

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 9th September 2024 at the Parish Centre, Warboys.

IN ATTENDANCE

CCC Cllr A Costello, HDC Cllr C Lowe & 4 Members 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 C Sproats
Cllr G Willis
Cllr A Wyatt

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

Meeting commenced at 7.00 p.m

197/24 WELCOME

In the Chair's absence, Vice Chair Parker opened the meeting.

198/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr P Potts - Illness

Cllr S Wilcox – Personal

Cllr S Withams - Illness

Cllr M Collins - arrived during discussions on agenda item 202/24 (7.17p.m)

Apologies not received or accepted from;

Cllr A Ntuk

199/24 MEMBERS' INTERESTS

a) Declarations

Cllr D England declared a pecuniary interest in items 207/24 a&b due to working the adjacent land.

b) Register of Interests

None

200/24 MINUTES OF THE MEETING HELD 12th AUGUST 2024

It was proposed by Cllr A Wyatt, seconded by Cllr R Dykstra and **RESOLVED** by all Members present, the Minutes of the meeting held on 12th August 2024 be signed as a correct record by the Vice Chairman.

201/24 CLERKS' REPORT

Report from Clerk attached as Addendum.

202/24 OPEN FORUM

It was proposed by the Vice 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 7.18p.m

A member of the public spoke on behalf of the Pass Wide and Slow Campaign to raise awareness and educate drivers on road safety around horses. They have organised an event following a route from Pidley, through Warboys and Old Hurst, and back to Pidley. The campaign encourages community members and residents to get involved by joining them for the event by riding, cycling, or walking to help promote safer roads for all.

Cllr Collins arrived during the discussions of the above item (202/24)

203/24 REPORT BY DISTRICT COUNCILLORS

Further to minutes 55/24 CCC Cllr A Costello updated members on the proposed closure of the single-track section of Puddock Road. She reported that County Highways had visited the site and determined that the road could not be widened further. However, they plan to strengthen the road to improve safety. Additionally, a 30mph speed limit will be implemented for this section, with a 40mph buffer zone on the approach. The work is scheduled to begin on 14th October, with road safety to be closely monitored after completion.

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

- Wild About Huntingdon Festival: 28th & 29th September 12pm-4pm at Hinchbrooke Park.
- Combined Authority Bus Franchising Consultation: The consultation was live until 19th December and urged Councillors and residents to complete.
- Armed Forces Covenant: HDC are asking all Parishes to sign up to the covenant to support veterans.
- Local Plan Consultation: Two briefing sessions were set to be held 24th and 30th of September.
- Hunts Futures Grant Scheme: Closing date for applications 15th September
- Waste Minimisation: Online conversation 26th September 4-5pm
- Connections Bus Project AGM: 28th October 7.30pm-8.30pm

- Rural England Prosperity Fund: Round 2 now open for rural businesses, 50% match funding up to a max of £75k
- Green Business Impact Programme: grants of up to £15k available.

CCC Cllr Costello left following discussions of the above item (7.24pm)

204/24 REPLACEMENT PARISH CENTRE

Arising from 191/24 Cllr Land as a representative of the New Parish Centre Committee provided members with an update on the project;

a) Progress

The building work is on schedule, with the brickwork nearly completed up to the first floor. Once this phase is finished, the focus will shift to the sewerage and drainage works, which is a critical stage of the project. At the previous Committee meeting, members approved minor modifications to the build, including the installation of instant hot water taps and heating panels, which could help reduce costs.

b) Mechanical & Electric Services Design

Following item 191/24 (b), members were informed that Ben & Co had identified a company that meets the building control requirements, with an estimated cost of £18,500. The company also indicated that there might be opportunities to achieve some savings within the design.

c) Potential Revenue Plan

Arising from 191/24 (d) The Sen Clerk informed members that most of the changes needed to align with the Intergrated Care Programme requirements had been approved at no additional cost to the building project.

d) Grants

- Mick George Grant Scheme: 191/24 (f) The Sen. Clerk received quotes for the commercial kitchen installation, which are approximately £30,000.
- ACRE and Warboys Community Association: The Clerk is coordinating with ACRE and the Warboys Community Association to apply for a grant for internal fittings.
- 200k CIL: The Clerk and Cllr Land were due to meet with the Director of Huntingdon District Council to show him the construction site and potentially bring forward the £200k CIL money for the project.

e) Committee Minutes

It was approved that moving forward all Council Members would receive a digital copy of the NPCC minutes at full council.

It was unanimously **RESOLVED** by all members present to approve the additional spend of £18,500 for the Mechanical & Electric Services Design as provided by Ben & Co.

205/24 EVENTS

- Cllr Wyatt updated members following her Macmillan Coffee morning; 86 people had attended with £600 raised for Macmillan and £200 raised for Woodlands.

- Community Showcase: The Sen. Clerk informed members that ten groups had requested tables at the event on 21st September. Visitors will have the opportunity to enjoy free beverages, tour the construction site with Ben & Co, with both the community directory and the "How Many Bricks?" competition to be launched during the event.
- Closure of Parish Centre: Sen. Clerk intended to put a bid into the Community Futures Fund to hold a fundraising event.
- Christmas Lighting Group: Cllr Gifford provided members with an update on the event. Members approved the Lighting Group's request to put banners up around the weir, week commencing 21st October.
- Remembrance Sunday: Asst. Clerk advised members that she had begun to put plans into place for the annual event.

206/24 FUTURE OF CURRENT PARISH CENTRE

Arising from minutes 192/24 the Clerk provided members with an updated Report which included costings for the proposed works.

Following an extensive discussion, it was proposed by Vice Chair Parker and seconded by Cllr Collins that a special meeting be held as soon as possible to decide the future of the centre. It was therefore **RESOLVED** for the Clerks to organise a Special meeting.

207/24 RABBIT CONTROL AND MAINTENANCE OF ONYETT'S FIELD

- a) Further to minutes 174/24 Cllr England had once again raised his concerns over the rabbit population at Onyett's Field and surrounding areas believing that this had resulted in a loss of income due to them eating his crops.

Following discussions, it was unanimously **RESOLVED** by all members present for Cllr Willis along with the Clerks to investigate ferreting as a form of population management as well as the Clerks to investigate the cost of rabbit fencing.

Cllr England left the meeting during the discussions 8.14pm returning 8.21pm

- b) Maintenance of Onyett's Field: Cllr England raised his concerns over the lack of maintenance at Onyett's Field; hedgerow and walkways have not been maintained resulting in brambles, weeds and generally overgrown.

Following discussions, it was unanimously **RESOLVED** for Cllr England to flail the grass at a rate of £50ph and for the company that flailed the hedges last year to be contacted to conduct the work again.

Additionally, it was unanimously **RESOLVED** for the Clerks to liaise with Cllr England and Cllr Willis to help create a management plan for the area to limit future issues.

208/24 COUNCIL INSURANCE

Due to only one quote having been returned, it was decided for the insurance to be reviewed at the upcoming Finance & General Purposes Committee on 23rd September, followed by a ratification at the next full council on 14th October.

209/24 GUESS THE TOTAL NUMBER OF BRICKS COMPETITION

Members were provided with a detailed report of how the competition would be run, along with terms & conditions to ensure it complied with regulations.

After discussing prizes and strategies to maximise fundraising efforts for the new parish centre, it was unanimously **RESOLVED** to proceed with the competition as outlined in the report.

210/24 ACCOUNTS

The Monthly accounts were checked by Chair S Withams and verified by Cllr D England it was:- **RESOLVED** to approve the payments for August. (appendix 1)

211/24 BUDGETARY CONTROL

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

212/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Condition of the Highway Verges
- Budget for Christmas Lights Group

There being no further business, the meeting was declared closed at 8.47pm

The next meeting of Warboys Parish Council will be held on 14th October 2024.

Chairman.

Date.

APPENDIX 1 – ACCOUNTS 210/24

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute Ref	Invoice/Order No
140	11.09.2024	£1,281.12	£256.22	£1,537.34	Clock Tower Repairs	Balfour Beatty	210/24	166391
139	11.09.2024	£77,595.32	£15,519.06	£93,114.38	NPC - Build Costs	Ben & Co Ben & Co (Builder)	210/24	1099
138	11.09.2024	£750.00	£150.00	£900.00	NPC Contingency	Russell Payne (Russell Payne MCIAT)	210/24	2191
137	11.09.2024	£170.00	£0.00	£170.00	Grass Cutting	MAM Garden Maintenance Mr MA Mead (Grounds Maintenance)	210/24	839
136	29.08.2024	£158.19	£31.64	£189.83	IT Support	Chess Chess (IT Suppliers)	210/24	4807893
135	11.09.2024	£66.51	£13.30	£79.81	Printing Costs	Xerox (Xerox)	210/24	1613353941
134	11.09.2024	£20.82	£4.17	£24.99	Parish Centre Maintenance	Julie Drummond (Julie Drummond)	210/24	
133	01.09.2024	£20.83	£4.17	£25.00	Staff Supplies	Wades	210/24	
132	28.08.2024	£79.14	£15.83	£94.97	Diesel	allstar allstar (allstar)	210/24	E2019190230
131	28.08.2024	£30.20	£6.04	£36.24	Phone Contract	EE Limited	210/24	
130	27.08.2024	£0.01	£0.00	£0.01	Affiliation Fee	Paypal	210/24	
129	10.09.2024	£25.00	£0.00	£25.00	Allotment Deposit	J Burrel	210/24	
128	19.08.2024	£8.33	£1.67	£10.00	Staff Supplies	Wades	210/24	
127	14.08.2024	£45.82	£9.17	£54.99	Computer Antivirus	Norton	210/24 - 193/24	
126	01.08.2024	£209.91	£41.98	£251.89	Electricity	E-On E-On (Energy Suppliers)	210/24	

APPENDIX 2 – Budgetary Control 211/24

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 01/09/2024)

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		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
101	Anniversary D-Day				500.00		500.00	500.00 (100%)
102	Feast Week Arrangements		125.00	125.00	600.00	300.00	300.00	425.00 (70%)
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			125.00	125.00	2,600.00	300.00	2,300.00	2,425.00 (93%)

New Parish Centre		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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					9,499.58	-9,499.58	-9,499.58 (N/A)
906	NPC Build Costs 24-25				1,408,313.72	303,308.18	1,105,005.54	1,105,005.54 (78%)
909	Fundraising		516.63	516.63		0.01	-0.01	516.62 (N/A)
910	Loan Repayments				39,295.00	19,755.00	19,540.00	19,540.00 (49%)
SUB TOTAL			516.63	516.63	1,447,608.72	332,562.77	1,115,045.95	1,115,562.58 (77%)

Open Spaces		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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	900.00	2,600.00	2,600.00 (74%)
204	The Weir				500.00	29.16	470.84	470.84 (94%)
SUB TOTAL			7,955.38	7,955.38	8,500.00	1,362.46	7,137.54	15,092.92 (177%)

Parish Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
301	Admin Resources & Audit				1,150.00	308.75	841.25	841.25 (73%)
302	Insurances				4,950.00		4,950.00	4,950.00 (100%)
303	IT				3,500.00	2,033.36	1,466.64	1,466.64 (41%)
304	Misc & Elections				400.00		400.00	400.00 (100%)
305	Training				2,500.00	592.50	1,907.50	1,907.50 (76%)
306	Bank Interest		10,150.89	10,150.89				10,150.89 (N/A)
307	HMRC - VAT		75,243.64	75,243.64				75,243.64 (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			184,749.55	184,749.55	12,500.00	2,934.61	9,565.39	194,314.94 (1554%)

Play Parks

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
401 Adam Lyons				1,700.00	1,449.13	250.87	250.87 (14%)
402 Jubilee Park				1,000.00	340.00	660.00	660.00 (66%)
403 Orchard Close				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL				4,500.00	1,789.13	2,710.87	2,710.87 (60%)

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501 Connections Project				10,695.00	3,188.00	7,507.00	7,507.00 (70%)
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)
505 Community Directory		500.00	500.00				500.00 (N/A)
SUB TOTAL		500.00	500.00	16,195.00	3,313.00	12,882.00	13,382.00 (82%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	39,385.33	46,849.67	46,849.67 (54%)

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	59.92	740.08	740.08 (92%)
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	1,295.12	3,704.88	3,704.88 (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		165.00	165.00				165.00 (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	475.73	524.27	524.27 (52%)		
713 Parish Centre Expenditure	4,262.36	4,262.36	6,500.00	5,341.68	1,158.32	5,420.68 (83%)		
714 Parish Centre Income	3,310.36	3,310.36		405.00	-405.00	2,905.36 (N/A)		
SUB TOTAL			7,737.72	7,737.72	14,250.00	7,228.80	7,021.20	14,758.92 (103%)

Summary

NET TOTAL	201,584.28	201,584.28	1,597,388.72	390,171.22	1,207,217.50	1,408,801.78 (88%)
V.A.T.	661.64			64,618.78		
GROSS TOTAL	202,245.92			454,790.00		