

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 13th January 2025 at the Warboys Library, High Street, PE28 2TA.

IN ATTENDANCE

1x Member of public

PRESENT WERE

Cllr R Dykstra

Cllr J Land

Cllr N Mohun

Cllr J Parker (Vice Chair)

Cllr P Potts

Cllr C Sproats

Cllr S Withams (Chair)

Mrs J Drummond:- Senior Clerk

Mrs E Coverdale:- Clerk

Mrs L Moore:- Asst. Clerk

Meeting commenced at 7.00 p.m

01/25 WELCOME

Chair Withams opened the meeting.

02/25 APOLOGIES FOR ABSENCE

Apologies were unanimously accepted from;

Cllr A Wyatt – Illness

Apologies were not received/accepted from:

Cllr A Ntuk

Cllr M Collins

The Chair additionally advised Members that L Gifford had resigned from her position on the Council on Friday 10th January.

03/25 MEMBERS INTERESTS

a) Declarations

None received.

b) Dispensations

None received.

04/25 MINUTES OF 9th DECEMBER 2024

Cllr Sproats advised of a small amendment to the wording of 276/24 c) :

This year's thermal camera survey project had started, with the council now owning its own camera.

To

This year's thermal camera survey project had started, with the council now hosting a camera.

This amendment was agreed and signed by the Chairman.

It was proposed by Cllr J Land, seconded by Cllr R Dykstra and **RESOLVED** by all Members present, the Minutes of the meeting held on 9th December 2024 be signed as a correct record by the Chairman.

05/25 CLERKS' REPORT

Report from Clerk attached as Addendum.

Additionally, the Clerk shared a letter from the Warboys Community Association announcing the success of their Christmas Raffle, which raised an impressive £1,992. This brings their total fundraising efforts to £4,312, dedicated to equipping the kitchen in the new Community Centre.

06/25 OPEN FORUM

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

07/25 REPORT BY DISTRICT COUNCILLORS

No District or County Councillors in attendance to provide a report.

08/25 REPLACEMENT PARISH CENTRE

Arising from 278/24 Cllr J Land and Sen. Clerk provided members with an update on the project;

- a) Progress
 - All UPVC windows have been installed, with frosted glass to be added to the window overlooking a neighbouring property for privacy.
 - Steel and aluminium doors are expected to arrive soon, aiming to make the building water-tight by the end of February.
 - The fascia and soffits on the right-hand side are nearly complete, and the scaffolding in that area is set to be removed.
 - Work on kerbing and pavement at the rear of the building will begin shortly.
 - The next major phase of the project will focus on the drainage system installation.

b) Grants

- Members were informed that the Committee is planning to submit an additional grant application to the Red Tile Wind Farm Trust. This funding will aim to cover the labour and installation costs associated with the carbon efficiency improvements already included in the project. Additionally, the grant will support the purchase and installation of a heat pump, as recommended in the Mechanical & Electrical report.
- The Clerk stated that another source of funding she had been investigating was the Net Zero Community Fund for approximately £50,000. This could cover key sustainability items such as a Smart Energy Management System.
- The Clerk also advised that the 2nd Payment from the Cambridge Priorities Capital Fund of £10,000 for the drainage works had been received.

c) CIL Bid

It was unanimously **RESOLVED** in principle by all members present for the Senior Clerk to work with the Chairman to prepare a new Community Infrastructure Levy (CIL) bid for approximately £85,000. This bid will focus on constructing new workshops to replace the existing sheds and handyman's facilities, which are no longer fit for purpose.

The completed bid, including accurate costings, will be presented for approval at a future Full Council meeting.

d) Misc

The Senior Clerk advised that the New Parish Centre Committee Terms of Reference will be updated to include a closed section of the meeting for Council Members only. This adjustment is intended to separate Council matters from construction-related discussions for greater clarity and efficiency.

1x MP arrived during the discussions of the above item (8.09pm)

09/25 EVENTS

Cllr Potts raised the topic of the annual music event for Feast Week, which is scheduled to be held at the White Hart this year. To avoid a clash with the regular church event next door, Cllr Potts suggested running the music event as a daytime activity from 3-6pm. This suggestion was agreed in principle by members.

10/25 CONFIRMATION OF COMMITTEE CO-OPTIONS

- a) It was unanimously **RESOLVED** to approve the formal Co-Option of J Rust to the Leisure Areas Committee as part of the Climate & Environment Working Group.
- b) It was unanimously **RESOLVED** to approve the formal Co-Option of M Rust to the Leisure Areas Committee as Lead for Onyett's Field.
- c) It was unanimously **RESOLVED** to approve the formal Co-Option of R Posey to the Leisure Areas Committee as Lead for The Weir.
- d) It was unanimously **RESOLVED** to approve the formal Co-Option of B Hinson to the Leisure Areas Committee as Support for The Weir.

11/25 APPOINTMENT OF VICE-CHAIR OF PLANNING COMMITTEE

It was unanimously **RESOLVED** to appoint Cllr N Mohun as Vice-Chair to the Planning Committee for the rest of the municipal year.

12/25 APPROVE AMENDMENT TO CO-OPTION POLICY

It was unanimously **RESOLVED** by all members present to approve the two amendments to the Casual Vacancy & Co-Option Policy as listed below;

- a) *Amendment 1 in Co-Option Procedure 7.* Applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- b) *Amendment 2 in Voting 1.* Any Member with a disclosable pecuniary or non-statutory interest in any candidate being considered for co-option must declare this interest during the Members' Interests section of the meeting. The Member may still speak and vote on the candidates.

13/25 EXTERNAL GROUPS REPLACEMENT COUNCIL REPRESENTATIVES

- a) It was unanimously **RESOLVED** by all members present to appoint Cllr J Parker as a Representative for the Council on the Landfill Liaison Group.
- b) It was unanimously **RESOLVED** by all members present to appoint Cllr G Willis as a Representative for the Council on the Red Tile Wind Farm Trust board of Directors.

14/25 ACCOUNTS APPROVERS

It was unanimously **RESOLVED** by all members present for Cllr J Land & Cllr N Mohun to be added to the Council's Banking as alternate payment approvers.

It was additionally unanimously **RESOLVED** to add the Asst. Clerk L Moore to the banking for administration purposes.

15/25 FOI PUBLICATION SCHEME

It was unanimously **RESOLVED** by all Members present to adopt the FOI Scheme policy document.

1x MP arrived during the discussions of the above item (8.30pm)

16/25 ACCOUNTS

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

It was noted by Members that the invoice from Ben & Co for works conducted in December had not yet been received.

17/25 BUDGETARY CONTROL

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

18/25 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 8.34p.m.

19/25 COMPENSATION CLAIM FOR DAMAGE TO CROPS

Members were advised that there were no updates on the compensation claim at this time.

20/25 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Resignation of Cllr L Gifford
- Co-Option for vacant seats
- Replacement Xmas Lights Representative/ WCA Representative
- Music Concert £300 (grant) S137
- Policy for Council Meetings with Developers
- CIL Bid

There being no further business, the meeting was declared closed at 8.37pm

The next meeting of Warboys Parish Council will be held on 10th February 2025.

Chairman.

Date.

APPENDIX 1 – Accounts 16/25

Voucher No	Date	Net	VAT	Total	Description	Supplier	Minute Ref	Invoice/Order No
252	14.01.2025	£1,207.95	£0.00	£1,207.95	HMRC - PAYE	HMRC - PAYE HMRC - PAYE (HMRC - PAYE)	16/25	126/3830H
251	14.01.2025	£300.00	£60.00	£360.00	NPC Contingency	Russell Payne (Russell Payne MCIAT)	16/25	2226
250	30.12.2024	£30.20	£6.04	£36.24	Phone Contract	EE Limited	16/25	Monthly fee
249	04.12.2024	£64.32	£12.86	£77.18	Fuel Card	allstar allstar (allstar)	16/25	E2019619086
248	27.12.2024	£67.18	£13.44	£80.62	Fuel Card	allstar allstar (allstar)	16/25	E2019723601
247	30.12.2024	£158.12	£31.62	£189.74	IT Support	Chess Chess (IT Suppliers)	16/25	4849103
246	14.01.2025	£432.27	£86.45	£518.72	Maintenance - BT11SVA	Ivan Barrett Ltd	16/25	76307
245	31.12.2024	£300.00	£0.00	£300.00	Diary Grant	Val Musson (Warboys Community Association)	16/25 - 283/24	Grant
244	02.12.2024	£186.35	£37.27	£223.62	Electricity	E-On E-On (Energy Suppliers)	16/25	Monthly fee
243	13.12.2024	£284.88	£56.98	£341.86	NPC Contingency	Dan Fabb (D R A Fabb Construction Ltd)	16/25	2262
241	01.11.2024	£87.33	£17.47	£104.80	Printing Costs	Cartridge People	16/25	

APPENDIX 2 – Budgetary Control 17/25

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/12/2024)

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		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
201	Gardens				1,700.00	661.90	1,038.10	1,038.10 (61%)
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	1,968.56	6,531.44	14,486.82 (170%)

WPC - Assets		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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	135.60	364.40	364.40 (72%)
710	Vehicle Maintenance				2,000.00	1,127.47	872.53	872.53 (43%)
711	Vehicle Fuel				1,000.00	811.96	188.04	188.04 (18%)
713	Parish Centre Expenditure		4,529.60	4,529.60	6,500.00	7,055.02	-555.02	3,974.58 (61%)
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	11,871.91	2,378.09	12,092.33 (84%)

Village Maintenance		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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	27.87	472.13	472.13 (94%)
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	1,458.59	3,541.41	3,541.41 (70%)
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Projects

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501 Connections Project				10,695.00	5,143.58	5,551.42	5,551.42 (51%)
502 Grants & Donations				500.00	425.00	75.00	75.00 (15%)
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	-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	6,068.58	10,126.42	11,201.52 (69%)

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	5,124.22	-3,974.22	-3,974.22 (-345%)
302 Insurances				4,950.00	4,655.53	294.47	294.47 (5%)
303 IT				3,500.00	2,687.67	812.33	812.33 (23%)
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		16,759.48	16,759.48		1,900.00	-1,900.00	14,859.48 (N/A)
307 HMRC - VAT		135,028.11	135,028.11				135,028.11 (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		345,162.61	345,162.61	12,500.00	14,997.42	-2,497.42	342,665.19 (2741%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	75,096.10	11,138.90	11,138.90 (12%)

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					35,431.46	-35,431.46	-35,431.46 (N/A)
906	NPC Build Costs 24-25				1,408,313.72	498,974.45	909,339.27	909,339.27 (64%)
909	Fundraising		1,199.13	1,199.13		0.01	-0.01	1,199.12 (N/A)
910	Loan Repayments				39,295.00	39,294.90	0.10	0.10 (0%)
911	Grants		152,000.00	152,000.00				152,000.00 (N/A)
SUB TOTAL			153,199.13	153,199.13	1,447,608.72	573,700.82	873,907.90	1,027,107.03 (70%)

Summary

NET TOTAL	517,231.46	517,231.46	1,597,388.72	688,390.60	908,998.12	1,426,229.58 (89%)
V.A.T.	820.00			111,270.47		
GROSS TOTAL	518,051.46			799,661.07		