

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

**Minutes of the 806th meeting of Papworth Everard Parish Council
held on Wednesday 9th December 2020 at 7.30pm via remote access video link**

- Present:** Pete Cruse (PC) Chairman, Paul Phillips (PP), Chris Howlett (CH), Paul Hicks (PH), Victoria Carter (VC), Luke Phillips (LP), Terry Cook (TC), Cat Lloyd (CL), Chris Dawson (CD), Grace Fisher (GF)
- In Attendance:** Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Mandy Smith (MS)
- 196/12-20 To receive and approve apologies for absence**
Apologies were received and approved from Mark Hersom (MPH) and Cllr Nick Wright (NW)
- 197/12-20 To receive any declarations of pecuniary or other interests**
MH declared that he occasionally undertakes work for the Varrier-Jones Foundation.
- 198/12-20 Public Participation -** There were no members of the public present
- 199/12-20 To confirm and approve the minutes of the Parish Council meeting held 11th November 2020**
It was resolved to approve the minutes of the meeting held on 11th November 2020 as a true record of the meeting. (Proposed TC, Seconded LP)
- 200/12-20 Actions Report**
To confirm the status of any action points from previous meetings.
All actions had been completed or were currently ongoing
- 201/12-20 Matters for information only**
A consultation on the Combined Authority proposed budget is currently online should Council members wish to comment – closing date 31 December 2020
- 202/12-20 To receive reports from County and District Councillors**
MS – The TTRO for the cycleway works has been approved. The design and road safety plan are now complete.
It may be possible for the Parish Council to borrow a speed warning sign which can be moved around the village *MS will look into this further.*
MH – There has been much speculation about a proposed large development of new networked villages around the Bassingbourn area which has not been included on the recent Call for Sites list. It is believed that the ‘waters are being tested’ for development in the area sometime in the future.
- 203/12-20 Parish Council Matters**
- 203/12-20.1 To receive an update from the Amenities & Playing Fields Committee held 18 November 2020.
PP is to be the new chairman of the Amenities & Playing Fields Committee.
- 203/12-20.2 To receive an update following the Planning Committee held 1 December 2020
An upgrade to the South Cambs Planning site coincided with the Parish Council's Planning Committee and it was not able to review the necessary documents online.
The former Papworth Hospital site has been sold. There are no further details at present although there is an indication that the site may be used for possible nursing and residential purposes in the future.
- 203/12-20.3 To receive an update following the Finance & HR Committee held 2 December 2020
The budgets and precept requirements were set by the Finance & HR committee – for approval at the December Parish Council Meeting. The Village Hall has relied on its own reserve funds to cover running costs this financial year.

- 204/12-20 Police Matters**
Several instances of parcels being taken from front doorsteps has been reported in Cambourne and surrounding villages. Please be vigilant.
- 205/12-20 Correspondence and Communication**
The Clerk will forward the link to the online consultation regarding the Combined Authority proposed budget.
- 206/12-20 To resolve to accept the recommendations of the Finance & HR Committee for the annual budget and precept request for FY2021/22**
The Budgets, as set by the Finance and HR Committee, were reviewed by the meeting. It was resolved to accept the budgets and to submit a request for £115900.00 for FY2021/22. (Proposed PP, Seconded CD, Agreed ALL)
- 207/12-20 To review ringfenced S106 and General Reserve funds and reallocate as necessary**
Available funds were reviewed and ringfenced as follows:
- General Reserves**
- | | |
|---|-----------|
| Neighbourhood Planning / Planning Consultancy | 25,000.00 |
| Training | 4,000.00 |
| Village Hall Contingency | 25,000.00 |
| Repair & Refurbishment of the Baron's Way shelter | 4,000.00 |
| Village Hall Car Park Paving | 40,000.00 |
| Cemetery – Tombstone and Cheere Tomb repairs | 20,000.00 |
| IT BUDGET | 5,000.00 |
| Donations S137 | 5,000.00 |
| Play Equipment Repairs | 15,000.00 |
| Water Supply to VH | 15,000.00 |
- S106**
- | | |
|--|------------|
| Pavilion / car park project 2019 -20 incl10K fit out costs | 263,000.00 |
| Provision of a community space | 225,000.00 |
| Replacement of the Trim Trail, footbridge | 40,000.00 |
- (Proposed CH, Seconded PC, Agreed All)
- The Clerk presented a list of items to be purchased with associated costs, for kitting out the Pavilion. In addition, it was agreed that a name plaque should be attached on the outside of the pavilion with some written details about the person the Pavilion is to be named after, framed and hung inside.
- 208/12-20 To resolve to accept Timberplay quotes TMQ 15752 and TMQ 16058 for remedial works and repairs to play equipment identified in recent quarterly safety inspections (Amenities Budget)**
It was resolved to accept the quotes from Timberplay for the necessary remedial works at a total cost of £7545.00 + VAT (TMQ15752 £2811.00 + VAT and TMQ16058 £4734.00 + VAT) (Proposed PP, Seconded CH, Agreed All)
- 209/12-20 PAVILION PROJECT**
- 209/12-20.1 To resolve to approve quotes received for additional costs to be incurred due to relocation of Virgin Media and Openreach cabling at the entrance to the Pavilion/Rocky's car park
It was resolved to accept the quotes from Virgin Media (£8722.13 + VAT) and Openreach (£6949.34 + VAT) for necessary works to divert services to allow the widening of entrance to the car park. (Proposed TC, Seconded CD, Agreed All)
- 209/12-20.2 To review a document to be signed to commence Section 278 Highways works to widen the entrance to the Pavilion/Rocky's car park
There was discussion had regarding the term 'owner' in the agreement and clarification required regarding clause 9 where the Maintenance Period is listed as no less than 12 months – this should be better defined as it is currently open ended. It was also queried whether the Parish Council would be liable for any future costs or financial burden should there be any issues with the work at a later date, or whether this was covered in the contract with LINDUM.
The following actions were therefore agreed:
VC to have the contract looked over to confirm cover
The Clerk will request that Lindum approach Highways Dept to have reference to 'owner' amended to 'lessee' and seek clarification of clause 9.

Agenda item to be held until the next meeting

209/12-20.3 To resolve to approve the additional costs for resurfacing the entrance to the Pavilion/Rocky's car park.

Lindum had submitted a quote for additional costs for resurfacing the area at the entrance to the car park between the highway and the entrance pillars which were not included in the original contract. The quote received was above the limit set out in the Parish Council's Purchasing Policy and therefore 2 additional quotes will have to be sought.

209/12-20.4 To resolve to allocate funds to install an outdoor tap and secure locking box at the Pavilion. It was resolved to allocate £163.20 + VAT for the installation of an outdoor tap and lockable security box at the Pavilion. (Proposed VC, Seconded TC, Agreed All)

210/12-20 Street Lighting Handover

To review quotes received and resolve to enter into a contract with an energy supplier for the billing of streetlight power supply costs

It was resolved to accept the quote provided by EON for the provision of an unmetered electrical supply for streetlighting on a 36-month fixed rate contract (1 January 2021 - 31 December 2023) at a total cost of £3092.00 + VAT to be paid monthly by Direct Debit (Proposed CD, Seconded PP Agreed All)

211/12-20 To review and readopt the Risk Management policy

It was resolved to readopt the Risk Management Policy – to be reviewed in 6 months) (Proposed LP. Seconded TC, Agreed All)

212/12-20 To resolve to purchase a new laptop for use by the Assistant Clerk/Bookings Clerk

The existing laptop used by the Assistant Clerk is outdated and no longer fit for purpose. PC researched suitable replacements.

It was resolved to purchase a Dell VOSTRO 5501 laptop at a cost of £669 +VAT to be taken from the administration budget (Proposed PC, Seconded CL, Agreed All)

213/12-20 Finance and Procedure

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

Chq No	Cheque Payments	Inv Date	Nett	Category
	LINDUM - work to 27/11/20	02/12/20	38,000.00	S106
Paid	BACS Payments			
11/12/20	VH Salaries - NOVEMBER		1,403.52	VH
11/12/20	PC Salaries - NOVEMBER		1,628.71	Remuneration
11/12/20	HMRC Payroll Tax NOVEMBER		408.19	Remuneration
11/12/20	CGM Group - Car Park Maintenance VH	01/12/20	65.00	VH
11/12/20	CGM Group - Grass play area/cemetery	01/12/20	537.50	AM
11/12/20	Reesink Turfcare - 50 hr Service LTF300 Mower	09/10/20	406.96	PF
11/12/20	A Whitehouse - Fuel Contribution NOV		22.95	Donations
11/12/20	V Hagedorn - Fuel Contribution NOV		48.60	Donations
11/12/20	TIMBERPLAY Repairs PEPC2020-09	24/11/20	2,002.00	AM
11/12/20	TIMBERPLAY Repairs PEPC2020-10	24/11/20	9.00	AM
11/12/20	ADVANCE Security Maint Contract VH CCTV 21/1/21 - 20/1/22	01/12/20	146.00	VH
11/12/20	IBBETTS - Weedkiller	30/11/20	33.32	AM
11/12/20	Papworth Tennis Club Electricity Changing Rm 23/8-24/11	24/11/20	205.07	PF
11/12/20	Papworth Tennis Club Electricity Bowls 23/8-24/11	24/11/20	61.17	AM
11/12/20	PKF Littlejohn LLP - Year End AUDIT	16/11/20	800.00	Admin
11/12/20	SCAMBLERS - 2 x Batteries & Fitting	16/11/20	261.91	PF
11/12/20	BRIAR Security - Shed CCTV - Battery	05/11/20	15.00	PF
11/12/20	BRIAR Security - move Shed Alarm sensor	11/11/20	105.00	PF
11/12/20	BRIAR Security - Shed CCTV alarm dialler Battery	04/12/20	15.00	PF
11/12/20	PENDRILL PUBLICATIONS - JANUARY 2021 N&V	09/12/20	350.00	Newsletter
Paid	PAYMENTS MADE (BACS)			
13/11/20	Donation Papworth Everard Community Group		800.00	S137
Paid	PAYMENTS MADE (Card)			

07/12/20	AMAZON - Laminating Pouches		17.99	Admin
16/11/20	AMAZON - Cable Ties		9.96	Admin
16/11/20	AMAZON - Laminating Pouches		8.28	Admin
25/11/20	POST OFFICE - Stamps		4.56	Admin
12/11/20	DELL - Dell Vostro Office PC	12/11/20	459.00	Admin
13/11/20	AMAZON - Office PC - Additional RAM	13/11/20	19.49	Admin
Due/Paid	DIRECT DEBITS			
14/12/20	Fuel Genie - NOV		136.15	PF
24/12/20	O2 (Imp Shed SIM)		16.42	PF
24/12/20	O2 (VH Mobile)		16.42	VH
23/11/20	OPUS Energy 5725 - VH ELEC		277.32	VH
13/11/20	OPUS ENERGY - VH GAS 1015228		218.46	VH
01/12/20	SCDC - 2308 VH Rates NOV 20		1,135.00	VH
15/11/20	SCDC 4898 - Changing Room Rates		55.00	AM
01/12/20	SCDC - 2850 Shed Rates		217.00	PF
14/12/20	ZOOM - Monthly Subscription		11.99	Admin
10/12/20	Smart Pensions - NOV		173.70	Remuneration
01/12/20	SCDC Trade Waste 0674 - AM		69.00	AM
01/12/20	SCDC Trade Waste 2592 - VH	01/04/20	137.28	VH
	TOTAL PAYMENTS		50,170.64	

214/12-20 **Matters for future discussion**
Water Supply to the Village Hall
Pavilion Queries: Lock specification / Alarm spec – Sim Card required ?

215/12-20 **Date of next meeting(s)**

Village Hall Committee	Tuesday 15 December 2020	7.30pm
Planning Committee	Tuesday 5 January 2021	7.30pm
Parish Council Meeting	Wednesday 13 January 2021	7.30pm

The meeting closed at 9.05 pm

Signed: Date: