

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 10th February 2025 at the Warboys Library, High Street, PE28 2TA.

IN ATTENDANCE

6x 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 G Willis

Cllr S Withams (Chair)

Mrs E Coverdale:- Clerk
Mrs L Moore:- Asst. Clerk

Meeting commenced at 7.02 p.m

21/25 WELCOME

Chair Withams opened the meeting.

22/25 APOLOGIES FOR ABSENCE

Apologies were unanimously accepted from;

Cllr A Wyatt – Illness

Apologies were not accepted from:

Cllr A Ntuk

Cllr M Collins

23/25 TO NOTE RESIGNATION OF COUNCILLOR LARA GIFFORD

Members were advised that on the 10th January 2025, L Gifford had offered her resignation as council member to the Chair.

24/25 MEMBERS INTERESTS

a) Declarations

Cllr J Parker declared a pecuniary interest in item 25/25 due to being a member of the Warboys Old Village School Board Trust alongside applicant, S White (Speak & Vote).

Cllr G Willis declared a pecuniary interest in item 25/25 due to the applicant L Willis being his Daughter-in-Law. (Speak & Vote)

b) Dispensations

None received.

25/25 CO-OPTIONS

- a) The three applicants in attendance, S Perkins, S White, and L Willis, were invited to provide a short statement to Council members. As J McGee was unable to attend in person the Clerk read a statement on her behalf. Following their statements, members had the opportunity to ask questions.
- Following voting for the 1st Vacant Seat it was **RESOLVED** for J McGee to be co-opted to the Council with a clear majority and will be advised of her appointment following the meeting.
 - Following voting for the 2nd Vacant Seat it was **RESOLVED** for S Perkins to be co-opted to the Council with a clear majority and he was invited to take a seat at the table.
 - Following voting for the 3rd Vacant Seat it was **RESOLVED** for S White to be co-opted to the Council with a clear majority and she was invited to take a seat at the table.
 - Following voting for the 4th Vacant Seat it was **RESOLVED** for L Willis to be co-opted to the Council with a clear majority and she was invited to take a seat at the table.
- b) It was therefore unanimously **RESOLVED** by all Members present to accept the 4 above applicants for co-option on to the Council until the next election period. S Perkins, S White and L Willis were then asked to sign the Declaration of Office.

1x MP left the meeting following the discussions of the above item (7.25pm)

26/25 MINUTES OF 13th JANUARY 2025

Cllr G Willis advised that he was in attendance and to be added the list of attendees. 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 13th January 2025 be signed as a correct record by the Chairman.

27/25 CLERK'S REPORT

Report from Clerk attached as Addendum.

28/25 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 7.35p.m and reconvened at 7.44p.m

A member of the public raised concerns regarding the planning application for an incinerator at the Old Brick Works, emphasising the importance of keeping residents informed about when the application will be considered by the Cambridgeshire County Council Development Panel. This would allow those wishing to attend or speak at the meeting the opportunity to do so.

The Clerk reported that no further information had been received regarding when the application would be taken to the panel. The Council will provide an update to residents as soon as further details become available.

The Clerk also informed members that residents had again raised concerns regarding the persistent issue of dog fouling throughout the village.

Additionally, members were made aware of a resident's concerns regarding antisocial behaviour and dangerous driving along Station Road.

1x MP left the meeting following the discussions of the above item (7.42pm)

29/25 REPORT BY DISTRICT COUNCILLORS

In the absence of District Councillors, the Clerk advised she had received an update from CCC Cllr A Costello in relation to the safety works on the single-track section of Puddock Road. Work to implement a 30-mph limit with a 40-mph buffer zone on Puddock Road was set to commence this week, requiring a full closure. A survey recorded speeds over 80 mph, with a follow-up planned to assess the impact of the measures. Additional signage has been requested for highlighting hazard of the drains.

HDC Cllr C Lowe arrived at 8.18pm and provided her update for residents and council members;

- Green bin charges remain unchanged at £57.50.
- HDC Business Accelerator Workshops on 26th & 27th Feb.
- Plunkett Foundation funding: £45k available for purchase/refurbishment projects.
- Warboys mentioned in HDC & Cambridge Carbon Footprints initiative.
- Jobs Fair at Burgess Hall, Thursday 10am – 2pm (includes apprenticeships, ages 16+).
- Reminder to report all thefts via 101 to ensure accurate rural crime figures.
- HDC Planning Policy Update: With the release of the new National Planning Policy Framework (NPPF) in December 2024, the district's housing target has increased to 1,200 homes. The land supply has dropped to 4.2 years, granting developers greater leverage to overturn refusals. The NPPF wording has been strengthened to reflect these changes.
- 20mph limit applications now open.

30/25 REPORTS RECEIVED FROM COMMITTEES

a) Community, Projects and Events

Cllr J Land provided members with an update following the meeting held on 20th January;

- The Remembrance Day start time was proposed to align with National Commemorations, but further discussions with the Rector are needed to confirm availability.
- VE Day celebrations were planned to coincide with the Parish's annual May Day Fete, though Cllr A. Wyatt has since indicated this may not be possible.

b) Climate & Environment Working Group

Cllr C Sproats provided members with an update following the community meeting held on 30th January;

- There was a good turnout with several new members.
- Thermal Imaging Project: 22 properties surveyed; Cambridge Carbon Footprint plan to feature the initiative as a case study.
- Thermal Camera bookings: Lots of interest in hiring of the Camera and they were working on encouraging local groups, including the schools and youth groups, to borrow resources.
- Warboys Repair Café: A sub-group is supporting its setup, now underway.
- Clothes Swish: Planned clothing swap event once the new community centre opens.
- Community Centre outdoor space: Discussed use for education and other purposes; swift boxes suggested.
- Onyett's Field: Biodiversity for All project: HDC operations meeting held, awaiting better weather before work can commence to avoid ground damage. Autumn bulb planting on the site with the school to be proposed.

31/25 REPLACEMENT PARISH CENTRE

Arising from 08/25 Cllr J Land provided a brief explanation to the new members of the project so far. He then updated the Council on the current position;

a) Progress

- Members were informed that the screeding for the floors had begun, and the scaffolding would then be reinstalled internally once completed.
- Weekly site meetings have been implemented, allowing for quicker decision-making and ensuring the project remains on track.
- The Fire Safety Report from the Fire Officer was positive for the community centre build, including the good news that a new fire hydrant will no longer be required.

b) Finances

Ben & Co had provided Council with an up to date spend profile that would take them through to the end of the project.

c) Grants

- Strategic CIL, unfortunately this grant stream had been exhausted and so the application had been withdrawn.

- Red Tile Wind Farm Trust: Members were informed that the application to increase funding from £79,000 to £140,500 for environmental works had been successful.
- Net Zero Villages: Members were also updated that the application for £50,000 to the Net Zero initiative had successfully progressed to the second round.

32/25 EXTERNAL GROUPS REPLACEMENT COUNCIL REPRESENTATIVES

- a) It was unanimously **RESOLVED** by all members present to appoint Cllr J Land as a Representative for the Council on the Christmas Lights Group.
- b) It was unanimously **RESOLVED** by all members present to appoint Cllr S White as a Representative for the Council on the Warboys Community Association.

33/25 MEETING WITH DEVELOPER GUIDANCE POLICY

Members were provided with a copy of the draft policy, which Cllr G Willis summarised.

It was therefore proposed by Cllr P Potts, seconded by Cllr J Parker, and unanimously **RESOLVED** by all members present that the Meeting With Developer Guidance Policy be approved.

HDC Cllr C Lowe arrived during the discussion of the above item (8.18pm)

34/25 FEAST WEEK BAND GRANT

Arising from item 09/25 Members unanimously **RESOLVED** to pay the grant of £300 to the band Brightside to organise the annual Feast Week Music event.

Cllr P Potts declared a pecuniary interest in the above item due to being a member of the band.

35/25 SPEEDWATCH

Members were advised that the current organiser for the Warboys' Speedwatch group had stepped down.

Following discussions, it was **RESOLVED** for the Clerk to contact the previous organiser to gain more information about the role and raise at the next full council meeting.

36/25 DRAFT BUDGET FOR MUNICIPAL PERIOD 2025-26

Members were provided with draft budget documents to review. The Clerk ran through the main points of the document advising that any questions would need to be directed to the Senior Clerk.

- 2024-25 budget is in a good position overall, with only a few areas overspending: such as repairs to the Clock Tower and the council's van.
- Despite overspends in some areas, the committee budgets remain in the positive.

- Assets within the village (benches, notice boards, etc.) have been neglected, and increased spending is expected in 2025-26 for maintenance and repairs. This also includes an up-to-date tree survey and any required works.
- Business rates will apply to the new community centre (NCC), the previous building had been exempt. However, it is anticipated that the centre's costs will be covered by the income provided once fully operational (expected opening September 2025).
- Increased IT costs are anticipated due to the development of a new website, branding, and marketing for the community centre. Additionally, with the clerks' office at the NCC there will be a need for additional IT functionality.
- Non-spent funds from this year will be allocated to the NCC project.
- LHI schemes costs will increase, with invoicing for previously completed safety works still not issued by Highways and upcoming works along Ramsey Road.
- Parish Admin costs were higher due to system changes (payroll, accounting, auditing, etc.).
- Salaries will increase in line with new roles and village requirements as part of the NCC project.
- Parish Running Costs document shows a £4k difference due to the precept increase, but this should be covered by forecast income from the NCC.

37/25 CALENDAR DATES FOR MUNICIPAL PERIOD 2025-26

Members were provided with a list of proposed meeting dates for the municipal period 2025-26.

38/25 ALLOTMENT COMMITTEE APPOINTMENTS

- a) It was unanimously **RESOLVED** to appoint Cllr J Land as Vice-Chair to the Allotment Committee for the remainder of the municipal year.
- b) It was unanimously **RESOLVED** to appoint 1 new council representative, Cllr R Dykstra, on to the Allotment Liaison Committee for the remainder of the municipal year.

HDC Cllr C Lowe left the meeting during the discussions of the above item (9.03pm)

39/25 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 January 2025. (Appendix 1)
- b) It was confirmed that the payment for the invoice from Ben & Co for December construction works, which was issued late and approved in principle via email, was paid on 27th January 2025 in the amount of £52,890.32.

40/25 BUDGETARY CONTROL

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

41/25 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Speedwatch
- Budget Approval
- J McGee to sign Declaration of Office

There being no further business, the meeting was declared closed at 9.08pm

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

Chairman.

Date.

APPENDIX 1 – Accounts 39/25

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
279	11.02.2025	£16,325.04	£3,265.01	£19,590.05		NPC - Build Costs	Builder	Co-op Operational	1134	39/25 - sp 05/25
273	11.02.2025	£1,266.63	£0.00	£1,266.63		HMRC - PAYE	HMRC - PAYE	Co-op Operational	126P200117265	39/25
272	11.02.2025	£54,721.85	£10,944.37	£65,666.22		NPC - Build Costs	Builder	Co-op Operational	1130	39/25
271	11.02.2025	£665.25	£133.05	£798.30		NPC Contingency	Russell Payne MCIAT	Co-op Operational	N/A	39/25
270	11.02.2025	£15.00	£0.00	£15.00		Affiliation Fee	Warboys Community Association	Co-op Operational	Annual Fee	39/25
269	11.02.2025	£99.72	£19.95	£119.67		Playground Supplies	Sutcliffe Play	Co-op Operational	OP/1126060	39/25
268	02.01.2025	£186.35	£37.27	£223.62	30.01.2025	Electricity	Energy Suppliers	Co-op Operational	Monthly fee	39/25
267	29.01.2025	£32.84	£6.57	£39.41	30.01.2025	Phone Contract	EE Limited	Co-op Operational	Monthly fee	39/25
266	29.01.2025	£56.87	£11.37	£68.24	30.01.2025	Diesel	allstar	Co-op Operational	E2019858310	39/25
265	15.01.2025	£62.23	£12.45	£74.68	30.01.2025	Diesel	allstar	Co-op Operational	E2019814201	39/25
264	02.01.2025	£1.50	£0.30	£1.80	30.01.2025	Fuel Card	allstar	Co-op Operational	E2019739608	39/25
263	30.01.2025	£158.52	£31.70	£190.22	30.01.2025	IT Support	IT Suppliers	Co-op Operational	4853954	39/25
262	11.02.2025	£26.27	£5.26	£31.53		Maintenance - BT11SVA	Ivan Barrett Ltd	Co-op Operational	76637	39/25
261	11.02.2025	£190.98	£38.20	£229.18		Maintenance - BT11SVA	Ivan Barrett Ltd	Co-op Operational	76624	39/25
260	11.02.2025	£42.40	£8.48	£50.88		Planting	Cranbrook Plants	Co-op Operational	1168	39/25 - 282/24 b
259	11.02.2025	£72.00	£14.40	£86.40		Affiliation Fee	Cambridgeshire ACRE	Co-op Operational	8657	39/25
258	27.01.2025	£44,075.27	£8,815.05	£52,890.32	30.01.2025	NPC - Build Costs	Builder	Co-op Operational	1129	39/25

APPENDIX 2 – Budgetary Control 40/25

All Cost Centres and Codes (Between 01/04/2024 and 31/01/2025)

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	661.90	1,038.10	1,038.10 (61%)
202	Onyett's Field		8,034.31	8,034.31	2,800.00	377.50	2,422.50	10,456.81 (373%)
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			8,034.31	8,034.31	8,500.00	1,968.56	6,531.44	14,565.75 (171%)

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	135.60	364.40	364.40 (72%)
710	Vehicle Maintenance				2,000.00	1,559.74	440.26	440.26 (22%)
711	Vehicle Fuel				1,000.00	932.56	67.44	67.44 (6%)
713	Parish Centre Expenditure		4,529.60	4,529.60	6,500.00	7,241.37	-741.37	3,788.23 (58%)
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	12,611.13	1,638.87	11,353.11 (79%)

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	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	5,157.06	-4,007.06	-4,007.06 (-348%)
302 Insurances				4,950.00	4,655.53	294.47	294.47 (5%)
303 IT				3,500.00	2,846.19	653.81	653.81 (18%)
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		17,666.80	17,666.80		1,900.00	-1,900.00	15,766.80 (N/A)
307 HMRC - VAT		143,117.13	143,117.13				143,117.13 (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		354,158.95	354,158.95	12,500.00	15,188.78	-2,688.78	351,470.17 (2811%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	82,274.84	3,960.16	3,960.16 (4%)

Parish Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301 Admin Resources & Audit				1,150.00	5,157.06	-4,007.06	-4,007.06 (-348%)
302 Insurances				4,950.00	4,655.53	294.47	294.47 (5%)
303 IT				3,500.00	2,846.19	653.81	653.81 (18%)
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		17,666.80	17,666.80		1,900.00	-1,900.00	15,766.80 (N/A)
307 HMRC - VAT		143,117.13	143,117.13				143,117.13 (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		354,158.95	354,158.95	12,500.00	15,188.78	-2,688.78	351,470.17 (2811%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				86,235.00	82,274.84	3,960.16	3,960.16 (4%)