

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

Minutes of the 813th Meeting of Papworth Everard Parish Council held on Wednesday 14th July 2021 at 7.30pm in the Main Hall at Papworth Village Hall

Present: Pete Cruse (PC) Chairman, Paul Phillips (PP) Vice-Chairman, Chris Howlett (CH), Chris Dawson (CD), Victoria Carter (VC), Terry Cook (TC), Mark Hersom (MPH)

In Attendance: Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH)
Via ZOOM : Grace Fisher (GF) and Paul Hicks (PH)

128/07-21 **To receive and approve apologies for absence** Apologies were received and approved from Luke Phillips (LP) and Cllr Mandy Smith (MS)
Mark Hersom (MPH) had advised he would be late for the meeting

129/07-21 **To receive any declarations of pecuniary or other interests**
MH advised that he undertakes work for the Varrier-Jones Foundation

130/07-21 **Public Participation**
One member of the public was present

131/07-21 **To confirm and approve the minutes of the Parish Council meeting held 9 June 2021 and the Extraordinary Meeting held 23 June 2021**
It was resolved to approve the minutes of the 9 June 2021 (Proposed TC, Seconded PP, Agreed All) and the Extraordinary Meeting held 23 June 2021 (Proposed TC, Seconded PP, Agreed All) as a true and accurate record of the meetings

132/07-21 **To consider an application to join the Parish Council from Michele Eidevik-Skinner**
An application to join the Parish Council from Michele Eidevik-Skinner was considered. Michele introduced herself to the meeting. The meeting was then called into closed session (MS and Michele Eidevik-Skinner left the meeting) whilst the application was discussed. It was resolved to accept the application and co-opt Michele Eidevik-Skinner (MES) to the Parish Council with immediate effect.
(Proposed VC, Seconded CD, Agreed All)
Michele and MS were invited back to the room and Michele was welcomed as a member of the Parish Council. A Declaration of Office form was signed and Register of Interests paperwork taken away for completion. MES will join the Planning Committee

133/07-21 **Actions Report**
All actions from the previous meeting had received attention or were completed.

134/07-21 **Matters for information only**

- Outdoor Gym – installation had been delayed due to supply issues, and is now scheduled to commence w/c 9 August
- Zip Wire repair – to be repaired under warranty. Awaiting a date for this to be completed
- South Cambs District Council – the Gambling Policy review documentation had been circulated for Councillors to comment should they wish
- The Papworth Pharmacy have employed a delivery person from the end of July so the current volunteers would be ending their service. The Parish Council agreed it would like to express its thanks to the volunteers for their work during the pandemic.

135/07-21 **To receive reports from County and District Councillors**
MH advised that South Cambs District Council have purchased the Cambourne Business Park with a view to some parts being allocated for housing.

MS was not present at the meeting but an update regarding the Cycleway had been provided which confirmed that there was a £400K shortfall in funding for the cycleway, of

which the Parish Council had not been made aware. Highways England had been approached to help cover the shortfall and a decision was due imminently. Clarification of the situation to be sought from MS.

The Clerk will post the briefing noted received on social media for information, also noting the Parish Council's disappointment at not being advised of the funding situation when the situation occurred.

- 136/07-21 Parish Council Matters**
- 136/07-21.01 To receive an update following the Village Hall Committee meeting held 15 June 2021
The Village Hall will reopen fully for bookings from 19 July in line with the ending of covid restrictions.
- 136/07-21.02 To receive an update following the Finance & HR Committee meeting held 23 June 2021
Employee wellbeing was discussed. Appraisals are to be scheduled.
- 136/07-21.03 To receive an update following the Planning Committee meeting held 6 July 2021
Objections were submitted to an application for an 18m tall 5G mast to be erected at the edge of Jubilee Green.

(MPH joined the meeting at 8.15pm)

- 137/07-21 Correspondence and Communication**
- Albert Churchouse – defibrillators – noted. MH advised that there is also a defibrillator in the vicinity of Macfarlane Grieve House. *The Clerk will email Papworth Trust to find out if this is still in place and regularly maintained.*
- EW Rail – Peter Deer – CD and MPH advised they would be willing to be included in any discussions or meetings held regarding the East West Rail project.
- David Potter – End of Lockdown Event – The Parish Council has not planned any end of pandemic celebrations. The Clerk will put David Potter in touch with the Papworth Community Group who are potentially planning events for residents.
- 138/07-21 Police Matters**
- There were no issues relating to the village to be forwarded to the Police
- 139/07-21 Premises Licence Application**
- To consider a response to the premises licence application consultation for the Cambridge Food Company Ltd, Atria Court, Sterling Way, Papworth Everard
The Parish Council had no objections to the premises licence application.
- 140/07-21 Gladys Scane – memorial**
- To consider a request for the Parish Council rename a room or install a memorial plaque at the Village Hall to honour the late Gladys Scane
It was agreed that it would be appropriate to have a memorial plaque at the Village Hall. CH will come up with some appropriate wording for the plaque.
It was resolved to allocate up to £250.00 for an A4 sized engraved plaque from General Reserves. (Proposed VC, Seconded PP, Agreed All)
- 141/07-21 Internal Auditor Report**
- To receive the report following the audit undertaken on 28 June 2021
The report was received and contents noted.
- 142/07-21 Highways Matters**
- 142/07/21.01 To consider the provision of double yellow lines - Hamden Way junctions
A Highways Officer had made a site visit and recommended double yellow lines. The Parish Council would need to conduct an informal consultation with affected residents prior to any application being submitted. *The Clerk will find out more information about how this should be done and get confirmation of the distance either side of a junction that lines would be required.*
VC and MPH agreed to draft a letter for the consultation for consideration at the next meeting
- 142/07-21.02 To consider an option suggested by Highway Dept for speed monitoring in the village
A maximum of 4 speed monitoring boxes are available to undertake 24/7 surveys to assess vehicle speeds through the Parish. The data collected will show vehicle speeds, vehicle volumes and vehicle types and provide the Parish Council objective data to inform decision making regarding enforcement and further traffic calming.
The cost of this would be £350 for the first box, and then £150 for each additional box
It was resolved to request 4 monitoring boxes at a total cost of £800.00 (General Reserves)

(Proposed TC, Seconded CD, Agreed All)

It was agreed that monitoring is required the length of Ermine Street. *The Clerk will request Highways Dept provide suggested locations for the boxes to be positioned, for review by the Parish Council .*

143/07-21 Finance and Procedure

143/07-21.01 To agree the value of the credit to request from CGM Ltd

It was resolved that a credit for the invoice dated 1 June 2021 be requested from CGM due to the issues experienced with grass cutting.

143/07-21.02 To approve monthly accounts for payment

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

Chq No	Cheque Payments	Invoice No	Net	Category
	LINDUM - Work to 30/6/2021	186381	8,998.53	S106
To PAY	BACS Payments			
15/07/21	VH Salaries - JUNE		1,185.26	VH
15/07/21	PC Salaries - JUNE		1,630.31	Remuneration
15/07/21	HMRC Payroll Tax JUNE		404.61	Remuneration
15/07/21	CGM Group - Car Park Maintenance VH	240245	60.00	VH
15/07/21	CGM Group - Grass play area/cemetery	240245	636.97	AM
15/07/21	V Hagedorn - Fuel Contribution JUNE		55.35	Donations
15/07/21	A Whitehouse - Fuel Contribution JUNE		9.45	Donations
15/07/21	Complete Weed Control - PF Fertilizer Treatment	RT2919	960.00	PF
15/07/21	Complete Weed Control - PF grass Seed x 10	RT2918	850.00	PF
15/07/21	Pendrill Publications - JULY	10179	350.00	Newsletter
15/07/21	Pendrill Publications - AUGUST	10226	350.00	Newsletter
15/07/21	Daltons Cleaning - VH Windows	3012	60.00	VH
15/07/21	CANALBS - Internal Audit FY2020-21	449	138.05	Admin
15/07/21	Papworth Tennis Club Elec Chg Rm/Pav 29/5-27/6	51	44.60	PF
15/07/21	Papworth Tennis Club Electricity Bowls 29/5-27/6	51	29.08	AM
Paid	PAYMENTS MADE (BACS)			
13/07/21	DONATION - Summer Reading Challenge		250.00	S137
Paid	PAYMENTS MADE (Card)			
16/06/21	United Flags - Flagpole halyard door		71.95	AM
30/06/21	Amazon - HDMI LEAD - CT	2021-293907918	9.15	Admin
Due/Paid	DIRECT DEBITS			
23/06/21	O2 (Imp Shed SIM)	91062954	16.64	PF
23/06/21	O2 (VH Mobile)	91062954	16.64	VH
21/06/21	OPUS Energy 5725 - VH ELEC		247.34	VH
14/06/21	OPUS ENERGY - VH GAS 1015228		209.54	VH
14/07/21	ZOOM - Monthly Subscription JUNE		11.99	Admin
12/07/21	Fuel Genie - JUNE	5954254	215.80	PF
12/07/21	Smart Pensions - JUNE	V3KH3Q6	131.48	Remuneration
17/07/21	EON - Streetlighting - JUNE	H1A0090E34	103.45	AM
22/07/21	BT - Phones & Broadband	EM200282480601	244.95	Admin
22/06/21	(Pennon) Cambs Water - VH (22/4 - 26/5)	2074315453	15.19	VH
01/07/21	SCDC - 2308 VH Rates JULY 21	3030112308	1,135.00	VH
15/07/21	SCDC 4898 - Changing Room Rates JULY 21	3030104898	55.00	AM
01/07/21	SCDC - 2850 Shed Rates JULY 21	3030122850	217.00	PF
01/07/21	SCDC - PF Refuse Collection 5259	80032898	51.28	PF
01/07/21	SCDC - VH Trade Waste Collection -3268	80033823	51.28	VH
	TOTAL PAYMENTS		16,942.74	

143/07-21.03 To pre-authorise regular payments due in the month of August
 Regular payments for August were authorised for payment as follows:
 (Proposed PP, Seconded CD, Agreed All)

To Pay	BACS Payments - REGULAR MONTHLY PAYMENTS			
16/08/21	VH Salaries - JULY		1,185.26	VH
16/08/21	PC Salaries - JULY Salary		1,630.31	Remuneration
16/08/21	HMRC Payroll Tax JULY		404.61	Remuneration
16/08/21	CGM Group - Car Park Maintenance VH	240861	60.00	VH
16/08/21	CGM Group - Grass play area/cemetery	240861	616.67	AM
16/08/21	Papworth Tennis Club Elec Chg Rm/Pav JULY	52	55.91	PF
16/08/21	Papworth Tennis Club Electricity Bowls JULY	52	124.12	AM
Due	REGULAR DIRECT DEBITS - FOR INFO			
	Exact amounts TBC at September meeting			
23/07/21	O2 (Imp Shed SIM)		16.64	PF
23/07/21	O2 (VH Mobile)		16.64	VH
21/07/21	OPUS Energy 5725 - VH ELEC		234.17	VH
13/08/21	OPUS ENERGY - VH GAS 1015228		50.85	VH
13/08/21	ZOOM - Monthly Subscription JULY		11.99	Admin
12/08/21	Fuel Genie - JULY	5954254	215.80	PF
12/08/21	Smart Pensions - JULY	V3KH3Q6	131.48	Remuneration
17/08/21	EON - Streetlighting - JULY		TBC	AM
02/08/21	SCDC - 2308 VH Rates JULY 21	3030112308	1,135.00	VH
15/08/21	SCDC 4898 - Changing Room Rates JULY 21	3030104898	55.00	AM
02/08/21	SCDC - 2850 Shed Rates JULY 21	3030122850	217.00	PF
02/08/21	SCDC - PF Refuse Collection 5259	80032898	51.28	PF
01/08/21	SCDC - VH Trade Waste Collection 3268	80033823	83.53	VH
01/08/21	SCDC - VH Recycling Waste Collection	80034144	42.25	VH
	TOTAL PAYMENTS		4,754.45	

144/07-21 Matters for future discussion
Water supply to the Village Hall

145/07-21 Date of next meeting(s)

Amenities & Playing Fields Committee	Wednesday 21 July 2021	7.30pm
Planning Committee	Tuesday 7 September 2021	7.30pm
Parish Council Meeting	Wednesday 8 September 2021	7.30pm

Close of meeting

Signed: Date:

Name: