

WARBOYS PARISH COUNCIL

Minutes of the Annual Meeting of **Warboys Parish Council** held on 14th May 2018 at the Parish Centre, Warboys.

PRESENT

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, P S Potts, Mrs J E Tavener, G C M Willis, Dr S C Withams and Mrs A R Wyatt.

ALSO IN ATTENDANCE

County Councillor T V Rogers.

APOLOGIES

Apologies for absence were received on behalf of Councillors G B Joseph and R A Payne and District Councillor G J Bull.

CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated District Councillors G J Bull and Mrs J E Tavener on being elected to Huntingdonshire District Council at the election held on 3rd May 2018 and also those Members of the Parish Council who had been returned unopposed in view of the fact that there had been insufficient nominations for there to be a contested election.

The Chairman paid tribute to the dedication and service of former Councillor P L E Bucknell following his decision not to stand for re-election to the District Council after 16 years as a councillor and she presented him with a gift and card signed by Members of the Parish Council.

The Chairman also thanked the Members of the Parish Council for their help and support during her membership of the Council for the past 14 years and chairmanship for the past 7 years.

Finally the Chairman presented the Council with a photo album of the cricket charity match in 2014 which had been attended by Ms Charlotte Edwards, the captain of the England ladies cricket team.

01/18 ELECTION OF CHAIRMAN

Upon the motion of Councillor Mrs Cole and seconded by Councillor Correll, it was

RESOLVED

that Councillor Dr S C Withams be elected Chairman of the Parish Council for the ensuing municipal year.

Councillor Dr Withams signed the declaration of acceptance of office as Chairman of the Council.

Councillor Dr Withams in the Chair.

The Chairman presented a card signed by Members of the Council to the retiring Chairman, Mrs Bucknell, who then left the meeting.

02/18 APPOINTMENT OF VICE CHAIRMAN

Councillor Correll was proposed by Councillor Mrs Cole and seconded by Councillor Willis as Vice Chairman of the Council. Councillor Potts was proposed by Councillor Mrs Harlock and seconded by Councillor Mrs Wyatt as Vice Chairman.

After a vote had been taken, it was

RESOLVED

that Councillor B L Correll be appointed Vice Chairman of the Parish Council for the ensuing municipal year.

Councillor Correll signed the declaration of acceptance of office as Vice Chairman of the Council.

03/18 MINUTES

Upon being moved by Councillor Mrs Harlock and seconded by Councillor Dykstra, the Minutes of the meeting held on 9th April 2018 were approved as a correct record and signed by the Chairman

04/18 MEMBERS' INTERESTS

No declarations of interest were made by Members in respect of items appearing on the agenda.

05/18 PARISH COUNCIL ELECTION AND CO-OPTION

The Clerk circulated a copy of the notice of uncontested election on 3rd May at which 13 former Members of the Parish Council had been elected. As a result two vacancies remained and a notice had been posted inviting expressions of interest for co-option to the Council.

The Clerk reported that two persons had supplied information in support of their application for consideration for co-option and that both persons had completed the

necessary pro forma certifying that they were qualified to be a member of the Parish Council.

RESOLVED

that Mr J Parker and Mrs S J Wilcox be co-opted to the Council to serve until the next ordinary election in May 2022.

Mrs S J Wilcox signed the declaration of acceptance of office and took her seat at the meeting.

06/18 DISTRICT COUNCIL ELECTION

Members noted that Councillors G J Bull and Mrs J E Tavener had been elected to Huntingdonshire District Council for the Warboys Ward at the election held on 3rd May 2018.

07/18 MATTERS ARISING

The Council considered the following matters arising from its meeting held on 9th April 2018:-

(a) Tree Planting

Further to Minute No. 221/17(a), the Clerk reported that he had finally obtained permission from the District Council for trees to be planted on land in the latter's ownership at School Road and Statfold Green. However as the planting season had now passed, the Clerk reported that he had contacted Ramsey Rotary Club to ask if they would be prepared to plant trees supplied by the Woodland Trust in the autumn. Members were informed that a reply was awaited.

(b) Picnic Table at Jubilee Park

Arising from Minute No. 221/17(b), the Clerk reported that a plaque acknowledging the support of Ramsey Rotary Club in funding the purchase of a picnic bench for the disabled at Jubilee Park had been purchased and fitted to the bench.

(c) Proposed Development West of Ramsey Road

Further to Minute No. 221/17(d), the Clerk and Councillor Willis reported on their meeting with officers of the District Council's Planning Division to discuss the consultation leaflet issued by Gladman for housing development west of Ramsey Road. The Planning Officers had been apprised of the proposal but were unable to give any indication as to how this might be regarded by the District Council if an application were to be submitted.

The advice of the Planning Officers had been to accept Gladman's offer to meet with them to discuss potential community benefits but as the company were only

prepared to meet in private, Members remained of the opinion that the invitation should be declined.

(d) Horse Riders

Arising from Minute No. 221/17, the Clerk reported the receipt of an approach from a person representing horse riders in Warboys who had asked for a series of highway improvements in the vicinity of Fenside Road. As this had been received subsequent to the despatch of the agenda and the improvements requested were extensive, the Clerk reported that he would place an item on the agenda for the next meeting of the Council.

(e) Damage to Grass at Weir

Arising from Minute No. 221/17(g), the Clerk reported that, after discussion with Councillor Payne, he would be submitting a pre-planning enquiry to the District Council to establish whether planning permission was required for the possible extension of the hard surfacing at The Weir to prevent damage by customers visiting the SPAR shop.

(f) Proposed Purchase of a Speed Indicator Device

Further to Minute No. 228/17, the Clerk reported that he had drafted an agreement between the Parish Council and the local Speedwatch team for the purchase of a speed indicator device for use by the team in Warboys. The agreement had been sent to Councillor Mrs Tavener as the local Speedwatch Co-ordinator and a reply was awaited.

(g) Community Infrastructure Levy

Further to Minute No. 229/17, the Clerk reported that he had submitted applications to the District Council for consideration for inclusion in their Huntingdonshire Infrastructure Business Plan. These related to a replacement Parish Centre, play equipment and grass and artificial sports pitches. The Sports Ground Committee had also submitted an application for equipment to improve drainage at the Sports Ground which had been forwarded by the Clerk to the District Council.

(Councillors Correll and England declared non-statutory disclosable interests in the above matter but as there was no discussion on the item, they remained in the room.)

08/18 APPOINTMENT OF COMMITTEES

RESOLVED

- (a) that Members be appointed to Committees for the ensuing municipal year as follows:-

Allotments Committee

Councillors Mrs J M Cole, B L Correll, R J Dykstra, Ms L A Gifford, Mrs M H Harlock, G B Joseph, J Parker, P S Potts, Mrs J E Tavener, Mrs S J Wilcox and Dr S C Withams.

Finance and General Purposes Committee

Councillors Mrs J M Cole, B L Correll, R J Dykstra, D W England, Ms L A Gifford, Mrs M H Harlock, G B Joseph, J Parker, P S Potts, Mrs J E Tavener, Mrs S J Wilcox, G C M Willis, Dr S C Withams and Mrs A R Wyatt.

Footpaths Committee

Councillors Mrs J M Cole, B L Correll, R J Dykstra, Ms L A Gifford, Mrs M H Harlock, G B Joseph, J Parker, P S Potts, Mrs J E Tavener, Mrs S J Wilcox, Dr S C Withams and Mrs A R Wyatt.

Leisure Areas Committee

Councillors Mrs J M Cole, B L Correll, R J Dykstra, Ms L A Gifford, Mrs M H Harlock, G B Joseph, J Parker, R A Payne, P S Potts, Mrs J E Tavener, Mrs S J Wilcox, G C M Willis, Dr S C Withams and Mrs A R Wyatt.

Planning Committee

Councillors Mrs J M Cole, B L Correll, R J Dykstra, D W England, Ms L A Gifford, Mrs M H Harlock, G B Joseph, J Parker, P S Potts, Mrs J E Tavener, Mrs S J Wilcox, G C M Willis, Dr S C Withams and Mrs A R Wyatt.

Employment Panel

Councillors Mrs J M Cole, D W England and P S Potts.

Appeals Panel

Councillors R A Payne, Mrs J E Tavener and Dr S C Withams.

Hearings Panel

Three Members to be appointed by the Clerk on an ad hoc basis.

Appointments Panel

Councillors B L Correll, R A Payne and Dr S C Withams.

- (b) that Mr P Bellamy and Mrs F Dykstra be co-opted to the Allotments Committee to represent the Allotments Association;
- (c) that no co-option be made to the Footpaths Committee; and

- (d) that Members be appointed to working groups for the ensuing municipal year as follows:-

Parish Centre Replacement

Councillors R J Dykstra, R A Payne, Mrs J E Tavener and Dr S C Withams.

Timebank

Councillors B L Correll and Dr S C Withams.

09/18 REPRESENTATION ON OUTSIDE ORGANISATIONS

Following the circulation of a report with regard to representation on outside organisations, it was

RESOLVED

that appointments/nominations be made to outside bodies and roles for the ensuing municipal year as follows:-

Organisation	Representative
Warboys Community Association	Cllrs Mrs M H Harlock and Mrs J E Tavener
Warboys Old Village Board School Trust (until 2020)	Cllr J A Parker
St Ives & District Road Safety Committee	Cllr Mrs J E Tavener (dep. Cllr G C M Willis)
Warboys Day Centre Management Committee	Cllrs Mrs M H Harlock and Mrs J E Tavener
Tree Warden	Cllr B L Correll
Warboys Landfill Liaison Group	Cllrs Mrs J M Cole & D W England (dep. the Clerk)
Red Tile Wind Farm Trust Fund Ltd.	Cllrs Mrs J M Cole, R A Payne and Mrs A R Wyatt

Ramsey Area Parish Initiative

Cllrs Mrs M A
Harlock & Mrs A R
Wyatt

Press/Diary summaries

Cllr P S Potts

10/18 ATTENDANCES BY COUNCILLORS

Members noted a report by the Clerk (a copy of which had been circulated) listing attendances by Members at meetings in the previous municipal year in both actual and percentage terms during that time.

11/18 CHEQUE SIGNATORIES

Arising from the departure of former Councillor Mrs Bucknell who had been a cheque signatory and the appointment of Councillor Correll as Vice Chairman, it was

RESOLVED

that Councillor Correll be authorised to sign cheques on behalf of the Council in addition to the existing signatories, Councillors Dr Withams, England and Mrs Wyatt.

12/18 PLANNING COMMITTEE

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 9th April 2018 be received.

13/18 ANNUAL PARISH MEETING

Members received the Minutes of the Annual Parish Meeting held on 18th April 2018 (a copy of which had been circulated) and commented on the interesting nature of the presentations given by the guest speakers.

14/18 POLICE REPORT

The Clerk circulated a report provided by the St Ives sector neighbourhood sergeant listing crimes of note and incidents of anti-social behaviour in the Parish from 1st April to 8th May. The Clerk advised that Sergeant Street would be retiring from Cambridgeshire Constabulary early in July but hoped to attend the meeting of the Council for the last time in June.

The Clerk also reported that the Chief Constable had announced the introduction of a new Policing Model for 2018 under which 50 Police Officers would be added to the front line

service and a range of other initiatives would be introduced to provide a more responsive structure.

15/18 ANNUAL GOVERNANCE STATEMENT

Following the submission by the Clerk of the Annual Governance Statement and the Internal Audit Report for 2017/18 (copies of which had been circulated), it was

RESOLVED

that the Annual Governance Statement for 2017/18 be approved for submission to the external auditors.

16/18 AUDIT OF ACCOUNTS 2017/18

The Clerk invited Members to approve the Accounting Statements for the Parish Council for the financial year 2017/18 for submission to the external auditors. Copies were circulated of the relevant extracts from the Annual Return, together with the bank reconciliation and receipts and payments account that provided more detail for the benefit of Members.

RESOLVED

that the Accounting Statements for 2017/18 be approved for submission to PKF Littlejohn, the external auditors.

17/18 SECTION 137 ALLOWANCE

The Clerk reported that the Section 137 limit for local authorities had been announced recently by the Ministry of Housing, Communities and Local Government for 2018/19. Members were informed that as this had increased to £7.86 from £7.57 in the previous year, the limit for the Parish Council was therefore now £24,263.

18/18 LOCAL GOVERNMENT SALARY INCREASE

A report was submitted by the Clerk (copies of which had been circulated) following the recent announcement of the local government pay award for 2018/19. The award had resulted in an overall increase of 2% but had been weighted towards the lower spinal column points. As a result the salaries of the two Handymen would increase by 5.4% which had taken them above the living wage set by the Living Wage Foundation.

(County Councillor Rogers arrived at the meeting at this point in the proceedings.)

19/18 PROPOSED COMBINED HEAT AND POWER AND WASTE WATER TREATMENT PLANTS – WARBOYS LANDFILL SITE

Further to Minute No. 221/17(e), the Clerk submitted a report (copies of which had been circulated) on the latest position and the funding of specialist assistance to represent the village in respect of the application for planning permission for combined heat and power and waste water treatment plants at the Landfill Site.

Members were informed that the County Council had written to objectors notifying them of the receipt of an environmental statement and supporting documents and a new 30 day consultation period expiring on 3rd June. All existing objections would be carried forward but there was an opportunity for objectors to submit further comments and for observations to be made by other persons.

The Clerk also reported that Public Interest Consultants acting on behalf of the Landfill Action Group and the Parish Council had challenged the County Council's interpretation of the Environmental Impact Regulations but had yet to receive a reply. The absence of a detailed explanation in the application as to how it demonstrated compliance with the waste hierarchy in the Minerals and Waste Core Strategy had also been challenged.

With regard to funding, the Clerk reminded Members that the Council had recovered £14,194 in costs after the inquiry into the appeal against the disposal of hazardous waste at the landfill site had collapsed. Of this, £6,750 had been paid to Public Interest Lawyers and £7,444 to Public Interest Consultants. The Landfill Action Group had advised that while they had recovered some of their costs incurred at the inquiry, they had also received late invoices which they had been unable to recover as the deadline for claims had passed.

On behalf of the Landfill Action Group, Mrs E Ball addressed the Council and advised that one of the Group had been investigating the availability of waste wood locally to fuel the proposed incinerator. The Group would be meeting County Councillor Rogers later in the week to brief him and asked for a meeting with representatives of the Council to discuss the funding of PIC on this occasion.

Following discussion, it was

RESOLVED

- (a) that a special meeting of the Planning Committee be held on 21st May to consider the environment statement and supporting documents submitted in respect of planning application H/5002/18/CW;
- (b) that the meeting of the Leisure and Amenities Committee scheduled to be held on 21st May be deferred, pending the receipt of the safety inspection report for the Council's play equipment; and
- (c) that the Chairman and Clerk be authorised to meet representatives of the Landfill Action Group to discuss the funding of specialist advice in respect of the application and requested to report back to the next meeting.

20/18 BATTLE'S OVER

Further to Minute No. 226/17, the notes of the meeting of the WWI centenary working party held on 16th April 2018 were received (copies of which had been circulated)

The Clerk also submitted a report (copies of which also had been circulated) on the possible costs associated with the Battle's Over arrangements, arising from which it was

RESOLVED

- (a) that a sum of £500 be transferred from the Miscellaneous and Elections budget for expenditure on the Battle's Over events;
- (b) that no charge be made for the use of the Parish Centre for the event on the evening of 10th November; and
- (c) that the Clerk be authorised to incur expenditure against the budget after consultation with the Chairman.

21/18 CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS

The Council declined an invitation from CPALC to join the organisation in 2018/19 at a subscription cost of £588.43 on the basis that they did not regard this as good value for money.

22/18 GRASS CUTTING

Further to Minute No. 213/17, the Clerk reported that he had been informed by the contractor engaged to cut Adams Lyons playground and Jubilee Park that he would no longer be able to provide the service after the end of May. Members were informed that the Clerk was trying to obtain further quotations but in the event that he was unsuccessful, it might be necessary to engage the contractor who had submitted a higher quotation in March.

RESOLVED

that the Clerk be authorised to engage another contractor to cut the grass for the remainder of the season after consultation with the Chairman.

23/18 STREET NAMING

Members were invited to consider whether to suggest names to the developers for the streets to be built at the housing developments at the rear of Farriers Way and at Great Pastures phase II.

Councillor Mrs Cole advised that she had researched names compatible with the access roads to the Bellway development south of Farriers Way as these all (Forge Way, Farriers

Way and The Smithy) related to the former existence of a smithy at the entrance to the estate. She therefore suggested Fysons Way as the circular estate road named after a Warboys resident who had been famous for breeding shire horses in the nineteenth and early twentieth century, with the other roads being Shire Road and Suffolk Close.

With regard to the Great Pastures Phase II development, Councillor Mrs Cole advised that she would undertake some further research and would report back to the next meeting.

RESOLVED

that the names suggested by Councillor Mrs Cole be accepted and forwarded for consideration to Bellway Homes and the District Council as the street naming authority.

24/18 GENERAL DATA PROTECTION REGULATION

A report (copies of which had been circulated) was submitted by the Clerk on the implications for the Council of the General Data Protection Regulation (GDPR) which would come into effect on 25th May 2018.

Members were apprised of the extent of the GDPR and the extensive amount of work required to ensure that the Council was compliant with the legislation. Although it would not be possible for this to be undertaken before the implementation date, the Clerk advised that the Information Commissioner's Office had indicated that they understood the implications for smaller bodies and would be supportive of authorities working towards compliance.

The Clerk reported that one of the requirements for all public authorities was the appointment of a Data Protection Officer. As there was some doubt whether this could be the Clerk, the Parliamentary Under Secretary of State at the Department for Culture, Media & Sport had advised that this was permissible as long as a conflict of interest was not involved. However Members were informed that the latest advice was that an amendment was to be made to the Data Protection Bill currently before Parliament to remove the necessity for parish councils to have to make a separate appointment.

Councillor Mrs Wilcox advised that she was dealing with the implications of the GDPR in her professional capacity and offered to assist the Clerk with its implementation for the Parish Council.

RESOLVED

- (a) that the contents of the report and the need to comply with the GDPR be noted;
- (b) that the Clerk be appointed as the Council's Data Protection Officer pending a decision on whether an appointment has to be made by parish councils;

- (c) that further reports be submitted on the implications, policies and forms required at future meetings.

(County Councillor Rogers left the meeting at this point in the proceedings.)

25/18 PENSIONS

The Clerk reported on a notification received from the Pensions Regulator advising that there was a legal duty for an employer to re-enrol eligible staff who had left a workplace pension scheme every three years. As the Council's auto-enrolment date had been 2015, the Clerk reported that all of the staff would need to be enrolled again and would have to opt out if they did not wish to be in the pension scheme.

26/18 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) Countryside Voice

Spring 2018 edition published by CPRE

- (b) Field Work

Spring 2018 edition published by CPRE

- (c) Cambridgeshire Voice

Spring 2018 edition published by Cambridgeshire & Peterborough Branch of CPRE

- (d) Local Wildlife

Spring edition published by the Beds., Cambs. and Northants Wildlife Trust.

27/18 OPEN FORUM

The Clerk reported that the only matters raised at the Open Forum following the previous meeting of the Council had been notification of the drainage works to be undertaken shortly in the High Street and the condition of the footway adjacent to the Spar Store.

28/18 ACCOUNTS

Upon being moved by Councillor Mrs Harlock and seconded by Councillor England, it was

RESOLVED

that the following accounts be approved:-

		£
M J Buddle	Salary – April 2018	977.94
W E Batterbee	Salary – April 2018	963.71
R Edwards	Salary – April 2018	208.00
R Reeves	Salary – April 2018	997.69
N Everett	Salary – April 2018	479.52
HMRC	Tax & NIC – April 2018	1,385.76
R Reeves	Reimbursement – ink cartridges	53.09
R Reeves	Reimbursement – ink cartridges	45.88
R Reeves	Reimbursement – ink cartridges Overclaim in April	-5.90
R Reeves	Reimbursement – tarpaulin for allotments	86.00
R Reeves	Reimbursement – picnic bench plaque	30.95
R Reeves	Reimbursement – Diofix	72.00
R Reeves	Petty cash	30.00
Mrs N Everett	Mileage claim and expenses	9.30
Vodafone	Mobile phone contract (Timebank)	10.15
E.ON	Electricity supply - Parish Centre (paid by direct debit)	110.00
E.ON	Gas supply – Parish Centre (paid by direct debit)	117.15
GreenCity Solutions	Computer anti-virus protection – May (paid by direct debit)	12.00
GreenCity Solutions	Computer backup online - May (paid by direct debit)	36.00
GreenCity Solutions	Computer support contract – May (paid by direct debit)	60.00
GreenCity Solutions	Broadband – May (paid by direct debit)	23.99

GreenCity Solutions	Domain registration (paid by direct debit)	18.00
Allstar	Fuel (paid by direct debit)	59.02
Cambridgeshire County Council	Street lighting energy consumption 01/10/2016 – 30/09/2017	807.84
Cambridgeshire County Council	Grant for summer reading challenge	100.00
ESPO	Miscellaneous supplies	184.09
ESPO	Cleaning materials	147.86
Anglian Water Business Ltd (National)	Parish Centre etc. - Sewerage charge	201.06
Lawyers in Local Government	Annual subscription for Clerk	40.00
National Savings & Investments	Deposit	100,000.00
Dr A J Cottage	Return of deposits – Vacation of plot 45 Hallgate allotments	50.00
Greenbarnes Ltd.	Notice Board for Station Road	1,500.76
C J Ingle Ltd.	Timber	17.81

29/18 BUDGETARY CONTROL

The Council received the budgetary control statement for April 2018, together with the list of Parish Centre bookings for that month and the bank reconciliation statement for the fourth quarter of 2017/18, copies of which had been circulated to all Members.

In so doing, the Clerk advised Members that a Community Infrastructure Levy payment had been received in April amounting to £91,289.92

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

Chairman.