

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

**Minutes of the 815th Meeting of Papworth Everard Parish Council
held on Wednesday 13th October 2021 at 7.30pm
in the Bob Baker Room at Papworth Village Hall**

Present: Pete Cruse (PC) Chairman, Paul Phillips (PP) Chris Howlett (CH), Terry Cook (TC), Michele Eidevik-Skinner (MES), Jane Coutts (JC)

In Attendance: Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Mandy Smith (MS)
Via ZOOM: Paul Hicks (PH), Grace Fisher (GF), Victoria Carter (VC) from 8.15pm

164/10-21 To receive and approve apologies for absence

Apologies were received and approved from Chris Dawson (CD) Grace Fisher (GF), Mark Hersom (MPH), Paul Hicks (PH), Cllr Nick Wright (NW).
Victoria Carter (VC) had advised that she would be late to the meeting

165/10-21 To receive any declarations of pecuniary or other interests

MH advised that he undertakes work for the Varrier-Jones Foundation

166/10-21 Public Participation – There were no members of the public present at the meeting

**167/10-21 To confirm and approve the minutes of the Parish Council meeting held
8 September 2021**

Minor amendments to the minutes were agreed and it was resolved to approve the minutes of the meeting held on 8 September 2021 as a true and accurate record of the meeting (Proposed TC, Seconded MEV, Agreed All)

168/10-21 Actions Report

All actions from the previous meeting had received attention and were ongoing or had been completed

169/10-21 Matters for information only

Traffic monitoring boxes had been installed and were active over a 7-day period at the beginning of October. Cambridge County Council's Highways Dept will analyse the data and advise of their findings in due course.

170/10-21 To receive reports from County and District Councillors

MS: advised that work on the cycle path is due to commence on 18 October. She is seeking clarification of the classification of the pathway and whether it is suitable for use by horse riders.

MS is still pushing for a reduction in speed along the A1198 once the cycleways is complete. Drain jetting machines will be in the village from w/c 18 October clearing the drains thought the village. Any that have been missed should be reported to MS to chase up with the County Council. MS will also check and advise whether the drains are cleared annually, or what the schedule is.

MH: The Local Plan consultation will be live soon. There may be delays to the Local Plan caused by the possible relocation of the sewerage works which would then free up land for development. An additional 200-240 houses (infills and small developments) have also been added to the submission

The District Council will be holding an emergency meeting to look at their finances.

171/10-21 Parish Council Matters

171/10-21.01 To receive an update following the Amenities & Playing Fields Committee held 15 September 2021 - Nothing to update

- 171/10-21.02 To receive an update following the Finance Committee held 22 September 2021 – The Finance and HR Committee approved the annual insurance renewal (under delegation from the Parish Council)
- 171/10-21.03 To receive an update following the Planning Committee meeting held 5 October 2021
The Planning Committee agenda was dominated by tree applications in the vicinity of the Papworth Hall Grounds, Barons Way and Wood Lane. Objections were submitted due to lack of information provided.
The new Tree Warden (David Potter) had submitted a report in the latest edition of the News and Views.
Discussions were had regarding having all trees on Parish Council owned or leased land surveyed. *The Clerk will obtain quotes for consideration.*
- 172/10- 21 Correspondence and Communication**
Street Trading Changes - Noted
Pavilion Car Park Entrance works – works have been delayed due to cabling beneath the path not being at a sufficient depth to be signed off by Highways Dept. The area has been reinstated with a temporary surface and the heras fencing removed to allow access and Lindum will be consulting UK Power Networks to arrange for remedial work to be carried out.
- 173/10-21 Police Matters**
To raise any issues relating to the village to be forwarded to the Police
- 174/10-21 To approve a request from Michele Eidevik-Skinner to join the Amenities and Playing Fields Committee**
It was resolved to accept MES's request to join the Amenities and Playing Fields Committee (Proposed TC, Seconded PP, Agreed All)
- 175/10-21 To review and approve the design and costs for a sign to be located at the Outdoor Gym area**
The design of the signs was reviewed and approved with minor amendments.
It was resolved to purchase a double-sided sign at a cost of £230.75 + VAT incl posts and installation. (Proposed JC, Seconded CH, Agreed All)
- 176/10-21 To approve the replacement of several broken dog waste bins with Topsy multipurpose bins at a cost of £414.00 + VAT per bin (Amenities Budget)**
Bins required as replacements for broken bins in the following locations: Corner of North Lodge Drive, Church Lane by Church, School Walk (Hayman's Way), School Walk (Varrier Jones Drive)
It was resolved to order 4 x topsy multipurpose bins from Cambridge County Council at a cost of £414 per bin (incl installation and removal of old bins).
(Proposed TC, Seconded MEV, Agreed All)
- 177/10-21 Highways Matters**
Parking Restrictions - Draft plan, questionnaire and consultation for residents (MPH/VC)
As MPH and VC were not present at the meeting this item will be carried forward to the November meeting .
- 178/10-21 To consider a grant request submitted by the Papworth Community Group**
It was resolved to approve a grant request for £1000.00 from the Papworth Community Group to cover Christmas Hampers and 2 x Christmas Trees for Southbrook Field and The Close (Proposed PP, Seconded TC, Agreed All)
It was also agreed to provide cable ties and laminator pouches from the Admin budget for the Halloween event at a cost not exceeding £35.00
- 179/10-21 To approve a request from the Planning Committee to undertake a Land Registry search to obtain a Title Register and Title Plan at a cost of £24.95**
It was resolved to allocated £25.00 (Admin Budget) to the Planning Committee to cover the cost of a Title search and Title Plan from the Land Registry (Proposed PP, Seconded CH, Agreed All)
- 180/10-21 Hybrid Meetings Trial**
180/10-21.01 To review the trial of hybrid meetings to date
The trial of hybrid meetings held over the 3-month period from July (excl August) was reviewed. Of 12 meetings held, 8 had been hybrid meetings. The technology had worked

well. It was noted that Councillors attending a meeting via Zoom do not count as being in attendance at the meeting and are therefore not permitted to vote on any resolutions.

- 180/10-21.02 To consider whether the trial of hybrid meetings should continue
Discussions were had regarding the effect holding hybrid meetings had on meeting attendance and whether access to the meetings should continue to be offered in hybrid form. A vote was taken on whether or not to continue the use of hybrid meetings.
FOR : 1 AGAINST: 5
It was therefore resolved not to continue with hybrid meetings using remote access.
- 180/10-21.03 If continuing with hybrid meetings, to consider any changes required to the ground rules for meeting attendance – Item no longer applicable

181/10-21 To consider whether the Parish Council would be willing to support a Carol Service in the Village Hall in December

It was resolved that the Parish Council would support and host the annual village carol concert with no Hall Hire costs applicable for the event.
(Proposed TC, Seconded JC, Agreed All)
The Clerk will forward a Grant request application form to enable a request to be submitted to cover costs for the event.

182/10-21 Finance and Procedure

To approve monthly accounts for payment
The following accounts were approved for payment
(Proposed TC, Seconded MEV, Agreed All)

Chq No	Cheque Payments	Invoice No	Net	Category
To PAY	BACS Payments			
15/10/21	VH Salaries - SEPTEMBER		1,391.30	VH
15/10/21	PC Salaries - SEPTEMBER		1,630.31	Remuneration
15/10/21	HMRC Payroll Tax SEPT		449.06	Remuneration
15/10/21	CGM Group - Car Park Maintenance VH		60.00	VH
15/10/21	CGM Group - Grass play area/cemetery		616.67	AM
15/10/21	Papworth Tennis Club Elec Chg Rm/Pav SEPT	54	80.40	PF
15/10/21	Papworth Tennis Club Elec Bowls SEPT	53	70.95	AM
15/10/21	Latta Hire - toilets 1/9-6/9 + Collection	162460	129.30	AM
15/10/21	Pendrill Publications - NOV	10353	350.00	Newsletter
15/10/21	Newflame - fire alarm & e/light test	148086	240.00	VH
15/10/21	TURFCARE - Bowls Autumn Treatment	16377	1,965.00	PF
15/10/21	Royal Maintenance VH Repairs/door hook	AUG001	195.00	VH
15/10/21	Royal Maintenance - Pool/Benches/Bin	AUG002	250.00	VH
15/10/21	PKF Accountants - Annual Return	SB20212799	800.00	Admin
Date Paid	PAYMENTS MADE (BACS)			
15/09/21	SLCC - Annual Membership	MEM236131-1	185.00	Subscriptions
20/09/21	J ANSELL - Deposit Return		25.00	VH Dep
20/09/21	E Tomkinson - VH Deposit Return		75.00	VH Dep
24/09/21	Came & Co - Insurance Renewal 21/22	3073055	5,714.10	Insurance
24/09/21	Papworth Surgery - VH Deposit Return		25.00	VH Dep
12/10/21	E Manian - VH Deposit Return		25.00	VH Dep
12/10/21	N Holley - VH Deposit Return		25.00	VH Dep
12/10/21	A Frost - VH Deposit Return		25.00	VH Dep
Date Paid	PAYMENTS MADE (Card)			
04/10/21	Amazon - Valve Seals		20.62	VH
04/04/21	Amazon - Toilet Valves x2		49.70	VH
Due/Paid	REGULAR DIRECT DEBIT PAYMENTS			
24/10/21	O2 (Imp Shed SIM)	98055453	16.64	PF

24/10/21	O2 (VH Mobile)	98055453	16.64	VH
21/09/21	OPUS Energy 5725 - VH ELEC		226.56	VH
13/09/21	OPUS ENERGY - VH GAS 1015228		44.11	VH
14/10/21	ZOOM - Monthly Subscription OCT		11.99	Admin
12/10/21	Fuel Genie – SEPT	6346868	66.95	PF
13/10/21	Smart Pensions – SEPT	V3KH3Q6	131.49	Remuneration
17/10/21	EON - Street lighting 1/9-30/9	H1A4D5C7EE	103.45	AM
01/10/21	SCDC - 2308 VH Rates OCT 21	3030112308	1,135.00	VH
15/10/21	SCDC - Changing Room Rates OCT	3030104898	55.00	AM
01/10/21	SCDC - 2850 Shed Rates OCT 21	3030122850	217.00	PF
01/10/21	SCDC - PF Refuse Collection 5259	80032898	51.28	PF
01/10/21	SCDC - VH Trade & Recyc Waste-3268	80033823	93.53	VH
22/10/21	BT - Phones & Broadband	EM200282480611	240.15	Admin
	TOTAL PAYMENTS		16,807.20	

183/10-21	Date of next meeting(s)		
	Village Hall Committee	Tuesday 19 October 2021	7.30pm
	Planning Committee	Tuesday 2 November 2021	7.30pm
	Parish Council Meeting	Wednesday 10 November 2021	7.30pm

The meeting closed at 8.45pm

Signed: Date:

Name: