

# WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 12th August 2024 at the Parish Centre, Warboys.

## IN ATTENDANCE

HDC Cllr C Lowe & 2 Members of public

## PRESENT WERE

Cllr R Dykstra

Cllr L Gifford

Cllr J Land

Cllr A Ntuk

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

## 182/24 WELCOME

Chair Withams opened the meeting.

## 183/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr J Cole – Health

Cllr D England – Work Commitments

Cllr M Collins - Personal

Cllr S Wilcox – Personal

Cllr D Fabb arrived during discussions on agenda item 189/24 (7.35p.m)

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

## 184/24 MEMBERS' INTERESTS

a) Declarations

None declared.

b) Register of Interests

None

### **185/24 MINUTES OF THE MEETING HELD 8<sup>th</sup> JULY 2024**

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

### **186/24 MINUTES OF THE SPECIAL MEETING HELD 24<sup>th</sup> JUNE 2024**

It was proposed by Cllr R Dykstra, seconded by Cllr J Parker and **RESOLVED** by all Members present, the Minutes of the Special meeting held on 24th June 2024 be signed as a correct record by the Chairman.

### **187/24 CLERKS' REPORT**

Report from Clerk attached as Addendum.

### **188/24 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 7.14p.m and reconvened at 7.28p.m

The concerns voiced by residents by either those in attendance, came to Clerks' open session or via letters;

- Weir Platform Gate: The gate to the Weir platform is not closing properly, posing a potential safety risk.
- Overgrown Hedgerows: Parts of the hedgerow along Pathfinder Way are significantly overgrown, restricting access to the footpath.
- General Vegetation Overgrowth: There is widespread concern about overgrown hedgerows and vegetation throughout the parish, with many areas in need of trimming.
- Footpath Conditions: The condition of several footpaths, particularly on Goldpits, High Street, and Ramsey Road, had been reported as uneven. This is causing accessibility issues, especially for those with mobility challenges, wheelchair users, and people pushing prams.
- Station Road Pothole: A large pothole has been identified on Station Road near Wilthorne.
- Speeding on Humberdale Way: Despite existing safety measures, vehicles, including buses, are reportedly not adhering to the 20mph speed limit along Humberdale Way.

The Chair acknowledged the concerns raised, noting that while not all issues fall under the Council's direct responsibility, they will follow up with the relevant authorities and landowners to ensure these matters are addressed.

### **189/24 REPORT BY DISTRICT COUNCILLORS**

HDC Cllr C. Lowe provided the following updates to the Members:

- Planning Inspectorate: Cllr Lowe has submitted two reports to the Huntingdon District Council (HDC) Planning Inspectorate in support of the Council regarding ongoing enforcement issues at 30 High Street and the Nissan Hut.
- Cambs Handy Person Scheme: A new handy person scheme is being launched by HDC to assist residents with minor repairs and maintenance.
- Easy Fundraising: An account has been set up on Easy Fundraising to support the Council's new community building project.
- Active Lifestyles: Free sessions are once again being offered for children aged 5-11 years, courtesy of the Active Lifestyles program.
- Annual Town & Parish Forum: Scheduled for 23rd October at 9:00am, to be held at the Burgess Hall.
- Annual Climate Conversation: Set for 6th November at 9.00am, to be held at the Burgess Hall.

*Cllr Fabb arrived during the discussions of the above item (189/24)*

#### **190/24 REPORTS RECEIVED FROM COMMITTEES**

a) *Newly formed* Community Projects & Events Committee – 15<sup>th</sup> July 2024

Cllr Gifford informed the council members of the key outcomes from the first meeting of the committee;

- Committee Terms of Reference were approved and signed by attendees.
- Upcoming event: Remembrance Day, Christmas Lights Switch on, Road Closures for the events.
- Risk Assessments & Insurance: The committee is reviewing risk assessments and insurance coverage to ensure they meet all current requirements.
- The Community questionnaire has gone out to group leaders and council members and the information was now being collated.
- Community Showcase for local groups and organisations within the Parish is set for 21<sup>st</sup> September 11am-3pm at the Parish Centre.
- The Sen. Clerk would meet with V Musson to discuss potential fundraising ideas for the new community centre.
- The Council Chair has begun organising a Choir Concert featuring three local groups as part of the new community centre's opening celebrations. The event is scheduled for 5th July 2025 and will be ticketed.

b) Leisure Areas Committee – 15<sup>th</sup> July 2024

Cllr J Land advised council members of the items discussed at the meeting;

- Committee Terms of Reference were approved and signed by attendees
- ROSPA Safety Reports: The committee reviewed the latest ROSPA safety reports for each of the parks, Adam Lyons, Jubilee and Orchard Close. It was agreed that Cllr J.

Land and the Clerks will meet with the handymen to determine which issues have been addressed and which may require outsourcing.

- The committee discussed ongoing maintenance needs for all green spaces managed by the Council.
- It was decided to install CCTV cameras at Onyett's Field and to replace the life buoy at the Sheep Dip as a matter of urgency.

### **191/24 REPLACEMENT PARISH CENTRE**

Arising from 162/24 Cllr Land as a representative of the New Parish Centre Committee provided members with an update on the project;

a) Progress

Project is running on schedule with a Completion date of 25<sup>th</sup> April 2025. Floor beam deliveries had arrived that day, and below ground brickwork has commenced.

b) Drainage Design & Mechanical & Electric Services Design

Arising from 162/24 (b) and 162/24 (e) It was noted that there were still issues in both these areas, but progress was being made.

c) Finances

Following 162/24 (d) Cllr Fabb provided an update on the project's finances, confirming that it is currently on budget. The members are planning to hold a meeting soon to review all financial details closely and ensure a comprehensive understanding of the budget and expenditures.

d) Potential Revenue Plan

Arising from 162/24 (f) The Sen Clerk informed members that there were some concerns about the potential revenue stream for the new centre under the Integrated Care programme. Changes needed to align with the programme's requirements could lead to increased costs and may affect the project timeline. The team is working to address these issues and minimise any impact on the budget and completion schedule.

e) Site Visits

Following 162/24 (g) It was noted that the Women's Institute site visit on 5th August was successful and well-received. They are now awaiting confirmation on whether the grant can be released.

f) Grants

- Mick George Grant Scheme: The Clerk is preparing an application for the Mick George grant scheme to fund the installation of a commercial kitchen.
- ACRE and Warboys Community Association: The Clerk is coordinating with ACRE and the Warboys Community Association to apply for a grant for internal fittings.
- CIL Bid: The most recent Community Infrastructure Levy (CIL) bid for replacement workshops was not successful. However, the next application window opens in October, and the Clerk plans to submit another application.

*1 member of the public left during discussions of the above item. (7.52pm)*

### **192/24 FUTURE OF THE CURRENT PARISH CENTRE**

The Clerk circulated to members a report on the current running of the Parish Centre.

Following discussions of the maintenance requirements for the centre along with our responsibilities to the community it was;

unanimously **RESOLVED** for the Clerks to get quotes on the required works and return to Council for consideration in September.

### **193/24 ANTI-VIRUS SOFTWARE PACKAGE**

The Asst. Clerk provided members with a report on potential anti-virus software packages for the council's computers as theirs had expired. The options were;

1. Norton Small Business: Triple Lock Cybersecurity: 6 licences (this is the minimum) 1 year subscription - £54.99 renewal price if not cancelled is £89.99.
2. McAfee: 5 licences – 1 year subscription - £29.99 renewal price if not cancelled is £95.99 (*not a business specific product*)
3. *Through Chess ICT* - Intercept X - Monthly pricing £14.40 (please note will have to do a minimum term of 12 months then will be on a 30-day rolling contract) Total Intercept X 12months - £255.60 & £500 Training and installation onto devices.
4. *Through Chess ICT* - MDR - monthly £33.60 (please note will have to do a minimum term of 12 months then will be on a 30-day rolling contract) Total MDR 12months - £301.24 & £500 Training and installation onto devices.

It was proposed by Cllr D Fabb, seconded by Cllr G Willis and unanimously **RESOLVED** for the Clerks to go with option 1 and purchase the Norton Small Business package at £54.99.

### **194/24 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 July. (appendix 1)

### **195/24 BUDGETARY CONTROL**

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

### **196/24 NOTICES AND MATTERS FOR THE NEXT AGENDA**

- Future of Parish Centre with works costings.

**There being no further business, the meeting was declared closed at 8.20pm**

**The next meeting of Warboys Parish Council will be held on 9<sup>th</sup> September 2024.**

**Chairman.**

**Date.**

## APPENDIX 1 – ACCOUNTS 194/24

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute Ref	Invoice/Order No
118	13.08.2024	£1,000.00	£200.00	£1,200.00	NPC Contingency	Russell Payne (Russell Payne MCIAT)	194/24	2178
117	13.08.2024	£105,114.02	£21,022.80	£126,136.82	NPC - Build Costs	Ben & Co Ben & Co (Builder)	194/24	1095
116	31.07.2024	£20.83	£4.17	£25.00	Stationary Supplies	Wades	194/24	
115	30.07.2024	£202.33	£40.47	£242.80	IT Support	Chess Chess (IT Suppliers)	194/24	4802674
114	29.07.2024	£30.20	£6.04	£36.24	Phone Contract	EE Limited	194/24	Monthly fee
113	26.07.2024	£362.50	£72.50	£435.00	IT Support	Chess Chess (IT Suppliers)	194/24	1000384039
112	26.07.2024	£330.04	£66.01	£396.05	IT Support	Chess Chess (IT Suppliers)	194/24	1000384318
111	26.07.2024	£196.99	£39.40	£236.39	IT Support	Chess Chess (IT Suppliers)	194/24	1000384266
110	26.07.2024	£48.95	£9.79	£58.74	IT Support	Chess Chess (IT Suppliers)	194/24	1000384054
109	13.08.2024	£900.00	£180.00	£1,080.00	Tree Cutting	AC Contracting Group	194/24	0008
108	13.08.2024	£1,578.00	£0.00	£1,578.00	Youth Bus Project	Connections Bus Connections Bus (The Connections Bus Project)	194/24	240023
107	13.08.2024	£340.00	£0.00	£340.00	Grass Cutting	MAM Garden Maintenance Mr MA Mead (Grounds Maintenance)	194/24	835
106	13.08.2024	£300.00	£0.00	£300.00	Training	Penny Bryant (CAPALC)	194/24	4982
105	13.08.2024	£6.41	£0.32	£6.73	UMS 3	TotalEnergies TotalEnergies (TotalEnergies)	194/24	346044870/24
104	13.08.2024	£7.89	£0.39	£8.28	UMS 1	TotalEnergies TotalEnergies (TotalEnergies)	194/24	346043681/24
103	31.07.2024	£90.40	£18.08	£108.48	Diesel	allstar allstar (allstar)	194/24	E2019063114
102	13.08.2024	£42.50	£0.00	£42.50	Training	Penny Bryant (CAPALC)	194/24	4948
101	13.08.2024	£51.13	£10.23	£61.36	Playground Supplies	Ivan Barrett Ltd	194/24	75200
100	03.07.2024	£65.44	£13.09	£78.53	Diesel	allstar allstar (allstar)	194/24	E2018925654
98	01.07.2024	£0.00	£251.89	£251.89	Electricity	E-On E-On (Energy Suppliers)	194/24	Month fee

## APPENDIX 2 – Budgetary Control 195/24

### Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/07/2024)

*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%)
<b>SUB TOTAL</b>					<b>2,600.00</b>	<b>300.00</b>	<b>2,300.00</b>	<b>2,300.00 (88%)</b>

#### 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					8,499.58	-8,499.58	-8,499.58 (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		380.90	380.90				380.90 (N/A)
910	Loan Repayments					19,755.00	-19,755.00	-19,755.00 (N/A)
<b>SUB TOTAL</b>			<b>380.90</b>	<b>380.90</b>	<b>1,408,313.72</b>	<b>226,448.74</b>	<b>1,181,864.98</b>	<b>1,182,245.88 (83%)</b>

#### 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		7,955.38	7,955.38	2,800.00		2,800.00	10,755.38 (384%)
203	Trees and Hedges				3,500.00		3,500.00	3,500.00 (100%)
204	The Weir				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>			<b>7,955.38</b>	<b>7,955.38</b>	<b>8,500.00</b>	<b>433.30</b>	<b>8,066.70</b>	<b>16,022.08 (188%)</b>

#### Parish Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301	Admin Resources & Audit				1,150.00	278.55	871.45	871.45 (75%)
302	Insurances				4,950.00		4,950.00	4,950.00 (100%)
303	IT				3,500.00	1,829.35	1,670.65	1,670.65 (47%)
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		40,788.67	40,788.67				40,788.67 (N/A)
307	HMRC - VAT		21,416.39	21,416.39				21,416.39 (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)
<b>SUB TOTAL</b>			<b>161,560.08</b>	<b>161,560.08</b>	<b>12,500.00</b>	<b>2,357.90</b>	<b>10,142.10</b>	<b>171,702.18 (1373%)</b>



## 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%)
<b>SUB TOTAL</b>				<b>4,500.00</b>	<b>1,398.00</b>	<b>3,102.00</b>	<b>3,102.00 (68%)</b>

## 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 Sct				5,000.00		5,000.00	5,000.00 (100%)
504 Sports Holiday Club							(N/A)
<b>SUB TOTAL</b>				<b>16,195.00</b>	<b>1,735.00</b>	<b>14,460.00</b>	<b>14,460.00 (89%)</b>

## Salaries

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

## 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%)
<b>SUB TOTAL</b>				<b>5,000.00</b>	<b>1,280.82</b>	<b>3,719.18</b>	<b>3,719.18 (74%)</b>

## 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	368.32	631.68	631.68 (63%)	
713 Parish Centre Expenditure	4,262.36	4,262.36	6,500.00	4,343.85	2,156.15	6,418.51 (98%)	
714 Parish Centre Income	2,329.11	2,329.11		405.00	-405.00	1,924.11 (N/A)	
<b>SUB TOTAL</b>		<b>6,731.47</b>	<b>6,731.47</b>	<b>14,250.00</b>	<b>6,123.56</b>	<b>8,126.44</b>	<b>14,857.91 (104%)</b>

### Summary

<b>NET TOTAL</b>	<b>176,627.83</b>	<b>176,627.83</b>	<b>1,558,093.72</b>	<b>272,052.55</b>	<b>1,286,041.17</b>	<b>1,462,669.00 (93%)</b>
<b>V.A.T.</b>	<b>440.39</b>			<b>43,183.20</b>		
<b>GROSS TOTAL</b>	<b>177,068.22</b>			<b>315,235.75</b>		