lloyd (CL), Mark Hersom (MPH), Paul Hicks (PH), Chris Dawson (CD)

**In Attendance:** Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Nick Wright (NW)

- 141/09-20 To receive and approve apologies for absence**  
Apologies were received and approved from Luke Phillips (LP), Terry Cook (TC), Grace Fisher (GF) and Cllr Mandy Smith (MS)
- 142/09-20 To receive any declarations of pecuniary or other interests**  
MH declared that he occasionally undertakes work for the Varrier-Jones Foundation
- 143/09-20 Public Participation** There were no members of the public present
- 144/09-20 To confirm and approve the minutes of the Extraordinary Parish Council meeting held 5 August 2020**  
It was resolved to approve the minutes of the meeting held on 5 August 2020 as a true record of the meeting. (Proposed PP, Seconded CL, Agreed All)
- 145/09-20 Actions Report**  
All actions from the previous meeting had received attention
- 146/09-20 Matters for information only**  
A tree has fallen in the Church Yard. No damage appears to have been sustained to any headstones. The Clerk has requested a quote for removal from Charlie Vince Tree Surgery.
- 147/09-20 To receive reports from County and District Councillors**  
NW advised that there are still some issues with the Planning Department. More decisions than usual are being challenged and overturned.  
The 2018 Accounts have been signed off. 2019 Accounts are currently being prepared although this has been delayed by a lack of resources.  
The current Investment strategy to provide funds for South Cambs District Council is to look at Investment in Commercial Developments.  
  
MH advised that South Cambs District Council is winding down its COVID-19 support. All data regarding vulnerable individuals in the Papworth area has been confirmed as deleted.  
A better understanding of details and requirements necessary has been gained, should there be a second wave.
- 148/09-20 Parish Council Matters**  
148/09-20.1 To receive an update following the Village Hall Committee meeting held 21 July 2020  
It was agreed to look at risk assessments, changes in procedure and work required to reopen the Village Hall as and when this becomes possible.  
148/09-20.2 To receive an update following the Planning Committee meeting held 1 September 2020  
It is understood that there are several interested parties for the purchase of the old Hospital site although further information is not available.  
A Zoom meeting had been held with the Managing Director of Flagship Housing to discuss the Old Printworks site.

- 149/09-20 To receive an update regarding reopening of the Village Hall for hire**  
 A meeting was held on 8 September to discuss reopening the Hall for hire for regular users only. A full risk assessment of the Hall had been undertaken on 2 September and an action list will be put in place. Regular hirers are to be requested to submit risk assessments, room layout plans which will be reviewed prior to a booking being confirmed.  
 Terms and Conditions will be updated to incorporate any changes in booking procedure and Government guidelines.  
 It is hoped to be able to reopen the Hall from Monday 19 October subject to all necessary actions being undertaken and procedure put in place.
- 150/09-20 Police Matters**  
 No matters raised.
- 151/09-20 Correspondence and Communication**  
 151/09-20.1 Church Lane Development – Tree work to be undertaken – Noted  
 151/09-20.2 Community Warden Scheme - Age Concern have been awarded the contract to run a Community Warden scheme and are currently recruiting a Team Manager. A meeting will be scheduled once the Manager is in situ.  
 It was noted that the Internal Auditor had it was in the District Council's remit to fund social care. Any increase to the Parish Council's precept to cover the costs of running a Warden Scheme would be a duplication of funding and would require consultation and agreement prior to being included in any future precept request.
- 151/10-20.3 Speeding - It was agreed to re advertise for Speedwatch volunteers to run a scheme in the village. A request will be published in the October issue of the News and Views.  
*The Clerk will approach Highways Dept for an updated quote for speed reduction measures.*
- 152/09-20 Website Accessibility**  
 Coastline Graphics had reviewed the Parish Council's website to ensure compliance with the Government accessibility legislation Web Content Accessibility Guidelines version 2.1 AA. It was noted that there were a few minor amendments which could be undertaken to clean up the website to ensure symbols display correctly but in general the website was complaint. Work to clean up the website would take approximately 1 hour at a cost of £45.00 + VAT. It was queried whether the site was WCAG compliant when it was first built and whether this should have been addresses at the time. The Clerk will contact Coastline for clarification. An accessibility statement had been drafted to be displayed on the website.
- 153/09-20 To consider and agree upon the recommendations from Came & Co for Insurance Cover Oct 2020 – Sept 2021**  
 The recommendations from Came & Co were reviewed. The Hiscox quote was ruled out and it was agreed that further clarification would be required prior to a final decision being taken.  
*The Clerk will request the further information* and it was agreed that this be presented at the Finance and HR Committee on 26 September for agreement.
- 154/09-20 Street Lighting Handover**  
 No quotes had been received at the time of the meeting. *The Clerk will approach her contacts at the District and County Councils to request assistance in sourcing quotes for consideration.*
- 155/09-20 To receive a written report from the Internal Auditor following the End of Year Audit for FY 2019/20 conducted on 13 August 2020**  
 The contents of the end of year audit report from the Internal Auditor was noted.
- 156/09-20 To consider a request from Persimmon Homes to take on the S106 transfer of POS in the area surrounding Varrier-Jones Drive**  
 The Parish Council has no contractual obligation to take on the POS and was not a signatory on the S106 agreement.  
 It was therefore resolved not to take on the POS in the area surrounding Varrier-Jones Drive. (Proposed CD, Seconded MLH, Agreed All)
- 157/09-20 Finance and Procedure**  
 The following accounts were approved for payment (Proposed PP, Seconded CH, Agreed All)

Chq No	Cheque Payments	Invoice No	Nett	Category
22023	LINDUM - Pavilion Work to 28/8/20	186240	71,869.19	S106

PAID	BACS Payments			
10/09/20	PC Salaries & TAX - AUGUST		1,964.41	Remuneration
10/09/20	VH Salaries - AUGUST		1,141.43	VH
10/09/20	CGM Group - Car Park Maintenance VH	232355	65.00	VH
10/09/20	CGM Group - Grass play area/cemetery	232355	537.50	AM
10/09/20	Papworth Tennis Club Electricity Changing Rm 24/4-22/8	43	203.00	PF
10/09/20	Papworth Tennis Club Electricity Bowls 24/4-22/8	43	123.78	AM
10/09/20	Pendrill Publications - SEPTEMBER	9757	350.00	Newsletter
10/09/20	Pendrill Publications - OCTOBER	9819	350.00	Newsletter
10/09/20	VJF - Buildings Ins 1/4/20-31/3/21 - VH	VRINV00605	1,102.13	VH
10/09/20	VJF - Buildings Ins 1/4/20-31/3/21- Changing Rooms	VRINV00606	138.51	AM
10/09/20	A Whitehouse - Contribution August		15.75	Donations
10/09/20	V Hagedorn - Contribution August		92.70	Donations
10/09/20	CANALBS - Year End Audit	389	106.25	Admin
10/09/20	SLCC - Annual Membership Renewal	MEM230662	180.00	Subscriptions
10/09/20	Briar Security - Shed CCTV/Alarm Maint 28/9/20-27/9/21	315154	209.50	PF
Due/Paid	DIRECT DEBITS			
24/08/20	Cambridge Water VH	1070725194	61.52	VH
14/09/20	Fuel Genie - AUGUST	4606548	33.33	PF
12/08/20	Fuel Genie - July	4469717	101.20	PF
25/08/20	O2 (Imp Shed SIM)	65193530	16.42	PF
25/08/20	O2 (VH Mobile)	65193530	16.42	VH
21/08/20	OPUS Energy 5725 - VH ELEC		233.50	VH
13/08/20	OPUS ENERGY - VH GAS		36.93	VH
01/09/20	SCDC - 2308 VH Rates SEPT 20		1,135.00	VH
17/08/20	SCDC 4898 - Changing Room Rates		55.00	AM
01/09/20	SCDC - 2850 Shed Rates		217.00	PF
13/09/20	ZOOM - Monthly Subscription		11.99	Admin
10/09/20	Smart Pensions - AUGUST		124.45	Remuneration
12/08/20	SMART PENSIONS JULY		124.45	Remuneration
	<b>TOTAL PAYMENTS</b>		<b>80,616.36</b>	

**158/09-20 Matters for future discussion**

Old Nurses' Homes, Church Lane – *The Clerk will email the owners to request an update.*

**159/09-20 Date of next meeting(s)**

Amenities & Playing Fields Committee	Wednesday 16 Sept 2020	7.30pm
Finance & HR Committee	Wednesday 23 Sept 2020	7.30pm
Planning Committee	Tuesday 6 October 2020	7.30pm
Parish Council Meeting	Wednesday 14 October 2020	7.30pm

The meeting closed at 9.20pm

Signed: ..... Date: .....