

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 9th December 2024 at the Warboys Library, High Street, PE28 2TA.

IN ATTENDANCE

HDC Cllr C Lowe & 5x Members of public

PRESENT WERE

Cllr R Dykstra

Cllr J Land

Cllr L Gifford

Cllr A Ntuk

Cllr J Parker (Vice Chair)

Cllr P Potts

Cllr C Sproats

Cllr S Withams (Chair)

Cllr A Wyatt

Mrs J Drummond:- Senior Clerk

Mrs E Coverdale:- Clerk

Mrs L Moore:- Asst. Clerk

Meeting commenced at 7.30 p.m

265/24 WELCOME

Chair Withams opened the meeting.

266/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr M Collins – Family Commitments

267/24 TO NOTE RESIGNATION OF COUNCILLOR DAN FABB

Members were advised that on the 29th November 2024, D Fabb had offered his resignation as council member to the Chair.

268/24 TO NOTE RESIGNATION OF COUNCILLOR STEPHANIE WILCOX

Members were advised that on 29th November 2024, S Wilcox had offered her resignation as council member to the Chair.

269/24 TO NOTE RESIGNATION OF COUNCILLOR DAVID ENGLAND

Members were advised that on 2nd December 2024, D England had offered his resignation as council member to the Chair.

270/24 MEMBERS' INTERESTS

a) Declarations

- Cllr J Land declared a pecuniary interest in item 271/24 due to being neighbours with applicant N Mohun and on the Christmas Lights Group alongside applicant L Thomson (Speak & Vote)
- Cllr A Wyatt declared a pecuniary interest in item 283/24 due to being the Chair of the Warboys Community Association (Speak & Not Vote)
- Cllr L Gifford declared a pecuniary interest in item 271/24 due to working alongside applicant L Thomson on the Christmas Lights Group (Speak & Vote)
- Cllr G Willis declared a pecuniary interest in item 271/24 due to the applicant L Willis being his Daughter-in-Law. (Speak & Vote)

b) Register of Interests

None

271/24 CO-OPTION

a) Statements & Voting for 1 Vacant Seat

The three applicants, N. Mohun, L. Thomson, and L. Willis, were invited to provide a short statement to Council members. Following their statements, members had the opportunity to ask questions.

Following two rounds of voting N Mohun was co-opted to the Council with a clear majority and asked to take a seat at the table.

b) Signing of the Declaration of Office

It was therefore unanimously **RESOLVED** by all Members present to ask N Mohun to be co-opted on to the Council until the next election period. He then signed the Declaration of Office.

272/24 MINUTES OF 11th NOVEMBER 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 11th November 2024 be signed as a correct record by the Chairman.

273/24 CLERKS' REPORT

Report from Clerk attached as Addendum.

2x MP left the meeting during the discussions of the above item (7.50pm)

274/24 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 7.55p.m and reconvened at 8.05p.m

A member of the public expressed concerns about the recent council member resignations, missing notices on noticeboards, and perceived transparency issues. She also raised objections to moving the public forum to the start of the meeting, considering it undemocratic.

The Clerk explained that holding the public forum at the start of meetings is standard practice across parish councils, allowing residents to share views, particularly on agenda items, before council discussions and decisions are made. She highlighted the efforts to improve council transparency that had been implemented, including monthly open sessions for residents, enhanced communication, and attendance at community events. The Clerk also reassured attendees that notices are always posted as required and expressed concern over any instances of missing notices, emphasising the importance of this responsibility.

275/24 REPORT BY DISTRICT COUNCILLORS

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

- Bus franchising consultation responses close 19th December
- Consultation on remote attendance and proxy voting closes 19th December
- Hinchingbrooke hospital: public invited to join redevelopment engagement events in relation to the pre-planning application for the redevelopment.
- East-west rail consultation closes 24th January 2025.
- Cil next round has opened and runs until 19 Jan 2025
- Community chest: £500 for community spaces; £1,000 for community events; £2,500 for longer-term projects. (Improving the quality of life and well-being for everyone; keeping people out of crisis; helping people in crisis; lowering carbon emissions)
- A428 community fund - grants of up to £15,000 that support local economy, skills and employment; support and connect communities and/or enhance the environment.
- National lottery have community fund projects up to £20,000, and over £20,001 available.

276/24 REPORTS RECEIVED FROM COMMITTEES

a) Finance & General Purposes Committee

The Sen. Clerk provided members with a brief report following the meeting on 28th November;

- The Warboys Women's Institute formally presented the Council with a cheque for £50,000 to help support the build of the new community centre.
- 1st Quarterly Member Reconciliation – Cllr J Land conducted the 1st quarterly review of the Clerks accounts, reviewing 3 invoices and 3 receipts, citing no issues with the Clerks recording processes.

- Detailed Financial Documents were provided to all attendees, which the Sen. Clerk explained to members.
- It was noted that a 25% precept increase would cover the repayment of a £200,000 loan and additional running costs if it was required.
- It was acknowledged that the current staffing structure will need to change due to the new community building, the structure required is yet to be determined.

b) Human Resources Committee

The Sen. Clerk provided members with a brief report following the meeting on 28th November;

- A number of essential policies were highlighted as needing to be updated/created as a priority.
- Budget considerations for 2025-26 were raised along with potential staffing structure changes, as the requirements for the new centre are still unknown.
- Vice Chair: It was unanimously **RESOLVED** for Cllr J Land to continue as Vice-Chair of the Human Resources Committee after he rescinded his resignation of the position on 29th December.
- Co-Option

It was unanimously **RESOLVED** by all members present to Co-Opt S Wilcox to the Human Resources Committee for the rest of the municipal year.

It was unanimously **RESOLVED** by all members present to politely decline the Co-Option of M Booker onto the Human Resources Committee, with the Sen. Clerk to inform him by letter.

c) Climate & Environment Working Group

Cllr C Sproats, Climate & Environment lead provided members with a report following their meeting held on 14th November;

- This year's thermal camera survey project had started, with the council now hosting a camera. The camera will be leased through the Cambridge Carbon Footprint scheme and stored at the Clerk's house. A second survey week is planned for January, requiring additional promotion to encourage participation.
- The working group has re-engaged with the local school and aims to initiate climate projects in 2025.
- Whilst the Community Showcase event was a success; it highlighted a lack of resources for attending and supporting events.

277/24 NEW COMMUNITY CENTRE COMMITTEE MEMBERSHIP

Due to the resignations of several council members, two spaces on the New Community Centre Committee had become available.

Following discussions it was **RESOLVED** to appoint new Cllr N Mohun to the New Community Centre Committee. The additional seat will be allocated to any potential new co-optees filling the current vacancies.

It was additionally unanimously **RESOLVED** by all members present to Co-Opt D Fabb onto the New Community Centre Committee.

278/24 REPLACEMENT PARISH CENTRE

Arising from 250/24 Cllr J Land and Sen. Clerk provided members with an update on the project;

a) Progress

The gas supply had been disconnected, and the external brickwork was now complete. The windows had arrived on-site and were ready for installation.

It was noted that the construction site would shut down on Friday, 20th December, with work resuming during the week of 6th January 2025.

The project having reached its halfway point, the committee instructed R. Payne to draft a letter to Huntingdonshire District Council (HDC) requesting the release of £100,000 from the Community Infrastructure Levy (CIL) funds.

It was noted by Members that the Committee were trying to arrange a meeting with S Tibbett to resolve the issue with the building design.

b) Grants

The Council was informed that £2,000 in capital funding had been received. Additionally, the Council was awaiting the release of £79,000 from the Red Tile Wind Farm Trust Fund, as the project had reached the stage in the build where the purchase of environmental aspects could proceed once Ben & Co provide the invoices.

c) Health & Safety

Members were advised that the Health & Safety standard report for the first half of the construction project had been completed, including compliance with Martin's Law requirements.

d) NPCC Committee Minutes – Not received

279/24 EVENTS

No update provided as no upcoming events and no community centre to hold them.

280/24 RECORDING OF MEETINGS

Members were provided with a report by the Clerk advising that the Clerks are the data holders and therefore responsible for ensuring it is kept as per the Data Protection Act and GDPR legislation. The Council should only retain data that there is a demonstrable need for, keeping unnecessary data could be in breach of GDPR. Once minutes are approved and signed, drafts should be destroyed.

As the Clerks no longer require the recordings it has been deemed safer to not take them at all.

281/24 CHRISTMAS WORKING HOURS

The Clerks advised the members of theirs and the Handymen's working hours over the Christmas and New Year period.

282/24 OPEN SPACES MAINTENANCE

a) Onyett's Field

The Clerks informed council members of illegal tree felling at Onyett's Field. The handymen have been instructed to remove the felled trees; however, ground conditions are making access difficult for the van, and the council currently has no access to a chainsaw.

The Asst. Clerk has reported the incident to the police and will report any further occurrences as necessary.

b) Adam Lyon's Fence

Members reviewed photos of damage to the rear of Adam Lyon's Playground fence, backing onto Manor Farm. The repair made by the handymen was reported by the landowner to have been cut again within 24 hours of installation.

Following discussions, it was unanimously **RESOLVED** to instruct the handymen to repair the hole once more and for the Clerks to investigate purchase and planting of a bramble-type bush over the affected area to deter further damage.

1x Member of public arrived during the discussions of the above item (8.44pm)

283/24 WARBOYS DIARY GRANT

It was unanimously **RESOLVED** by all members present to provide the Warboys Diary with its annual grant of £300 towards running costs.

284/24 2025-26 PRECEPT APPROVAL

The Senior Clerk provided members with a summary of the documents presented at the Finance and General Purposes (FGP) meeting and advised that the proposal to increase the precept by 25% had passed with 5 votes in favour and 3 abstentions.

Members were informed of concerns raised at FGP regarding the limited time available to review the precept information in detail before voting. It was noted that, if members required additional time, the decision could be deferred to the full council meeting in January, as HDC does not require a final decision until 17th January 2025

Following discussions, it was proposed by Cllr J Parker, seconded by Cllr J Land and **RESOLVED** to increase the precept by 25% for the municipal period 2025-26. The motion was carried with 6 votes in favour, 2 abstentions, and 1 vote against.

285/24 ACCOUNTS

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

286/24 BUDGETARY CONTROL

The members received a copy of the budgetary control in November. (Appendix 2)

287/24 EXCLUSION OF PUBLIC

It was 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 9.08p.m.

288/24 COMPENSATION CLAIM FOR DAMAGE TO CROPS

Arising from 263/24 The Sen. Clerk updated members on the compensation claim for damage to crops submitted by D. England against the council. Members were reminded of the council's previous decision to facilitate a meeting between the council, landowners, and other relevant parties, on the condition that the claimant withdraws the claim until the matter is resolved.

As the claimant had not withdrawn his claim within the 24 hours, it was confirmed that the council would not proceed with arranging the meeting.

It was therefore **RESOLVED** for the Chair to write to the Claimant advising of the council's position.

It was noted that members were disappointed that it had reached this point.

289/24 STAFF RESIGNATIONS

The Chair informed members of the resignations submitted by the Sen. Clerk via email on 29th November and the Clerk via phone on 2nd December. The Sen. Clerk, in light of recent events, expressed a desire to rescind her resignation, subject to the members' approval. The Clerk advised that if the Senior Clerk remained in post, she would also withdraw her resignation.

Following discussions, it was unanimously **RESOLVED** to allow the Sen. Clerk to rescind her resignation, enabling both Clerks to continue in their roles. It was further agreed that the council would explore the issues that had led to their resignations.

The Clerks left during the discussions of the above item (9.16-9.53pm)

290/24 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Appointment of Planning Vice-Chairman
- Ratification of Committee Co-Options

There being no further business, the meeting was declared closed at 9.54pm

The next meeting of Warboys Parish Council will be held on 13th January 2025.

Chairman.

Date.

APPENDIX 1 – Accounts 286/24

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute Ref	Invoice/Order No
242	28.11.2024	£28.00	£5.60	£33.60	Phone Contract	EE Limited	286/24	
240	10.12.2024	£1,287.27	£0.00	£1,287.27	HMRC - PAYE	HMRC - PAYE HMRC - PAYE (HMRC - PAYE)	286/24	126PZ00117265
234	10.12.2024	£1,850.00	£370.00	£2,220.00	NPC Contingency	Sharman Grimwade Ltd	286/24	SI-11453
233	10.12.2024	£40.00	£8.00	£48.00	Payroll	S R Howell & Co	286/24	26940
232	10.12.2024	£1,003.00	£200.60	£1,203.60	NPC Contingency	Russell Payne (Russell Payne MCIAT)	286/24	2221
231	10.12.2024	£34,962.97	£6,992.60	£41,955.57	NPC - Build Costs	Ben & Co Ben & Co (Builder)	286/24	1115
230	30.12.2024	£19,539.90	£0.00	£19,539.90	PWLB Repayment	United Kingdom Debt Management Office	286/24	
229	10.12.2024	£1,356.00	£271.20	£1,627.20	Accountancy Package	Starboard Systems Ltd Starboard Systems Ltd (Starboard Systems Ltd - Scribe)	286/24 - 12/24	INV-7747
228	10.10.2024	£300.00	£0.00	£300.00	Affiliation Fee	SLCC SLCC (SLCC - Society of Local Council Clerks)	286/24	MEM251993-1
227	13.11.2024	£77.92	£15.58	£93.50	Fuel Card	allstar allstar (allstar)	286/24	E2019534873
226	05.11.2024	£1.50	£0.30	£1.80	Fuel Card	allstar allstar (allstar)	286/24	E2019491887
225	10.12.2024	£228.60	£45.72	£274.32	Planting	Cranbrook Plants Cranbrook Plants (Cranbrook Plants)	286/24	1162
224	10.12.2024	£1,836.00	£0.00	£1,836.00	Youth Bus Project	Connections Bus Connections Bus (The Connections Bus Project)	286/24	240045
223	28.11.2024	£158.43	£31.69	£190.12	IT Support	Chess Chess (IT Suppliers)	286/24	4835901
222	10.12.2024	£163.47	£32.69	£196.16	Handymen Supplies	ESPO ESPO (ESPO - Eastern Shires Purchasing Organisation)	286/24	7532782
221	10.12.2024	£50.00	£10.00	£60.00	Payroll	S R Howell & Co	286/24	26857
220	10.12.2024	£200.00	£0.00	£200.00	Salary	Roy Reeves (Mr Roy Reeves)	286/24	
219	10.12.2024	£18.99	£0.00	£18.99	Printing Costs	Emmeline Coverdale (Emmeline Coverdale)	286/24	
209	01.11.2024	£209.91	£41.98	£251.89	Electricity	E-On E-On (Energy Suppliers)	286/24	

APPENDIX 2 – Budgetary Control 287/24

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/11/2024)

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

Play Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
401	Adam Lyons				1,700.00	2,139.13	-439.13	-439.13 (-25%)
402	Jubilee Park				1,000.00	765.00	235.00	235.00 (23%)
403	Orchard Close				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL					4,500.00	2,904.13	1,595.87	1,595.87 (35%)

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	377.50	2,422.50	10,377.88 (370%)
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	1,739.96	6,760.04	14,715.42 (173%)

WPC - Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	Allotment Expenditure				200.00	234.06	-34.06	-34.06 (-17%)
702	Allotment Income		1,082.64	1,082.64		100.00	-100.00	982.64 (N/A)
703	Equipment				2,000.00	625.85	1,374.15	1,374.15 (68%)
704	Jubilee Clock				500.00	1,281.12	-781.12	-781.12 (-156%)
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	1,127.47	872.53	872.53 (43%)
711	Vehicle Fuel				1,000.00	680.46	319.54	319.54 (31%)
713	Parish Centre Expenditure		4,529.60	4,529.60	6,500.00	6,868.67	-368.67	4,160.93 (64%)
714	Parish Centre Income		4,102.00	4,102.00		500.83	-500.83	3,601.17 (N/A)
SUB TOTAL			9,714.24	9,714.24	14,250.00	11,418.46	2,831.54	12,545.78 (88%)

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	180.80	19.20	19.20 (9%)
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	1,430.72	3,569.28	3,569.28 (71%)
------------------	--	-----------------	-----------------	-----------------	-----------------------

Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501 Connections Project				10,695.00	3,307.58	7,387.42	7,387.42 (69%)
502 Grants & Donations				500.00	125.00	375.00	375.00 (75%)
503 Local Highway Improvement Scf				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	-500.00	(N/A)
506 Clothing Bin		575.10	575.10				575.10 (N/A)
SUB TOTAL		1,075.10	1,075.10	16,195.00	3,932.58	12,262.42	13,337.52 (82%)

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		125.00	125.00	600.00	300.00	300.00	425.00 (70%)
103 Remembrance Sunday				500.00	24.49	475.51	475.51 (95%)
104 Xmas Lighting				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL		125.00	125.00	2,600.00	324.49	2,275.51	2,400.51 (92%)

Parish Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301 Admin Resources & Audit				1,150.00	3,719.03	-2,569.03	-2,569.03 (-223%)
302 Insurances				4,950.00	4,655.53	294.47	294.47 (5%)
303 IT				3,500.00	2,529.55	970.45	970.45 (27%)
304 Misc & Elections				400.00		400.00	400.00 (100%)
305 Training				2,500.00	630.00	1,870.00	1,870.00 (74%)
306 Bank Interest		15,760.03	15,760.03		1,900.00	-1,900.00	13,860.03 (N/A)
307 HMRC - VAT		126,842.81	126,842.81				126,842.81 (N/A)
308 Precept		188,040.00	188,040.00				188,040.00 (N/A)
309 CIL		5,335.02	5,335.02				5,335.02 (N/A)
SUB TOTAL		335,977.86	335,977.86	12,500.00	13,434.11	-934.11	335,043.75 (2680%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	67,455.52	18,779.48	18,779.48 (21%)

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					32,293.58	-32,293.58	-32,293.58 (N/A)
906	NPC Build Costs 24-25				1,408,313.72	464,011.48	944,302.24	944,302.24 (67%)
909	Fundraising		1,199.13	1,199.13		0.01	-0.01	1,199.12 (N/A)
910	Loan Repayments				39,295.00	19,755.00	19,540.00	19,540.00 (49%)
911	Grants							(N/A)
SUB TOTAL			1,199.13	1,199.13	1,447,608.72	516,060.07	931,548.65	932,747.78 (64%)

Summary

NET TOTAL	356,046.71	356,046.71	1,597,388.72	618,700.04	978,688.68	1,334,735.39 (83%)
V.A.T.	820.00			103,181.45		
GROSS TOTAL	356,866.71			721,881.49		