

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 18th December 2017 at the Parish Centre, Warboys.

PRESENT

Councillor Mrs M P Bucknell, Chairman.

Councillors Mrs J M Cole, B L Correll, R J Dykstra, D W England, Ms L A Gifford, Mrs M H Harlock, R A Payne, P S Potts, Mrs J A Tavener and Dr S C Withams.

IN ATTENDANCE

Sergeant A Street, Cambridgeshire Constabulary

APOLOGIES

Apologies were for absence were received on behalf of Councillors G B Joseph, G C M Willis and Mrs A R Wyatt, County Councillor T V Rogers and District Councillor P L E Bucknell.

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141/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Councillors Dr Withams and Ms Gifford and the Clerk for helping with the organisation of the social event prior to the meeting involving Members and employees and in so doing expressed her appreciation to Members and staff for their support over the past year.

The Chairman mentioned several events which had taken place in the village in recent weeks which had resulted in extensive coverage of Warboys in the latest edition of the Ramsey and Warboys Informer.

142/17 MINUTES

Upon being moved by Councillor Dykstra and seconded by Councillor Potts, the Minutes of the meeting of the Council held on 13th November 2017 were approved as a correct record and signed by the Chairman

143/17 MEMBERS' INTERESTS

No interests were declared by Members in respect of items appearing on the agenda.

144/17 POLICE REPORT

Sergeant A Street, Cambridgeshire Constabulary, circulated a list of crimes that had been reported to the Police in the Parish since 10th November. Although crime rates were

rising generally within Cambridgeshire, Sergeant Street advised that the increase in Warboys was below the average and that the anti-social behaviour that had been prevalent about 18 months previously had dissipated. Hare coursing had been a particular problem in recent months but Members were informed that there were insufficient deterrents and the fines imposed if those involved were apprehended were low.

Reference was made to recent problems with youngsters outside the Connections Bus on Friday evenings and Sergeant Street advised that he would arrange for PCSOs to visit when the sessions resumed after Christmas.

Attention was drawn to a recent communication from the Chief Constable announcing plans for a sustainable policing model to be introduced in April 2018. The number of PCSOs was being reduced through natural wastage from 126 FTE to 80 FTE but 50 warranted officers were being released from back office to front line duties. Sergeant Street indicated that it was unlikely that a return could be made to having a nominated PCSO for each parish given the scarcity of resources and increasing calls on Police time.

Following an approach from the Police's Online Communities PCSO for details of the Parish Council's social media profile and for the Parish Council to promote links to the Police's on line information, Members had no objection to the request and Councillor Dr Withams undertook to liaise with the Police.

Sergeant Street was then thanked by the Chairman for his attendance and he left the meeting.

145/17 MATTERS ARISING

The Council considered the following matters arising from the meeting held on 13th November 2017:-

(a) Chairman's Training

Arising from Minute No. 125/17(a), a Member referred to the advice given at the Chairman's training session on 27th November that apologies from Members for their inability to attend a meeting should be discussed and a vote taken as to whether they should be accepted. However the Clerk informed Members that while it was a matter of courtesy for a Member to present an apology for absence, this was not obligatory, nor was a Member required to submit a reason for their absence.

In the case of a Member having failed to attend a meeting for a consecutive period of 6 months which would lead to an automatic vacation of office on the part of that councillor, the Clerk explained that the Council could consider and approve a reason for absence before the end of the period, usually ill health or working away from home temporarily.

(b) Huntingdonshire Local Plan to 2036

Further to Minute No. 125/17(b), the Clerk reported that the Huntingdonshire Local Plan to 2036 had been approved at a meeting of the District Council earlier in the month for submission to the Secretary of State. A further consultation paper had been issued dealing with the soundness of the Plan which the Clerk indicated he would place on the agenda for the next meeting.

(c) Play Equipment Repairs

Further to Minute No. 125/17(c), the Clerk reported that he had met representatives of Wicksteed Leisure on site with regard to the order placed for repairs and replacement of play equipment and that it was still anticipated that the work would take place in January.

(d) High Street Footway

Arising from Minute No. 131/17, Members noted that the footway improvements in the High Street between Ramsey Road and School Road had been completed by the County Council.

(e) World War I Commemoration

Further to Minute No. 134/17, the Clerk reported that he would arrange the first meeting of the working party to discuss arrangements for the centenary of the end of WWI in the New Year.

(f) Parish Councils Liaison Meeting

Further to Minute No. 138/17, the Clerk reported that the first meeting of local parish councils' representatives convened by County Councillor Rogers would take place on 10th January at the Parish Centre. Councillors Mrs Harlock and Mrs Wyatt had been appointed at the annual meeting to represent the Council at such meetings and had been asked to confirm their availability. In the event that they were unable to attend, the Clerk indicated that he would liaise with the Chairman for other Members to represent the Council.

146/17 APPOINTMENTS PANEL

RESOLVED

that the Minutes of the meeting of the Appointments Panel held on 10th November 2017 be received.

147/17 PLANNING COMMITTEE

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 13th November 2017 be received.

148/17 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED

that the Minutes of the meeting of the Finance and General Purposes Committee held on 20th November 2017 be received.

149/17 PLANNING COMMITTEE

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 11th December 2017 be received.

150/17 WARBOYS LANDFILL LIAISON GROUP

Members received the notes of the meeting of the Landfill Liaison Group held on 2nd November 2017 (copies of which had been circulated to all Members.)

The Clerk advised that he had contacted Sycamore Planning earlier in the day and that representatives from the company would attend a meeting of the Planning Committee on 8th January 2018 to outline their proposals for a combined heat and power and waste water treatment plant at the Woodford Recycling premises on Puddock Hill.

As a result the monthly meeting of the Council would be postponed until 15th January.

151/17 BUS SERVICES

Further to Minute No. 132/17, Members were informed that Stagecoach would be continuing to operate bus services 30 and 35 in January under contract from the County Council with the same routes and timetables. However the subsidy would extend only until August 2018 during which time the County Council would be undertaking a review of public transport in the County.

The Clerk reported that a petition opposing the withdrawal of the services had been collected in Warboys which he had forwarded to the County Council. As a result of the number of signatures, this would trigger a debate at a meeting of the County Council which appeared unnecessary given the retention of the services. The Clerk indicated that he would speak to the person who had organised the petition to enquire whether the petition process could be dispensed with.

Members were also advised that St Ives Town Council had arranged a meeting of representatives of neighbouring councils to discuss a possible strategy for regular and demand response bus services. However as the meeting had been scheduled for 15th

January this would coincide with the re-arranged meeting of the Council. The Clerk therefore indicated that he would advise the Town Council that Warboys would not be represented at the meeting but would be interested in attending further meetings if any were arranged.

152/17 COMMUNITY ROADWATCH

Further to Minute No. 133/17, the Clerk submitted a report (copies of which had been circulated to all Members) on the procedure proposed by Community Roadwatch (UK) CIC for the installation of speed indicating devices in parishes to monitor traffic speeds and reduce speeding. The company had requested participating town and parish councils to enter into an agreement with them to insure the equipment while it was situated in their parish and to be responsible for any public liability that might arise. CRW had also requested a minimum donation of £60 per month while the equipment was installed in a parish to cover their travelling costs.

Advice had been sought from the Council's insurers who had indicated that any action by CRW in Warboys would not be covered under the Council's public liability insurance. The insurers would insure the equipment at an additional premium but had questioned why CRW had become registered as a community interest company without obtaining their own insurance cover.

Under the circumstances, Members were of the opinion that the Council was unable to enter into the agreement with CRW as drafted with disappointment being expressed that one of the speed indicating devices had been grant funded by Red Tile Wind Farm Trust Fund Ltd for use in Warboys and neighbouring parishes.

153/17 ANNUAL PARISH MEETING

Having discussed the format for the Annual Parish Meeting to be held on 18th April 2018, Members felt that this should follow a similar format to previous years and it was

RESOLVED

that representatives of Skywatch Air Patrol and Moat House Surgery be asked to give presentations at the meeting.

154/17 SHARED OWNERSHIP PROPERTIES - STATION ROAD DEVELOPMENT

Further to Minute No. 125/17(e), the Clerk reported on the reinstatement of the shared ownership homes at the Station Road phase I development as David Wilson Homes had informed the District Council that they were not prepared to change the contractual arrangements that they had with the housing association. As a result shared ownership homes would be available for sale as provided for by the Section 106 Agreement for the site.

The Clerk reported that he had e-mailed the lady who had raised the matter initially at an Open Forum to advise her of the change but she had not replied.

155/17 REVIEW OF INVESTMENT STRATEGY GUIDANCE

A report was submitted by the Clerk (copies of which had been circulated to all Members) following the publication by the Department for Communities and Local Government of a consultation paper on the statutory guidance for local authority investments.

The consultation proposed that the guidance would be mandatory for all councils with £100,000 in reserves as opposed to advisory and would therefore apply to Warboys. When the new guidance had been issued, the Clerk indicated that he would revise the Council's investment strategy as necessary for approval by the Council.

156/17 GENERAL DATA PROTECT REGULATION

Members' attention was drawn to an explanatory document issued by the Information Commissioner's Office (copies of which had been circulated) on the implications of the General Data Protection Regulation. Legislation was expected to be enacted in the New Year and the Regulation would be effective from 25th May 2018.

The Clerk advised that this would require a comprehensive review of the Council's processes and procedures which was likely to be time consuming. Further changes could yet arise as the Bill progressed through Parliament following which templates would be issued by the SLCC which should assist in the interpretation of the legislation and its application to individual parishes.

157/17 EXTERNAL AUDITOR APPOINTMENT

The Clerk reported that Smaller Authorities Audit Appointments Ltd had announced the appointment of external auditors for town and parish councils for a five year period commencing in 2017/18. In Cambridgeshire this would continue to be PFK Littlejohn LLP with the same fee levels as currently.

158/17 REGISTRATION OF LAND

Following the decision earlier in the year to register all outstanding parcels of land in the Council's ownership at Adams Lyons playground, Hallgate Allotments, the Parish Centre and land at George Lane, the Clerk reported that the Land Registry had completed the registration process and returned the original deed packets.

However it appeared that an error had been made with regard to the site of the Parish Centre as the registration had included the site of the Underfives Playgroup which had been sold by the Council to that organisation. The matter had been referred back to the Land Registry for clarification and resolution.

159/17 TRAINING

Following the training for chairmen provided by Local Council Public Advisory Service in November, the Clerk reported that the company were offering an understanding planning course 2 as a stand-alone session at a cost of £170. As most Members had attended the planning course 1 session provided by LCPAS, it was suggested that a course 2 session be held after the elections to be held in May. If places remained available, the Clerk was requested to offer these to neighbouring councils on the same basis as the chairman training.

RESOLVED

that arrangements be made to engage Local Council Public Advisory Service to provide an understanding planning course 2 for the Council after the elections in May.

160/17 REQUESTS FOR GRANTS

(a) Warboys Diary

Members considered a request from the Community Association for a grant towards the publication of the Warboys Diary. In recent years, the Council had given £100 but the Association had requested a larger grant as the size of the Diary had increased following a change in editorship earlier in the year.

Bearing in mind that the Association was still making a profit from publishing the Diary which contributed towards the grant sum which they themselves were able to give to village organisation, Members discussed whether an increase in grant should be made. However in view of the growth in size of the village and its impact on printing costs, it was

RESOLVED

that a grant of £120 be made.

(b) Open Spaces Society

Having considered an application for a grant from the Open Spaces Society to help them to identify commons that could be registered before the closing date of 2020 under the Countryside and Rights of Way Act 2001, Members

RESOLVED

that the request be refused

161/17 BUDGET 2018/19

Further to Minute No. 9/17 of the Finance and General Purposes Committee meeting held on 20th November 2017, the Clerk submitted a report (copies of which had been

circulated to all Members) on the determination of the budget and Council Tax precept for 2018/19. Attached to the report was a draft budget which contained the estimated financial position as at the end of March 2018 and forecast income and expenditure for 2018/19.

Arising from the discussion at the Finance and General Purposes Committee, the Clerk reported that he had deleted the proposed allocation of a sum of £5,000 to create a reserve for play equipment repairs and replacements which would have to be funded from Community Infrastructure Levy receipts. The draft budget had also been amended to assume that a grant of 50% could be obtained towards improvement works to The Weir, with Members being asked to note that if grant was not forthcoming, only £10,000 would be available for any works to be undertaken.

Subsequent to the meeting of the Finance and General Purposes Committee, the Clerk reported that he had received notification from the SLCC that the employers side had offered a two year pay deal of 2% per annum to local government employees with effect from April 2018 with a larger but unspecified increase for the lowest paid. As a result the draft budget had been amended accordingly.

Finally the Clerk reported that he had been informed by the District Council that the Council Tax Base for Warboys would increase to 1428 from 1368 in April 2018 which would result in an increase in revenue of £4,485 for the same precept level. Having regard to the expenditure forecast in 2018/19, the Finance and General Purposes Committee had been of the opinion that an increase in precept of 5% could be justified.

It was therefore

RESOLVED

- (a) that the budget submitted be approved;
- (b) that having regard to the pay increase offered by the employers side, the salary of the Cleaner be increased by £2 per week with effect from 1st April 2018; and
- (c) that the Council Tax precept be set at £112,000 for 2018/19, representing a Band D increase of 5%.

162/17 CORRESPONDENCE

The Clerk reported that the following items of correspondence had been received since the previous meeting and indicated that he would arrange for them to be circulated to Members for information:-

(a) **Local Wildlife**

Winter 2017 edition issued by the Beds., Cambs. and Northants Wildlife Trust.

(b) **Bulletin**

November 2017 edition issued by the War Memorials Trust.

(c) Field Work

Winter 2017 edition published by the Campaign to Protect Rural England.

(d) Countryside Voice

Winter 2017 edition published by the Campaign to Protect Rural England.

(e) Cambridgeshire Annual Public Health Report

2017 report issued by the County Council.

163/17 OPEN FORUM

The Clerk reported that at the Open Forum following the previous meeting of the Council, questions had been raised about the date of completion of the highway works at the Airfield Industrial Estate entrance, highway safety at the Spar and faulty street lights at the Fenton Road roundabout.

164/17 ACCOUNTS

Upon being moved by Councillor Payne and seconded by Councillor Dr Withams, it was

RESOLVED

(a) that the following accounts be approved:-

		£
R Reeves	Reimbursement – ink cartridges	20.03
R Reeves	Reimbursement – RADAR keys	16.19
R Reeves	Petty cash	30.00
Vodafone	Mobile phone contract (Timebank)	9.80
E.ON	Electricity supply - Parish Centre (paid by direct debit)	74.00
Ramsey Men-in-Sheds	Grant	50.00
Citizens Advice Rural Cambs	Grant	100.00
Society of Local Council Clerks	Clerk’s subscription for 2018	165.00

Cambridgeshire ACRE	Annual membership fee	55.50
ESPO	Miscellaneous supplies	172.01
Xerox (UK) Ltd	Copying charges	35.87
E.ON	Gas supply – Parish Centre (paid by direct debit)	125.15
GreenCity Solutions	Computer anti-virus protection – January (paid by direct debit)	12.00
GreenCity Solutions	Computer backup online – January (paid by direct debit)	36.00
GreenCity Solutions	Computer support contract – January (paid by direct debit)	60.00
GreenCity Solutions	Broadband – January (paid by direct debit)	23.99
GreenCity Solutions	Domain name annual payment (paid by direct debit)	90.00
Allstar	Fuel (paid by direct debit)	118.09
Colin Meadowcroft	Land registry searches	8.35
C J Ingle Ltd.	Materials	27.60
EDGE IT Systems Ltd.	Planning software system	165.60
(b) that payment of the following amounts prior to the meeting be endorsed:-		
M J Buddle	Salary – November 2017	1,030.24
W E Batterbee	Salary – November 2017	986.43
R Edwards	Salary – November 2017	315.20
R Reeves	Salary – November 2017	978.29
HMRC	Tax & NIC – November 2017	1,422.09

165/17 BUDGETARY CONTROL

The Council received the budgetary control statement for November 2017, together with the list of Parish Centre bookings for that month, copies of which had been circulated to all Members.

There being no further business, the meeting was declared closed.

Chairman.