

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 8th July 2024 at the Parish Centre, Warboys.

IN ATTENDANCE

HDC Cllr C Lowe & 1 Member of public

PRESENT WERE

Cllr J Cole
Cllr R Dykstra
Cllr D England
Cllr D Fabb
Cllr L Gifford
Cllr J Land

Cllr J Parker (Vice Chair)
Cllr P Potts
Cllr C Sproats
Cllr G Willis
Cllr S Withams (Chair)
Cllr A Wyatt

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

Meeting commenced at 7.00 p.m

154/24 WELCOME

Chair Withams opened the meeting.

155/24 APOLOGIES

Apologies were unanimously accepted from;
Cllr M Collins - Personal
Cllr S Wilcox – Personal

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

Cllr A Ntuk arrived during discussions on agenda item 162/24 (7.25p.m)

156/24 MEMBERS' INTERESTS

a) Declarations

None declared.

b) Register of Interests

It was unanimously **RESOLVED** to provide Cllr J Parker with a dispensation to be involved in discussions and vote on matters that relate to the Warboys and District Day Centre.

Cllr J Parker left the room for the discussion of his dispensation 7.01pm and returned 7.03pm

157/24 MINUTES OF THE MEETING HELD 10th JUNE 2024

It was proposed by Cllr R Dykstra, seconded by Cllr J Land and **RESOLVED** by all Members present, the Minutes of the meeting held on 10th June 2024 be signed as a correct record by the Chairman.

158/24 CLERKS' REPORT

Report from Clerk attached as Addendum.

159/24 OPEN FORUM

As no members of the public wished to speak it was **RESOLVED** to continue the meeting.

160/24 REPORT BY DISTRICT COUNCILLORS

HDC Cllr C Lowe updated Members on the following;

- General Election – Benjamin Obese-Jecty is the new MP for this area.
- Londonhearts.org – Grants for community defibrillators were available through this organisation.
- Planning Application – One of the parish's planning applications had gone to appeal and that she would be escalating her concerns due to the lack of communication and progress to the Chief Executive.
- Green Bins – Collection of green bins no longer required had started for those that had requested their removal.
- Free Health Checks – She advised she would send details to the Clerks regarding the start of a new scheme for free health checks for anyone aged between 40 and 70 without a current diagnosis.
- Grants-Reminded members of the current HDC grants available, Futures, Rural England, Anglian Water.

161/24 REPORTS RECEIVED FROM COMMITTEES

a) Finance & General Purposes Committee – 24th June 2024

The Clerks advised the council members of the information provided at the meeting;

- Precept considerations
- Loan investigations for the Community Centre
- Council Assets are now managed through the Scribe software
- Committee Terms of Reference were approved and signed by attendees
- New finance report format options

b) *Newly formed* Human Resources Committee – 24th June 2024

The Clerks advised council members of the information provided at the meeting;

- Job description packs
- Committee Terms of Reference were approved and signed by attendees
- Q1 Committee budget reports

- Q1 Working Hours reports
- Future intentions for the committee
- Members agreed to walk the village with the Handymen to see maintenance requirements.

162/24 REPLACEMENT PARISH CENTRE

Arising from 136/24 Cllr Land as a representative of the New Parish Centre Committee provided members with an update on the project;

- a) Project is running on schedule with a Completion date of 25th April 2025
- b) Drainage Design
Arising from 136/24 (b) It was confirmed that the best option would be for a pump station to be installed, and they were awaiting calculations to confirm capacity.
- c) Fire Safety
Following 136/24 (c) It was noted that a fire Hydrant was required and they were awaiting costings. The Fire Officer report had been received, but was not comprehensive enough.
- d) Finances
Following 111/24 (b) Cllr Fabb provided an update on Finances and advised that the project was on budget currently. Ben & Co had suggested project savings of £15k, which were approved at the meeting.
- e) Mechanical & Electric Services Design
Building Control had requested that for the M&E designs to be accepted they needed to have one name taking ultimate responsibility rather than a team, so this was still under investigation by Ben & Co.
- f) Potential Revenue Plan
It was noted that the Sen. Clerk had provided a very compelling report into a potential revenue stream for the new centre as part of the Integrated Care programme.
- g) Site Visits
It was noted that the Women's Institute's site visit had been reorganised for 5th August 2024. As well as a site visit planned for all Council members, staff, District Councillors etc, to view the site on 12th August.

Cllr Ntuk arrived whilst Members discussed the above item.

163/24 EVENTS

Cllr Wyatt provided an update for members on the upcoming Feast week highlighting just some of the events;

- Sunday Market; 19 stalls and Morris dancers booked.
- Thurstons Funfair
- Warboys Community Association Quiz night
- Warboys and District Day Care open day –With talk by Lucy Lewis
- Just Desserts

It was also noted by members that the 80th Anniversary of VE Day was 8th May 2025.

The Parish will be holding a stall – Hook a duck, Bottle stall & Play your cards right at the Feast week market to raise funds for the community centre.

164/24 REVIEW COUNCILLOR CODE OF CONDUCT

The Clerk circulated to members a copy of the proposed Councillor Code of Conduct document.

It was proposed by Cllr Willis, seconded by Cllr Potts and unanimously **RESOLVED** to adopt the new Councillor Code of Conduct for the next municipal year.

165/24 BRIDLEWAY

The Sen. Clerk advised Members of the progress regarding the proposed bridleway linking New Barn Drove to 1st Broadpool Drove.

Following a site visit earlier in July by Cllr Potts, Cllr Wilcox, J Drummond, and L Moore. The Clerk reported that Rebecca Roper and Roger Payne at HDC had been contacted to map the route, although they were unable to meet in person, they can arrange a Teams call to discuss further.

Additionally, the Sen. Clerk informed members that Assistant Clerk L Moore will be taking the lead on this project.

166/24 MILL GREEN ROAD SAFETY

HDC Cllr Lowe reported that she contacted the County Highways department on the council's behalf and received the same response: the work on Mill Green will take 24 months to complete.

Following discussions, it was unanimously **RESOLVED** for the Asst. Clerk to write to J Hudson at County Highways to arrange a site visit to address the road safety and condition issues along Mill Green. HDC Cllr Lowe advised that she would attend to support this effort. Additionally, the site visit will also cover road safety concerns along Forge Way.

A member of the public arrived during discussions of the above item 7.54pm

167/24 COUNCIL EMAIL ADDRESSES

Following 145/24 there was currently no update on the email addresses as the ICT Support provider had not completed the action.

168/24 CEASING CONTRACT WITH EDGE IT

Following discussions it was **RESOLVED** with majority in favour and 1 abstention to cancel the planning software contract with EDGE IT at a cost of £177 + VAT.

169/24 LIGHTING COLUMNS OF JUBILEE CLOCK TOWER

Following discussion on the required works it was decided for the Clerks to investigate further whether the repairs were down to Balfour Beatty not completing required works correctly following a car accident several years previously.

170/24 PARISH CENTRE WATER BOILER

Following discussions about the future of the current Parish Centre and the potential benefits of replacing parts of the water boiler located behind the bar in the hall, it was unanimously **RESOLVED** not to proceed with the replacement.

171/24 REPORT FROM LHI MEMBER PANEL DAY

Following their attendance on behalf of the Council at the Local Highways Initiative Panel Day, Cllr J Parker and the Sen Clerk provided members with a brief report on the recent Ramsey Road Safety bid. The members expressed optimism about the potential success of this bid.

172/24 APPOINT INTERNAL AUDITOR FROM 2024-25

The Asst. Clerk provided members with a report following her investigation into appointing the Internal Auditor for 2024-25. Following recent training we had been advised that we weren't meeting current guidance for Internal Auditing and members considered the following options;

- 1) Current Auditor - £200 per annum 2x in person visits, long standing Warboys Parish Council Auditor along with her husband previously.
- 2) Legra Internal Audit Service - £360 per annum 2x in person visits, 11 years' experience – CiLCA and PIALC qualified with Professional Indemnity Insurance. Review of internal controls, financial controls, risk assessments, year-end procedures and much more. An extensive breakdown of what's included is in the original email.
- 3) Per Pro Services - £30 per hour (£180 per 6hr session), online only. 10 years' experience - Professional indemnity insurance and a member of the Internal Audit Forum.
Routine internal audit. Interim if one is required. Can provide an in-year governance check if required.

Following discussions it was proposed by Cllr England, seconded by Cllr Willis and unanimously **RESOLVED** to appoint Legra Internal Audit Service for the current financial year, 2024-25.

Additionally, it was **RESOLVED** for the Clerks to inform the current auditor of the change in appointment and to extend our thanks for her long-standing service.

173/24 APPROVE PUBLIC WORKS LOAN BOARD LOAN

Following FGP 37/24 the Clerk read out the proposed wording for the PWLB loan, however Members were undecided on the term requirements of the loan.

Therefore, it was **RESOLVED** for the Sen. Clerk, Cllr Fabb and Cllr Land to meet and clarify the loan commitments and return to full council in August.

174/24 COMMUNITY DIRECTORY QUESTIONNAIRE

The Sen. Clerk advised members that the purpose of the questionnaire was to create an evidence base for their application to the Integrated Care Board to get funding in order to support the running of the new Community Centre.

Members unanimously agreed for the project to be launched and the questionnaire to be issued to the community leaders and public for completion.

175/24 APPOINT RIGHTS OF WAY COMMITTEE

Following discussions it was **RESOLVED** to appoint the Rights of Way Committee as follows;

- a) Committee Members: Cllr J Cole, Cllr R Dykstra, Cllr P Potts, Cllr S Withams & Cllr A Wyatt
- b) Committee members unanimously appointed; Cllr P Potts as Chairman
- c) Committee members unanimously appointed; Cllr S Withams as Vice Chairman.

As the Co-Opt Member was not in attendance, they will need to be considered at the next Rights of Way Committee meeting.

HDC Cllr C Lowe left during the discussions of the above item (8.35pm)

176/24 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 June. (appendix 1)

Cllr D Fabb declared an interest in the above item due to his company having an invoice to be paid.

Cllr P Potts declared an interest in the above item due to his band having an invoice to be paid.

177/24 BUDGETARY CONTROL

The members received a copy of the budgetary control in June using the new accountancy software Scribe. (Appendix 2)

178/24 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 8.41p.m.

179/24 INSURANCE CLAIMS

- a) High Street

Arising from 151/24 (a) The Sen. Clerk advised that this claim was now closed, paid by insurers and following the statement provided to Huntingdon Community Radio no further communication had been received.

b) Stirling Close – It was reported for the minutes that the works for felling the nuisance trees had started today. This followed the members' unanimous email approval of quote C, costing £900 plus VAT.

- Quote A - £930

Felling of 5 maple trees , grinding down the stumps and removing arb waste.

- Quote B - £1,200

Fell 2 purple maples, 3 field maples – grind 5 stumps and disposal of all timber, grindings and arisings.

- Quote C - £900 + VAT

Remove 3 maple & 2 Norway maples, all waste removed. 5 stumps removed (ground out).

180/24 STAFFING MATTERS

The Sen. Clerk advised that moving forward the 3 Clerks would all now be working 15 hours per week.

Members were also advised of the Clerk's upcoming holiday and working pattern over the Summer.

181/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

None.

There being no further business, the meeting was declared closed at 8.46pm

The next meeting of Warboys Parish Council will be held on 12th August 2024.

Chairman.

Date.

APPENDIX 1 – ACCOUNTS 176/24

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute Ref	Invoice/Order No
93	09.07.2024	£1,150.00	£230.00	£1,380.00	NPC Contingency	Gawn Associates	176/24	INV8072
89	09.07.2024	£100,827.96	£20,165.59	£120,993.55	NPC - Build Costs	Ben & Co Ben & Co (Builder)	176/24	1093
88	09.07.2024	£1,014.00	£202.80	£1,216.80	NPC Contingency	Russell Payne (Russell Payne MCIAT)	176/24	2166
87	09.07.2024	£121.95	£24.39	£146.34	Defibrillator	Community Heartbeat	176/24	16370
86	27.06.2024	£199.21	£39.84	£239.05	IT Support	Chess Chess (IT Suppliers)	176/24	4792817
85	21.06.2024	£215.00	£0.00	£215.00	NPC Contingency	Anglian Water	176/24	ALD-0211218
84	09.07.2024	£70.00	£14.00	£84.00	Parish Centre Maintenance	Graham Turner (Turner Mechanical Services)	176/24	1376
83	09.07.2024	£340.00	£0.00	£340.00	Grass Cutting	MAM Garden Maintenance Mr MA Mead (Grounds Maintenance)	176/24	176/24
82	09.07.2024	£6.92	£0.35	£7.27	UMS 3	TotalEnergies TotalEnergies (TotalEnergies)	176/24	343164783/24
81	09.07.2024	£8.33	£0.42	£8.75	UMS 1	TotalEnergies TotalEnergies (TotalEnergies)	176/24	343165070/24
80	29.06.2024	£19,755.00	£0.00	£19,755.00	PWLB Repayment	United Kingdom Debt Management Office	176/24	687827
79	09.07.2024	£433.30	£86.66	£519.96	Planting	Cranbrook Plants Cranbrook Plants (Cranbrook Plants)	176/24	1135
78	09.07.2024	£171.00	£34.20	£205.20	Cleaning Supplies	ESPO ESPO (ESPO - Eastern Shires Purchasing Organisation)	176/24	7347642
77	09.07.2024	£470.00	£94.00	£564.00	Playground Supplies	Dan Fabb (D R A Fabb Construction Ltd)	176/24	942
76	09.07.2024	£50.00	£0.00	£50.00	Parish Centre Booking - Deposit	Hannah Harper	176/24	
75	09.07.2024	£50.00	£0.00	£50.00	Parish Centre Booking - Deposit	Barbara Roper	176/24	
5	09.07.2024	£300.00	£0.00	£300.00	Grant	John Hixson (Brightside Band)	176/24 (36/24 b)	36/24 b

APPENDIX 2 – Budgetary Control 177/24

Warboys Parish Council

12 July 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Anniversary D-Day				500.00		500.00	500.00 (100%)
102 Feast Week Arrangements				600.00	300.00	300.00	300.00 (50%)
103 Remembrance Sunday				500.00		500.00	500.00 (100%)
104 Xmas Lighting				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				2,600.00	300.00	2,300.00	2,300.00 (88%)

New Parish Centre

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
901 NPC Month 1 - February 2024							(N/A)
902 NPC Month 1 - Contingency Feb							(N/A)
903 NPC Month 2 - Contingency Mar							(N/A)
905 NPC Contingency 24-25					28,254.58	-28,254.58	-28,254.58 (N/A)
906 NPC Build Costs 24-25				1,408,313.72	198,194.16	1,210,119.56	,210,119.56 (85%)
909 Fundraising		178.90	178.90				178.90 (N/A)
SUB TOTAL		178.90	178.90	1,408,313.72	226,448.74	1,181,864.98	1,182,043.88 (83%)

Open Spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201 Gardens				1,700.00	433.30	1,266.70	1,266.70 (74%)
202 Onyett's Field				2,800.00		2,800.00	2,800.00 (100%)
203 Trees and Hedges				3,500.00		3,500.00	3,500.00 (100%)
204 The Weir				500.00		500.00	500.00 (100%)
SUB TOTAL				8,500.00	433.30	8,066.70	8,066.70 (94%)

Parish Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301 Admin Resources & Audit				1,150.00	218.15	931.85	931.85 (81%)
302 Insurances				4,950.00		4,950.00	4,950.00 (100%)
303 IT				3,500.00	688.54	2,811.46	2,811.46 (80%)
304 Misc & Elections				400.00		400.00	400.00 (100%)
305 Training				2,500.00	250.00	2,250.00	2,250.00 (90%)
306 Bank Interest		38,705.23	38,705.23				38,705.23 (N/A)
307 HMRC - VAT		7,634.76	7,634.76				7,634.76 (N/A)
308 Precept		94,020.00	94,020.00				94,020.00 (N/A)
309 CIL		5,335.02	5,335.02				5,335.02 (N/A)
SUB TOTAL		145,695.01	145,695.01	12,500.00	1,156.69	11,343.31	157,038.32 (1256%)

Play Parks

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
401 Adam Lyons				1,700.00	1,398.00	302.00	302.00 (17%)
402 Jubilee Park				1,000.00		1,000.00	1,000.00 (100%)
403 Orchard Close				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL				4,500.00	1,398.00	3,102.00	3,102.00 (68%)

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501 Connections Project				10,695.00	1,610.00	9,085.00	9,085.00 (84%)
502 Grants & Donations				500.00	125.00	375.00	375.00 (75%)
503 Local Highway Improvement Sch				5,000.00		5,000.00	5,000.00 (100%)
504 Sports Holiday Club							(N/A)
SUB TOTAL				16,195.00	1,735.00	14,460.00	14,460.00 (89%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	31,975.23	54,259.77	54,259.77 (62%)

Village Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601 Cemetery				400.00		400.00	400.00 (100%)
602 Grass Cutting				2,500.00	1,190.00	1,310.00	1,310.00 (52%)
603 Grounds Maintenance				500.00		500.00	500.00 (100%)
604 Litter Clearance				200.00	45.20	154.80	154.80 (77%)
605 Street Lighting				800.00	45.62	754.38	754.38 (94%)
606 War Memorial				100.00		100.00	100.00 (100%)
607 Winter Gritting				500.00		500.00	500.00 (100%)
SUB TOTAL				5,000.00	1,280.82	3,719.18	3,719.18 (74%)

WPC - Assets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701 Allotment Expenditure				200.00	44.24	155.76	155.76 (77%)
702 Allotment Income		140.00	140.00				140.00 (N/A)
703 Equipment				2,000.00	442.90	1,557.10	1,557.10 (77%)
704 Jubilee Clock				500.00		500.00	500.00 (100%)
705 Car Park							(N/A)
706 Public Footpaths & Bridleways				300.00		300.00	300.00 (100%)
707 Seats & Benches				1,000.00		1,000.00	1,000.00 (100%)
708 Sheep Wash				250.00		250.00	250.00 (100%)
709 Shelters & Litter Bins				500.00		500.00	500.00 (100%)
710 Vehicle Maintenance				2,000.00	519.25	1,480.75	1,480.75 (74%)
711 Vehicle Fuel				1,000.00	212.48	787.52	787.52 (78%)
713 Parish Centre Expenditure		262.36	262.36	6,500.00	4,323.02	2,176.98	2,439.34 (37%)
714 Parish Centre Income		2,179.13	2,179.13		405.00	-405.00	1,774.13 (N/A)
SUB TOTAL		2,581.49	2,581.49	14,250.00	5,946.89	8,303.11	10,884.60 (76%)

Summary

NET TOTAL	148,455.40	148,455.40	1,558,093.72	270,674.67	1,287,419.05	1,435,874.45 (92%)
V.A.T.	410.37			42,655.72		
GROSS TOTAL	148,865.77			313,330.39		