

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 10th June 2024 at the Parish Centre, Warboys.

IN ATTENDANCE

Internal Auditor & HDC Cllr C Lowe

PRESENT WERE

Cllr D England
Cllr D Fabb
Cllr L Gifford
Cllr J Land

Cllr J Parker (Vice Chair)
Cllr C Sproats
Cllr G Willis
Cllr S Withams (Chair)

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

126/24 TO ELECT THE CHAIRMAN & SIGN THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

This vote was repeated from 91/24 due to it being unlawful for the Clerk to Chair a meeting.

It was proposed by Cllr Land, seconded by Cllr Sproats and unanimously **RESOLVED** to elect Cllr S Withams as Chairman to Warboys Parish Council for the municipal year 2024-25. She then signed the Declaration of Acceptance of Office.

127/24 TO ELECT THE CHAIRMAN & SIGN THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

This vote was repeated from 92/24 due to it being unlawful for the Clerk to Chair a meeting.

It was proposed by Cllr Gifford seconded by Cllr Land and unanimously **RESOLVED** to elect Cllr J Parker as Vice Chairman to Warboys Parish Council for the municipal year 2024-25. He then signed the Declaration of Acceptance of Office.

Meeting commenced at 7.03 p.m

128/24 WELCOME

Chair Withams opened the meeting.

129/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr J Cole - Personal

Cllr M Collins - Personal

Cllr R Dykstra - Personal

Cllr A Ntuk – Personal

Cllr P Potts - Personal

Cllr S Wilcox – Personal

Cllr A Wyatt – Personal

HDC Cllr C Lowe provided apologies on behalf of HDC & CCC Cllrs A Costello & S Corney.

130/24 MEMBERS' INTERESTS

a) Declarations

None declared.

b) Register of Interests

Members noted the new procedure of declaring interests provided by the Clerk. The Asst. Clerk handed round a form for those members to sign that wished to declare no changes to their current register of interests.

131/24 MINUTES OF THE MEETING HELD 13th MAY 2024

It was proposed by Cllr J Land, seconded by Cllr J Parker and **RESOLVED** by all Members present, the Minutes of the meeting held on 13th May 2024 be signed as a correct record by the Chairman.

132/24 CLERKS' REPORT

Report from Clerk attached as Addendum.

133/24 OPEN FORUM

It was proposed by the Chair and unanimously **RESOLVED** to close the meeting for a maximum period of 10 minutes to hold a public forum.

The meeting was closed at 7.13p.m and reconvened at 7.21p.m

- Following an email received by a resident, which the Senior Clerk read to members highlighting concerns about poor road conditions at Mill Green, as well as the safety of road users and residents due to the high volume of traffic and parking outside the Spar on this section of Mill Green. Members agreed the concerns were valid and asked to have this added to next month's agenda. Cllr Lowe requested the letter be forwarded for her to review.
- Another resident had raised concerns to a member about inconsiderate and potentially dangerous parking outside the new takeaway along Mill Green. It was agreed that this was a matter for Highways.

Following the discussions, it was **RESOLVED** to continue the meeting.

134/24 REPORT BY DISTRICT COUNCILLORS

HDC Cllr C Lowe updated Members on the following;

- Fens Reservoir Consultation – The consultation on the proposed reservoir to be located in Chatteris was live and would end on 9th August. They were asking for all residents and effected persons to give their opinions at fensreservoir.co.uk.
- Huntingdon District Council’s online Climate Hub to tackle Climate Change was now live with information, resources and potential grant funds available.
- One Leisure have a number of free sessions running for children over the Summer, with details on how to apply being released soon.
- Enforcement Issues – She also advised she had been chasing the Planning Enforcement team in relation to the open enforcement cases in the parish, but as of yet had had no response. She would be escalating to the Chief Executive in order to push for support.

135/24 APPOINTMENTS OF LEISURE COMMITTEES

Following the concerns raised about the Leisure Committee groupings at the previous meeting 104/24 (h), the Sen. Clerk asked Members for suggestions to make them more suitable to the needs of the council.

Following discussions it was unanimously **RESOLVED** to establish/retain the following committees;

- *Establish* Waterbodies Working Group
Following discussions it was decided the best way to manage the three water bodies within Warboys, Sheep Dip, Onyett’s field pond & Weir, was to establish an “as and when” Working Group.
- *Retain* Rights of Way Committee
It was proposed by Cllr Willis, seconded by Cllr England and unanimously **RESOLVED** to keep this Committee as stand alone.
Due to the absence of Cllr Potts, the current Committee Chair, it was decided that it would be better to elect the Chair/Vice-Chair at the next meeting of the Committee.
- *Retain* Leisure Areas Committee
This would now encompass; Playgrounds, Onyett’s Field, Sheep Dip, Climate & Environment, Biodiversity and the Weir. Cllr England requested to be added to this group as he wished to be involved in the Weir.
Committee Members: Cllr J Cole, Cllr M Collins, Cllr R Dykstra, Cllr D England, Cllr D Fabb, Cllr J Land, Cllr C Sproats, Cllr S Withams & Cllr A Wyatt.
Co-Opt Members: K Simson & J Twiselton
Committee members unanimously appointed; Cllr J Land as Chairman and Cllr C Sproats as Vice Chairman.

It was also noted that Co-Opt Member on behalf of the Sports Ground, M Croucher no longer wished to be on the committee moving forward due to time constraints. Cllr England offered

to see if anyone else on the Sports Ground Committee would be interested in being Co-opted on to the Committee.

136/24 REPLACEMENT PARISH CENTRE

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

- a) Completion date set back to 24th April 2025 due to the adverse weather conditions, and the Council's requirement to not undergo the piling works whilst the Playgroup were running.
- b) Drainage Design
Arising from 111/24 (c) A meeting had been arranged with MTC Engineering regarding the concerns over the incorrect drainage plans supplied for the project set for Thursday 13th June.
- c) Fire Safety
The committee were waiting for a compliance report from Fire Response to establish if a new fire hydrant would need to be installed to meet distance requirements along with any other recommendations.
- d) Next Stage
Following 111/24 (a) foundations are almost complete, with concrete to begin pouring Wednesday 12th June. Then steel framework to begin arriving week commencing 17th June with an expected timescale of 2 weeks.
- e) Red Tile Grant
It was noted that no notice period for releasing of funds was required from Red Tile. The council would just be required to provide invoices or statements of spend.
- f) Finances
Following 111/24 (b) Cllr Fabb provided an update on Finances and advised that the project was on budget currently, but was still showing a predicted shortfall at the end of the project with the potential for a loan needing to be investigated. Additionally, Ben & Co were compiling a report for potential savings with the project.
- g) Potential Fundraising Avenues
The Sen. Clerk asked if HDC Cllr C Lowe would be able to sit with her to go through the recent CIL bid that was refused to see where the issues are. Agreed for bank details to be submitted to Cllr Collins for her to progress the SPAR funding application as well as for Cllr Lowe and Clerk to explore and potentially set up an online fund-raising scheme.

137/24 EVENTS

Sen. Clerk read out a report provided by the Warboys Community Association (WCA); which reported that Stall Holders at the May Day event had raised a combined total of around £1,500. Whilst footfall was down the number of stands had increased. They advised that Feast week plans were coming along with advertising due to commence soon.

Additionally, they reported that £2,070 had so far been raised by the WCA to go towards the internal fittings of the new community centre.

138/24 REVIEW FINANCIAL REGULATIONS

Following on from 107/24 Members were advised by the Clerk that the question regarding 1.7 of NALC's model Financial Regulations, was repeated further in the document and would be removed from the model regulations.

It was therefore proposed by Cllr Parker, seconded by Cllr Land and unanimously **RESOLVED** to adopt the proposed Financial Regulations for the municipal period 24-25.

139/24 INTERNAL AUDITOR REPORT

The appointed Internal Auditor provided a brief verbal report and no recommendations due to the recent changes in place for accounting software and ongoing building project.

140/24 ANNUAL GOVERNANCE STATEMENT

Annual Governance and Accountability Return

- a) Approve Annual Governance Statement for 2023-24

The Sen. Clerk read out Section 1 of the Annual Governance Statement 2023-24 of the Annual Governance and Accountability Return to members. Assembled members answered accordingly and the clerk completed the form prior to signature by the Sen. Clerk and the Chair.

- b) Receive the internal auditor report

See item 139/24

- c) Acknowledgement of the Annual Governance and Accountability Return

Section 2 Accounting Statements 2023-24 of the Annual Governance and Accountability Return for the year ended 31st March 2024 was presented by the Sen.Clerk with supporting papers.

It was proposed by Cllr Parker, seconded by Cllr Willis and **RESOLVED** by a unanimous vote to approve the Accounting Statements for 2023-24 for signature.
Sen. Clerk to send documentation to the external auditor and update website.

- d) Public Notice of Right to Review

It was noted by members that the public right to review accounts would be advertised on the Noticeboards, Social Media and Website for the dates 17th June-12th July.

The internal auditor left the meeting following the discussions of the above item 8.23pm

141/24 BRIDLEWAYS

Due to the absence of Rights of Way Chair, Cllr P Potts this agenda item was deferred until July full Council.

142/24 TREE SURVEY

The Clerk advised that Cllr Fabb couldn't continue to collect quotes for the work on his own, but could along with the Leisure committee or delegate to the Clerks to investigate. Cllr England offered his support to take on the project with Cllr Fabb. It was decided for the Clerk to discuss with them the best course of action.

143/24 CALENDAR OF MEETINGS

Following receipt of the Asst. Clerk's updated calendar of meetings it was unanimously **RESOLVED** to accept the amendments.

144/24 DISPENSATIONS

- a) The members noted the updated process for apply for dispensations as per the recently adopted Standing Orders.
- b) Members noted current list of Dispensations for period 2024-25.

Following discussions, it was **RESOLVED** for the Clerk to create a dispensation application template which would be distributed to all Members.

Cllr Lowe left the meeting during the discussions of the above item 8.36pm

145/24 COUNCIL EMAIL ADDRESSES

- a) Following discussions, it was unanimously **RESOLVED** for Chess IT to create 14 council managed email addresses for all Members to ensure data protection and meeting GDPR legislation.
- b) As this agreement was unbudgeted for it was unanimously **RESOLVED** to move the funds for the initial set up, £330.04 from the Connections Bus project to cover the shortfall.

146/24 UPDATING COUNCIL MEMBER WEBSITE DATA

The Clerk advised Members of suggested changes to the website member's page to remove the personal data and update with a photo, brief bio, list of committees and a council assigned email address.

Following discussions Members were in agreement with the changes and the Clerk handed out consent forms for them to sign for use of their photos and biography for the length of time they are in office.

147/24 COUNCIL DEBIT CARD

Following FGP 22/24, the Clerks investigated obtaining a debit or credit card for online payments to eliminate the need for using personal cards. The Clerks applied for a debit card through Co-Op, which is free of charge to the Council and designated solely for use by the Responsible Finance Officer (RFO).

Members unanimously **RESOLVED** for the Clerk to apply for the Debit Card and the application form was signed by both the RFO and the Chair.

The Clerks will now submit the document to the bank for processing.

148/24 ACCOUNTS

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

The Clerk also informed Members that, starting in July, the accounts will be reported following the calendar month, rather than from meeting to meeting as she had previously done. This change aims to enhance clarity in accounting.

149/24 BUDGETARY CONTROL

The Clerk provided members with the complete budget control statement as part of the Annual Governance and Accountability Return information pack.

150/24 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 at 8.50pm

The next meeting of Warboys Parish Council will be held on 8th July 2024.

Chairman.

Date.

APPENDIX 1

67	11.06.2024	£1,557.94	£0.00	£1,557.94	HMRC - PAYE	HMRC - PAYE HMRC - PAYE (HMRC - PAYE)	148/24	
66	11.06.2024	£1,000.00	£200.00	£1,200.00	NPC Contingency	Russell Payne (Russell Payne MCIAT)	148/24	2157
65	11.06.2024	£67,973.58	£13,594.72	£81,568.30	NPC - Build Costs	Ben & Co Ben & Co (Builder)	148/24	1090
64	11.06.2024	£0.00	£0.14	£0.14	Gas	E-On E-On (Energy Suppliers)	148/24	KI-623CBFC9-0032
63	11.06.2024	£50.00	£0.00	£50.00	Parish Centre Booking - Deposit	Samantha Mayes/Morris	148/24	
62	25.05.2024	£55.00	£11.00	£66.00	IT Support	Chess Chess (IT Suppliers)	148/24	May Payment
61	28.05.2024	£30.20	£6.04	£36.24	Phone Contract	EE Limited	148/24	May Payment
60	11.06.2024	£203.33	£11.67	£215.00	NPC Contingency	Julie Drummond (Julie Drummond)	148/24	PP13067455v1QRR
59	11.06.2024	£1,610.00	£0.00	£1,610.00	Youth Bus Project	Connections Bus Connections Bus (The Connections Bus Project)	148/24	240015
58	11.06.2024	£45.20	£9.04	£54.24	Staff Supplies	ESPO ESPO (ESPO - Eastern Shires Purchasing Organisation)	148/24	7324460
57	11.06.2024	£22.27	£4.45	£26.72	Stationary Supplies	Xerox (Xerox)	148/24	1613181872
56	03.06.2024	£250.00	£0.00	£250.00	Training	Penny Bryant (CAPALC)	148/24	4830
55	11.06.2024	£80.95	£16.19	£97.14	Diesel	allstar allstar (allstar)	148/24	E2018805301
54	11.06.2024	£134.90	£26.98	£161.88	Cleaning Supplies	ESPO ESPO (ESPO - Eastern Shires Purchasing Organisation)	148/24	7315290
53	11.06.2024	£6.85	£0.34	£7.19	UMS 3	TotalEnergies TotalEnergies (TotalEnergies)	148/24	340113009/24
52	11.06.2024	£8.19	£0.41	£8.60	UMS 1	TotalEnergies TotalEnergies (TotalEnergies)	148/24	340113010/24
51	30.05.2024	£26.38	£5.28	£31.66	IT Support	Chess Chess (IT Suppliers)	148/24	4783046
50	11.06.2024	£340.00	£0.00	£340.00	Grass Cutting	MAM Garden Maintenance Mr MA Mead (Grounds Maintenance)	148/24	796
49	11.06.2024	£22.12	£0.00	£22.12	Water Rates	Source for Business	148/24	4085443941
48	02.06.2024	£209.91	£41.98	£251.89	Electricity	E-On E-On (Energy Suppliers)	148/24	A-7DBBEF99-001