

PAPWORTH EVERARD PARISH COUNCIL

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

PARISH COUNCIL MEETING

**Minutes of the 809th meeting of Papworth Everard Parish Council
held on Wednesday 10th March 2021 at 7.30pm via remote access video link**

Present: Pete Cruse (PC) Chairman, Paul Phillips (PP), Chris Howlett (CH), Paul Hicks (PH), Luke Phillips (LP), Terry Cook (TC), Chris Dawson (CD), Victoria Carter (VC), Grace Fisher (GF), Mark Hersom (MPH)

In Attendance: Sarah Cruse (SLC) Clerk, Cllr Mark Howell (MH), Cllr Mandy Smith (MS),

- 38/03-21 To receive and approve apologies for absence**
Apologies were received from Cllr Nick Wright (NW)
MPH sent apologies that he would be late to the meeting
- 39/03-21 To receive any declarations of pecuniary or other interests**
MH declared that he occasionally undertakes work for the Varrier-Jones Foundation.
TC is a member of the Bowls Club
- 40/03-21 Public Participation –** there were no queries raised by any of the members of public present
- 41/03-21 To confirm and approve the minutes of the Parish Council meeting held 10 February 2021**
It was resolved to approve the minutes of the meeting held on 13 January 2021 as a true record of the meeting. (Proposed LP, Seconded CH, Agreed All)
- 42/03-21 To receive an update on the Mobile Warden Scheme from Sarah Thomson, Age UK**
There are 19 schemes across Cambridge and Peterborough and an additional 6 in the process of being set up supporting adults aged 65+. Both short and longer term support can be arranged and changed as required. Initial free trials and assessments are available followed by a charge of £9.00 per week for a single person or £11.00 for a couple.
Papworth is part of the Cambridge South West area, covering 7 parishes, and is supported by Community Warden, Paula Rowley. There is capacity to support a total of 30 people over the 7 parishes.
The scheme is being promoted via community facilities, libraries, sheltered housing and car schemes, as well as community magazines, newsletters and social media.
Sarah Thomson will provide a digital flier to help promote the scheme.

Sarah left the meeting at 8.10pm
- 43/03-21 Actions Report**
All actions from the previous meeting had received attention or were completed
- 44/03-21 Matters for information only –** None
- 45/03-21 To receive reports from County and District Councillors**
MS: The meeting regarding the Cycleway due to be held on 16 February had been cancelled - MS is looking to arrange another meeting. Some preparatory work has been completed along the A1198 where vegetation and trees have been cut back. MS was advised that the temporary road signs advising the work had blown into the carriageway due to high winds and were causing a hazard. MS will report this.
The Innovate and Cultivate Fund is currently open for applications – MS will forward more details to the Clerk to build support for community projects.
MH: The District Council's Budget for FY2021/22 has been approved.
Waste water from the Cambourne West development is due to go to Swavesey as there is no drainage infrastructure between Cambourne and Papworth but there are questions about whether Swavesey can cope with the water from both Cambourne West and the Bourn Airfield

developments. PH advised that he believed the water from Bourn Airfield would be coming to Papworth - *MH will check whether this is the case.*

46/03-21 Parish Council Matters

46/03-21.1 To receive an update following the Village Hall Committee held 16 February 2021
The Hall remains closed – with a possible reopening date of 17 May subject to confirmation of the relaxation of current lockdown restrictions. There have been several enquiries from the summer and some provisional bookings have been taken.

46/03-21.2 To receive an update following the Planning Committee held 2 March 2021
There are ongoing S106 issues regarding the application to alter the S106 agreement to allow occupation of houses on the Church Lane Development prior to the community building being made watertight. Ongoing meetings are happening with the Planning Department, Allia and Flagship Housing. The Parish Council is maintaining its objection to alter the S106 agreement to ensure that the community building is delivered.

47/03-21 Police Matters

There have been recent attempted thefts of catalytic converters from vehicles in the village.

48/03-21 Correspondence and Communication

Patrick Bexfield – Access to the MUGA from 29/3 plus display of a 6x3ft Banner
The MUGA will be reopened for use, subject to adherence to social distancing rules, from 29 March. Request to display a large banner advertising Patrick's training sessions was declined due to the size of banner proposed, contravening planning rules. By allowing one advertising banner, the Parish Council would be obliged to allow any others on request.

Mark Prevel - Book for Charity – the meeting reviewed the proposed text for Mark's book. CH will provide some suggested amendments and corrections.

Legislation - Council Meetings from May – legislation to extend the ability to hold remote meetings after 7 May is not likely to be extended, so meetings are likely to have to be face-to-face after this date. The Bookings Clerk has held the Main Hall for full council meetings and the North Hall for committee meetings to allow for the necessary social distancing measures. The Clerk will undertake Risk Assessments of the rooms prior to any meetings being held.

It was resolved to move the Annual Parish Meeting scheduled for 26 May to Wednesday 5 May at 7.30pm to allow it to be conducted via Zoom or dial-in. The Clerk will advertise this in the News and Views and social media nearer the event. (Proposed PH, Seconded CH, Agreed All)

49/03-21 To resolve to purchase a new Union Flag

It was resolved to purchase a replacement Union Flag at a cost of £131.62 (Admin Budget) (Proposed CH, Seconded TC, Agreed All)

The Clerk will look up a list of dates that the flag should be flown

The Chairman proposed that items 50/03-21 and 51/03-21 be marked Confidential and discussed following item 57/03-21 due to confidentiality of legal advice received prior to the meeting. (Proposed PC, Seconded PH, Agreed All)

~~(50/03-21 — POS Transfer — High Trees)
Progress update~~

~~(51/03-21 — PAVILION PROJECT)
51/03-21.1 — Section 278 Highways authorisation form
51/03-21.2 — Reinstatement works — To review quotes received and approve the necessary work~~

52/03-21 To review quotes received and resolve to purchase necessary supplies to repair the veranda/decking at the Bowls Club (AM Committee Budget)

Three quotes were reviewed. It was resolved to accept the quote from Crowthorne (0027/94207303 1/12/2020) at a cost of £1115.30 + VAT (AM budget) (Proposed PH, Seconded LP, Agreed All)

53/03-21 To review a quote received for reducing the height of the trees surrounding the Tennis Courts and consider what action to take.
It was resolved to accept the quote from Dellar Tree Services at a cost of £3840.00 – to be funded from the PF Budget.
Permission to be sought from the Varrier-Jones Foundation prior to the work being undertaken.
(Proposed TC, Seconded VC, Agreed All)

54/03-21 Renewal of BT contract
BT Contract pricing is shortly due to increase at the current contract ends on 30 April. (Office phone, Broadband & red line Lift phone)
Current Costs £86.59 + VAT pcm – increase price £113.00 + VAT from May
The cost of a new 2-year contract with pricing protection is £87.65 + VAT PCM.
It was resolved to enter it a new 2-year contract with BT at a monthly cost of £87.65 + VAT pcm. (Proposed PP, Seconded VC, Agreed ALL)

(MPH joined the meeting at 8.40pm)

55/03-21 To receive an update regarding direct connection to mains water for the Village Hall and to consider the next steps
Received quotes were reviewed. It was agreed that the quote from GSL at £13630 + VAT plus additional costs for Anglian Water to connect (estimated at £3000) offered the best value.
It was resolved to take this to the Varrier-Jones Foundation as landlords, with details of costs for providing the connection requesting that the direct provision of water from the main rather than via the existing spur from the Hospital be considered.
(Proposed CH, Seconded TC, Agreed All) *The Clerk will contact the Varrier-Jones Foundation.*

56/03-21 To approve membership of CAPALC and the DOP Scheme for FY2021/22 at a total cost of £761.91
It was resolved to accept the fee for the annual membership of CAPALC for FY2021/22 at a cost of £711.91 and membership of the DPO Scheme at a cost of £50.00
(Proposed PP, Seconded PH, Agreed All)

**** The following agenda items were CONFIDENTIAL**

**The Chairman proposed that all members of the public be excluded from the meeting for agenda items 57/03-21 and the discussion of item 50 and 51/03-21
Proposed PC, Seconded PP, Agreed All)**

MS and MH left the meeting

(See CONFIDENTIAL MINUTES)

57/03-21 PROPERTY MATTERS
Discussions were had regarding available property in the village.

Agenda Items 50 and 51/03-21 were then discussed

50/03-21 POS Transfer – High Trees
Progress update

51/03-21 PAVILION PROJECT
51/03-21.1 Section 278 Highways authorisation form
51/03-21.2 Reinstatement works – To review quotes received and approve the necessary work
Quotes received for the reinstatement works at the entrance to the Rocky's Car Park were reviewed. It was resolved to accept the quote from Lindum at a cost of £6280 + VAT
(Proposed TC, Seconded VC, Agreed All)

Following the Confidential Agenda items, the Chairman called the meeting back into full session.

58/03-21

Finance and Procedure

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

Chq No	Cheque Payments	Invoice	Net	Category
	LINDUM work to 18/1/21	186306	31,332.59	S106
to be paid	BACS Payments			
11/03/21	VH Salaries (FEB)		1,184.66	VH
11/03/21	PC Salaries - (FEB)		1,628.71	Remuneration
11/03/21	HMRC Payroll Tax FEBRUARY		408.19	Remuneration
11/03/21	CGM Group - Car Park Maintenance VH	236942	65.00	VH
11/03/21	CGM Group - Grass play area/cemetery	236942	537.50	AM
11/03/21	Pharmacy Delivery Volunteers - Fuel Contrib FEB		103.95	Donations
11/03/21	SCAMBLERS - John Deer Lawnmower Service	6633	84.00	PF
11/03/21	SCAMBLERS - SISIS Autoturfman repair & service	6634	212.49	PF
11/03/21	SCAMBLERS - JD 20B Mower Service & repair	6591	376.06	PF
11/03/21	Pendrill Publications - APRIL	10042	350.00	Newsletter
11/03/21	TIMBERPLAY - Quarterly Safety Inspection - FEB	8645	415.00	AM
11/03/21	TIMBERPLAY - Remedial Work	8713	2,811.00	AM
11/03/21	IBBETTS - 20KG Grass Seed	100679	85.00	PF
11/03/21	FirstAid4Less - Covid First Aid Kit x 2	2707690	45.85	VH
11/03/21	Coastline - Web Hosting 16/2/21-16/2/22	1443	120.00	Admin
11/03/21	Pap Tennis Club Elec Changing Rm/Pav 20/1-25/2	47	279.45	PF
11/03/21	Pap Tennis Club Electricity Bowls 20/1 - 25/2	47	8.50	AM
Paid	PAYMENTS MADE (BACS)			
05/03/21	DONATION - RELATE		300.00	S137
Paid	PAYMENTS MADE (Card)			
01/03/21	Toner Giant - Clerk Printer Toner	T9ECJA	45.53	Admin
15/02/21	Post Office - Postage		2.06	Admin
Due/Paid	DIRECT DEBITS			
26/03/21	O2 (Imp Shed SIM)	84017895	16.42	PF
26/03/21	O2 (VH Mobile)	84017895	16.42	VH
22/02/21	OPUS Energy 5725 - VH ELEC		353.16	VH
15/03/21	ZOOM - Monthly Subscription		11.99	Admin
15/03/21	Fuel Genie - FEBRUARY	5420021	66.76	PF
11/03/21	Smart Pensions - FEB		131.48	Remuneration
01/03/21	SCDC Trade Waste 5259 - AM		69.00	AM
01/03/21	SCDC Trade Waste 3268 - VH	80019879	137.00	VH
	TOTAL PAYMENTS		40,991.77	

59/03-21 **Matters for future discussion** - None raised60/03-21 **Date of next meeting(s)**

Amenities & Playing Field Committee	Wednesday 17 March 2021	7.30pm
Finance & HR Committee	Wednesday 24 March 2021	7.30pm
Planning Committee Meeting	Tuesday 6 April 2021	7.30pm
Parish Council Meeting	Wednesday 14 April 2021	7.30pm

The meeting closed at 9.55pm

Signed: Date: