

# WARBOYS PARISH COUNCIL

Minutes of the **Annual Warboys Parish Council** meeting held on 13th May 2024 at the Parish Centre, Warboys.

## IN ATTENDANCE

Internal Auditor.

## PRESENT WERE

Cllr J Cole	Cllr J Parker (Vice Chair)
Cllr R Dykstra	Cllr P Potts
Cllr D England	Cllr C Sproats
Cllr D Fabb	Cllr G Willis
Cllr L Gifford	Cllr S Withams (Chair)
Cllr J Land	Cllr A Wyatt

Mrs J Drummond:- Senior Clerk  
Mrs E Coverdale:- Clerk  
Mrs L Moore:- Asst. Clerk

## 91/24 ELECTION OF CHAIRMAN

It was proposed by Cllr J Cole, seconded by Cllr P Potts and unanimously **RESOLVED** to elect Cllr S Withams as Chairman to Warboys Parish Council for the municipal year 2024-25.

## 92/24 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Cllr P Potts seconded by Cllr J Cole and unanimously **RESOLVED** to elect Cllr J Parker as Vice Chairman to Warboys Parish Council for the municipal year 2024-25.

Meeting commenced at 7.03 p.m

## 93/24 WELCOME

Chair Withams opened the meeting.

## 94/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr S Wilcox – Family Commitments

Cllr A Ntuk – Holiday

Cllr M Collins – arrived during discussions on agenda item 99/24 (7.21p.m)

Co-Opt

M Croucher – Work Commitments

J Twiselton – Personal

Co-Opt Member K Simson - arrived during discussions of agenda item 100/24 (7.25pm)

### **95/24 MEMBERS' INTERESTS**

Cllr England declared a pecuniary interest in item 118/24 due to working the adjacent land.

### **96/24 MINUTES OF THE MEETING HELD 8<sup>th</sup> APRIL 2024**

It was proposed by Cllr J Parker, seconded by Cllr G Willis and **RESOLVED** by all Members present, the Minutes of the meeting held on 8th April 2024 be signed as a correct record by the Chairman.

### **97/24 MINUTES OF THE SPECIAL MEETING HELD 25<sup>th</sup> MARCH 2024**

It was proposed by Cllr L Gifford, seconded by Cllr G Willis and **RESOLVED** by all Members present, the Minutes of the special meeting held on 25th March 2024 be signed as a correct record by the Chairman.

### **98/24 MINUTES OF THE ANNUAL PARISH MEETING HELD 17<sup>th</sup> APRIL 2024**

It was proposed by Cllr J Parker, seconded by Cllr A Wyatt and **RESOLVED** by all Members present, the Minutes of the Annual Parish meeting held on 17th April 2024 be signed as a correct record by the Chairman.

### **99/24 CLERKS' REPORT**

Report from Clerk attached as Addendum.

*Cllr Collins arrived during discussions of the above item (7.21pm)*

### **100/24 OPEN FORUM**

As no members of the public in attendance it was **RESOLVED** to continue the meeting.

*Co-Opt Member K Simpson arrived during discussions of the above item (7.25pm)*

### **101/24 REPORT BY DISTRICT COUNCILLORS**

No report as none in attendance.

### **102/24 ATTENDANCE OF COUNCILLORS**

Members noted a report by the Clerk (a copy of which had been circulated) listing attendances by Members at meetings of the Council and committees in the previous municipal year in both actual and percentage terms during that time.

### **103/24 DEADLINE FOR RECEIPT OF MEETING APOLOGIES**

Following the receipt of the members attendance records for 2023-24 in item 102/24 the Clerks asked them to consider adopting a deadline for receipt of Apologies to provide clarity for both Members and Clerks.

After discussions it was unanimously **RESOLVED** to accept the following with immediate effect;

All meeting apologies must be submitted by 5:30 PM on the day of the meeting. Apologies should be directed to either one of the Clerks or the Chairman, except in exceptional circumstances.

## **104/24 APPOINTMENT OF COMMITTEES**

Following discussions it was **RESOLVED** to appoint the Committees as follows;

### a) Allotments

Committee Members: Cllr J Parker, Cllr L Gifford, Cllr R Dykstra & Cllr J Land

Committee members unanimously appointed; Cllr J Parker as Chairman and Cllr L Gifford as Vice Chairman.

*As none of the Co-Opt Members were in attendance, they will need to be considered at the next Allotment Committee meeting.*

### b) Assests & Maintenance

Committee Members: Cllr M Collins, Cllr R Dykstra, Cllr J Land, Cllr J Parker & Cllr S Withams

Committee members unanimously appointed; Cllr J Land as Chairman and Cllr M Collins as Vice Chairman.

### c) Community & Projects

Committee Members: Cllr M Collins, Cllr L Gifford, Cllr J Land, Cllr S Withams & Cllr A Wyatt

Committee members unanimously appointed; Cllr L Gifford as Chairman and Cllr J Land as Vice Chairman.

### d) Employees, Resources and Recruitment

Committee Members: Cllr J Cole, Cllr M Collins, Cllr R Dykstra, Cllr D England, Cllr L Gifford, Cllr J Land, Cllr J Parker, Cllr C Sproats & Cllr S Withams.

Committee members unanimously appointed; Cllr S Withams as Chairman and Cllr J Land as Vice Chairman.

### e) Finance & General Purposes

Committee Members: Cllr R Dykstra, Cllr D England, Cllr D Fabb, Cllr L Gifford, Cllr J Land, Cllr J Parker, Cllr P Potts, Cllr C Sproats, Cllr G Willis, Cllr S Withams & Cllr A Wyatt.

Committee members unanimously appointed; Cllr S Withams as Chairman and Cllr J Parker as Vice Chairman.

### f) New Parish Centre

Committee Members: Cllr M Collins, Cllr D England, Cllr D Fabb, Cllr J Land, Cllr J Parker & Cllr S Withams.

Committee members unanimously appointed; Cllr S Withams as Chairman and Cllr J Land as Vice Chairman at the NPCC meeting held 2<sup>nd</sup> April 2024

### g) Planning

Committee Members: Cllr M Collins, Cllr R Dykstra, Cllr D England, Cllr D Fabb, Cllr L Gifford, Cllr J Land, Cllr J Parker, Cllr P Potts, Cllr C Sproats, Cllr G Willis, Cllr S Withams & Cllr A Wyatt.

Committee members unanimously appointed; Cllr G Willis as Chairman and Cllr D England as Vice Chairman.

h) Leisure Areas

Due to Members being undecided on the benefits of joining the Council functions and responsibilities regarding this Committee it was **RESOLVED** for the Sen. Clerk to reassess the divisions and for Members to send any comments/suggestions to her for the next full Council.

**105/24 REPRESENTATION ON OUTSIDE ORGANISATIONS**

A report was circulated by the Clerk with regard to representation on outside organisations for the ensuing year.

- a) Cllr D Fabb asked to be added to Warboys Christmas Lights and Warboys Landfill Forum.
- b) Cllr J Cole asked to be removed from Warboys Landfill Forum.
- c) Cllr A Wyatt asked to have her representation on the White Hart Bowls Club added for 2024-25.

It was therefore **RESOLVED** for the Clerk to update the list to represent the changes.

**106/24 REVIEW STANDING ORDERS**

The Clerk circulated to members a copy of the proposed Standing Orders along with a Key updates document.

Following members asking for clarification on some of the changes it was proposed by Cllr Land, seconded by Cllr Collins and unanimously **RESOLVED** to adopt the new Standing Orders for the next municipal year.

**107/24 REVIEW FINANCIAL REGULATIONS**

The Clerk provided members with a copy of the proposed Financial Regulations for Council. Following discussions it was decided for the Clerk to relook at the documents and bring back to full Council once issues were cleared up.

**108/24 REVIEW COUNCIL SUBSCRIPTIONS TO OTHER BODIES**

The Clerk circulated to members a copy of the Organisations and Memberships fees for the Council in 2024-25.

Members unanimously agreed to continue with the memberships for 2024-25.

- National Association of Local Councils - £270.83 (Included in CAPALC fee)
- Society of Local Council Clerks - £303.00
- Cambridge & Peterborough Association of Local Councils - £666.86 (Including Data Protection Officer £50 p/a)
- ACRE (Cambs) - £65.00
- Information Commissioners Office - £35.00
- PKF Littlejohn LLP - £504.00
- The National Allotment Society - £55.00 + VAT

### **109/24 DATA PROTECTION POLICY**

- a) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

The Clerk provided members with a copy of the proposed Data Protection Policy outlining the importance of the document and what is included in it.

It was then proposed by Cllr Fabb, seconded by Cllr Gifford and unanimously **RESOLVED** to adopt the proposed Data Protection Policy.

- b) Appointing a Data Protection Lead for the Council.

It was proposed by Cllr Fabb, seconded by Cllr Collins and unanimously **RESOLVED** to appoint Sen. Clerk J Drummond as the Council's Data Protection Lead.

### **110/24 REVIEW THE COUNCIL'S S.137 EXPENDITURE IN 2023-24**

The Council received and noted a list of Council Expenditure under Section 137 of the Local Government Act for the municipal period 2023-24.

- Warboys Library Reading Challenge Grant - £125.00
  - Feast Week Band Grant - £300.00
  - Christmas Light Installation - £842.93
  - Christmas Lights electricity cost - £183.00
- Total expenditure £1,450.93

### **111/24 REPLACEMENT PARISH CENTRE**

Cllr Land as a representative of the New Parish Centre Committee provided members with an update on the project;

- a) Groundworks

Committee members had been on two site visits since the last full Council meeting which had allowed them to see the progress of the build as well as discuss some of the difficulties experienced due to the heavy rain and ground conditions. However, these should now be resolved with this section of the build expected to be completed by end of May. The next stage of the project, erecting the steel frame, to begin week commencing 17<sup>th</sup> June.

- b) Finances

Arising from 81/24 (b) Members were advised that Cllr Fabb had created a detailed 18month forecast for the build alongside Council expenditure which he, Cllr Land and the Sen. Clerk had agreed to regularly review. Due to the clarification received from Huntingdon District Council (HDC) that the £200k CIL funds will be released later in the project than anticipated, the Council discussed the potential need for a short-term loan to cover this cost until the funds are available next year.

- c) MTC Engineering Drainage Designs

Members were informed that the Committee will arrange a meeting with MTC Engineering, who had created the incorrect drainage plans included in the tender designs for the building project. The goal of the meeting is to seek reimbursement for all or part of the incurred costs.

- d) WI Grant

Arising from minutes 81/24 (c) members were advised that the Women's Institute had been invited for a site visit in July to see the progress of the build.

The Chair also reminded members of the importance that all communications in relation to the building project should come directly through the Council and not individual members.

### **112/24 EVENTS**

- a) Following 82/24 Cllr Wyatt gave a brief update on the Women's Institute D-Day Celebrations event at the St. Mary Magdalene Church, Warboys to be held on 1<sup>st</sup> June. Advising that ticket were now completely sold out and the Council would no longer be required to cover the cost of any shortfalls from the event.
- b) Following 82/24 the Clerk updated members on the progress of the 80<sup>th</sup> Anniversary of D-Day Beacon Lighting Event, advising that the Choir had kindly agreed to sing two pieces at the event and most of the plans were now in place.

Other events noted were;

- Ramsey Model Aero Club Flying Day, 9<sup>th</sup> June: Cllr Land reminded members of their upcoming event on Warboys Airfield, encouraging people to come and try flying model aircraft.
- Feast Week plans from Warboys Community Association were coming together and to be added to next month's full council agenda.

### **113/24 COUNCIL MEMBER TRAINING**

The Clerk had provided members with a report detailing several options from CAPALC in regard to training for the Council. CAPALC had also kindly offered discounted rates to the Council.

- Option 1 – Private 2.5hrs refresher course £300 (with Parish Centre use £341.50)/ 5hr full course £500 (with Parish Centre use £564.00) with all members and staff able to attend.
- Option 2 - 5hrs full course £600 (with parish centre hire and 10x council members £664) open to the other Councils to book onto.

Follow discussions it was unanimously **RESOLVED** for the Clerk to book the private 2.5hr refresher course at £300.00 with CAPALC.

### **114/24 CILCA THE KNOWLEDGE TRAINING**

The Clerk provided members with a report detailing the 2 day training course for the Clerk and Asst. Clerk to attend. CAPALC kindly agreed to honour the special offer of 2 for 1 training for a limited time.

The course would be £250 for 2 days and to be held over zoom on 22<sup>nd</sup> & 29<sup>th</sup> May 2024.

It was proposed by Cllr Willis, seconded by Cllr Parker and unanimously **RESOLVED** for the Clerk to book the Asst. Clerk and herself onto the CAPALC CILCA The Knowledge training course for £250.

### **115/24 MILL GREEN ROAD CONDITION**

The Sen. Clerk advised members that there was no further update on the required repair works for Mill Green and Cambridgeshire County Council Highways had given a timeline of 24 months. Members were concerned that Highways were not taking the road safety issue seriously enough.

It was therefore **RESOLVED** for the Sen. Clerk to pursue the issue further with Highways as the condition of Mill Green is of great concern to the Council.

Members also requested that the Clerk update the Council's website and social media to let the residents know that they are aware of the issue.

### **116/24 FULL SAFETY TEST HANDYMEN'S WORKSHOP**

Members were advised that several months ago Ben & Co had fixed some issues within the workshop, but potentially more checks were required.

Following discussions, it was **RESOLVED** for the Sen. Clerk to get quotes for safety checks to be completed.

### **117/24 BRIDLEWAY**

Cllr Potts provided Members with a brief update on the historical situation regarding the Bridleways and in particular the proposed Bridleway linking New Barn Drove to 1<sup>st</sup> Broadpool Drove making it much safer for riders, who would no longer be required to use Puddock Road which can be dangerous due to the speed of some vehicles.

It was **RESOLVED** for Cllr Potts to reorganise the walk of the route with some of the Council members so they can reassess the situation.

*K Simson left the meeting following this discussion (9.18pm)*

*Cllr P Potts requested to be excused following this discussion for personal reasons (9.18pm)*

### **118/24 ONYETT'S FIELD CHARGES FOR PUBLIC EVENTS**

Following a recent enquiry from a resident regarding potentially running therapeutic sessions from Onyett's field. Cllr Land proposed to members that the Council could request a donation from people wanting to use for purposes other than walking.

Following discussions members **RESOLVED** not to charge for use of Onyett's Field as it may set a precedent for larger events such as parties, along with it being difficult to police people's usage.

### **119/24 ICT SYSTEM UPGRADE**

The Clerk provided members with a proposal to upgrade both the Asst. Clerk and the Clerk's software packages with Chess ICT as currently their basic accounts were causing functionality issues. The cost to upgrade the two accounts to the enhanced package; Microsoft 365 Business Standard was £10.30 per person, totalling an increase of £20.60 per month. However, the Clerk advised that they would be removing the monthly broadband payment and Azure software from the current monthly fee as they were no longer required. Bringing the cost down from over £130 a month to approximately £68 a month including the requested upgrade.

It was there for unanimously **RESOLVED** to upgrade the Asst. Clerk and Clerk's IT packages to Microsoft 365 Business Standard.

### **120/24 ACCOUNTS**

The Monthly accounts were checked by Vice Chair J Parker and verified by Chair S Withams it was:- **RESOLVED** to approve the payments for April. (appendix 1)

The Clerk also advised Members that she would be sending out Scribe login instructions for Council Members to view the Accounts reports.

*Cllr P Potts returned to the meeting during this discussion (9.20pm)*

### **121/24 BUDGETARY CONTROL**

The Clerk provided members with the current budget control statement which was in the final stages of completion.

### **122/24 EXCLUSION OF PUBLIC**

It was therefore unanimously:- **RESOLVED** that the public be excluded from the meeting under the section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

*The meeting was closed to the public at 9.36p.m.*

**The meeting was declared closed at 9.36pm**

**The next meeting of Warboys Parish Council will be held on 10<sup>th</sup> June 2024.**

**Chairman.**

**Date.**



## APPENDIX 1

47	16.05.2024	£100.00	£0.00	£100.00	Internal Audit	Iwonne Hansell	Audit Services		
46	14.05.2024	£1,039.00	£207.80	£1,246.80	NPC Contingency	Russell Payne (Russell Payne MCIAT)	2145	120/24	2145
45	14.05.2024	£550.00	£0.00	£550.00	Tree Cutting	Tom Jeakins (TJ's Tree Care & Firewood)	9424	120/24	9424
44	14.05.2024	£29,392.62	£5,878.53	£35,271.15	NPC - Build Costs	Ben & Co Ben & Co (Builder)	1089	120/24	1089
43	08.05.2024	£238.19	£47.64	£285.83	IT Support	Chess Chess (IT Suppliers)	146312	120/24	
42	14.05.2024	£1,658.03	£0.00	£1,658.03	HMRC - PAYE	HMRC - PAYE HMRC - PAYE (HMRC - PAYE)	126/3830H	120/24	126PZ 117265
41	14.05.2024	£448.80	£0.00	£448.80	Salary	Rosemary Edwards (Rosemary Edwards)	April Salary	120/24	
40	14.05.2024	£1,506.82	£0.00	£1,506.82	Salary	David Warwick (David Warwick)	April Salary	120/24	
39	14.05.2024	£1,355.36	£0.00	£1,355.36	Salary	Alan Batterbee (Mr Alan Batterbee)	April Salary	120/24	
38	14.05.2024	£540.00	£0.00	£540.00	Salary	Laura Moore	April Salary	120/24	
37	14.05.2024	£1,405.11	£0.00	£1,405.11	Salary	Julie Drummond (Julie Drummond)	April Salary	120/24	
36	14.05.2024	£1,136.25	£0.00	£1,136.25	Salary	Emmeline Coverdale (Emmeline Coverdale)	April Salary	120/24	
35	14.05.2024	£120.00	£0.00	£120.00	Salary	Roy Reeves (Mr Roy Reeves)	April Salary	120/24	
34	14.05.2024	£50.00	£0.00	£50.00	Parish Centre Booking - Deposit	Chloe Chadwick	Returned Deposit	120/24	Returned Deposit
33	14.05.2024	£2,850.00	£570.00	£3,420.00	NPC Contingency	RH Building Consultancy Limited	228/23/FP	120/24	INV9667
32	28.04.2024	£0.00	£0.00	£0.00	Parish Centre Booking	Anita Robinson (Warboys Voices)	Refund - Cancellation		
31	14.05.2024	£209.91	£41.98	£251.89	Electricity	E-On E-On (Energy Suppliers)	Monthly fee	120/24	A-7DBBEF99-001
30	29.04.2024	£27.86	£5.57	£33.43	Phone Contract	EE Limited	April DD	120/24	April DD
29	14.05.2024	£60.95	£12.19	£73.14	Defibrillator	Community Heartbeat	20109	120/24	20109
28	14.05.2024	£114.76	£22.95	£137.71	IT Support	Chess Chess (IT Suppliers)	4768474	120/24	4768474
27	14.05.2024	£1.50	£0.30	£1.80	Fuel Card	allstar allstar (allstar)	E2018639595	120/24	E2018639595
26	14.05.2024	£60.40	£12.08	£72.48	Fuel Card	allstar allstar (allstar)	E2018595616	120/24	E2018595616
25	14.05.2024	£205.00	£0.00	£205.00	Parish Centre Booking	Anita Robinson (Warboys Voices)	Refund - Cancellation	120/24	Refund - Cancellation
24	14.05.2024	£37.82	£7.57	£45.39	Stationary Supplies	Julie Drummond (Julie Drummond)	GB420D917AEUI	120/24	GB420D917AEUI
23	14.05.2024	£125.00	£0.00	£125.00	Grant	Warboys Library	Grant	120/24 - 84/24	Grant
22	14.05.2024	£378.00	£75.60	£453.60	Safety Check	ROSPA	78481	120/24	78481
21	14.05.2024	£340.00	£0.00	£340.00	Grass Cutting	MAM Garden Maintenance Mr MA Mead (Grounds Maintenance)	779	120/24	779
20	14.05.2024	£328.94	£0.00	£328.94	Water Rates	Source for Business	4085444025	120/24	4085444025
19	14.05.2024	£22.12	£0.00	£22.12	Water Rates	Source for Business	4085443941	120/24	4085443941
18	14.05.2024	£7.03	£0.35	£7.38	UMS 3	TotalEnergies TotalEnergies (TotalEnergies)	337509672/24	120/24	337509672/24
17	14.05.2024	£8.30	£0.41	£8.71	UMS 1	TotalEnergies TotalEnergies (TotalEnergies)	337509705/24	120/24	337509705/24
16	14.05.2024	£55.00	£11.00	£66.00	IT Support	Chess Chess (IT Suppliers)	2200022437	120/24	2200022437