

# **WARBOYS PARISH COUNCIL**

Minutes of a meeting of **Warboys Parish Council** held on 11th March 2019 at the Parish Centre, Warboys.

## **PRESENT**

Councillor Dr S C Withams, Chairman.

Councillors Mrs J M Cole, R J Dykstra, D W England, Ms L A Gifford, S J Green, Mrs M H Harlock, J A Parker, R A Payne, P S Potts, Mrs J E Tavener, G C M Willis and Mrs A R Wyatt.

## **APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Mrs S J Wilcox, County Councillor T V Rogers and District Councillor G J Bull.

## **205/18 MINUTES**

Upon being moved by Councillor Willis and seconded by Councillor Green, the Minutes of the meeting held on 11th February 2019 were approved as a correct record and signed by the Chairman

## **206/18 MEMBERS' INTERESTS**

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

## **207/18 MATTERS ARISING**

The Council considered the following matters arising from the meeting held on 11th February 2019:-

### **(a) Grassed Area at The Weir**

Further to Minute No. 192/18(a), Members commented favourably on the finished appearance of the new paviers and bollards at The Weir following the recent completion of the work.

### **(b) Tree Planting**

Further to Minute No. 192/18(b), the Clerk reported that the Ramsey Rotary Club had completed the planting of trees in Statfold Green and School Road which they had obtained from the Woodland Trust. However Members were informed that the trees at Statfold Green had been damaged subsequently by a car having been driven over the grassed area in the middle of the night.

**(c) Local Highway Initiative Bids**

Arising from Minute No. 192/18(e), the Clerk reported that a report on the assessment of bids for funding under the Local Highway Improvement programme would be submitted to a meeting of the County Council's Highways Committee to be held on 12th March. The report contained a recommendation that the bid for priority narrowing in Fenton Road be approved. However the application by Warboys Bridleway Group for improvements in Puddock Hill and Fenside Road was not recommended for funding.

In the event of the recommendations being approved, Members were informed that the Parish Council would be consulted on the format of the scheme for implementation in 2019/20.

**(d) Real Time Information Screens**

Further to Minute No. 192/18(h), the Clerk reported that he would continue to liaise with the County Council for the installation of Real Time Information Screens at bus stops in Warboys to be funded by the Section 106 agreements for the David Wilson Homes developments off Station Road.

**(e) Speedwatch**

Arising from Minute No. 192/18(i), Members' attention was drawn to information supplied by Councillor Mrs Tavener on the monitoring undertaken by the local Speedwatch team from 1st January to 5th March 2019, copies of which had been circulated.

The Clerk reported that he had yet to receive a reply from the Council's insurers with regard to the insurance cover for the speed indicator device purchased by the Council for use by the group while it was stored in their possession.

On a related matter, Councillor Mrs Tavener suggested the introduction of a one-way system in High Street and Mill Green to alleviate the problems of parking congestion at The Spar shop in Mill Green. The Chairman indicated that an item would be placed on the agenda for the next meeting to enable discussion to take place with the Clerk being requested to submit an accompanying report on the implications.

**(f) Annual Parish Meeting**

Further to Minute No. 192/18(j), the Chairman reported that the co-ordinator of the Ramsey Foodbank scheme had confirmed his attendance at the next Annual Parish Meeting to be held on 17th April to give a presentation about the scheme. As a result there would be three guest speakers at the meeting including representatives of the Cambridgeshire Fire and Rescue Service and The Bobby Scheme.

**(g) 66 High Street**

Further to Minute No. 193/18, Members were informed that no further information had been received from the District Council since the previous meeting with regard to action to secure the improvement in the condition of No. 66 High Street. Under the circumstances, Councillor Willis indicated that he would e-mail District Councillor Bull to request a progress report and urge that action be taken.

**(h) Cycle Racks**

Further to Minute No. 198/18, the Clerk reported that he was still awaiting a reply from the County Council's Facilities Management Section following a request to install cycle racks at the Library with funding from the section 106 agreements for the David Wilson Homes developments off Station Road.

Councillor Payne also indicated that he would liaise with the Clerk with regard to the possibility of altering the boundary wall at Wards of Warboys to enable cycle racks to be installed at the chemists.

**(i) Replacement Trees**

Further to Minute No. 199/18, Councillor England reported that he would contact the local businessman who had offered to supply two trees for planting in the highway verge to try to arrange for their early delivery so that they could be planted before the warmer weather arrived.

**(j) Hunts Forum AGM**

Further to Minute No. 201/18, Councillor Mrs Tavener reported that she had attended the Hunts Forum AGM on 26th February but that there was nothing of specific relevance to bring to the attention of the Council.

**208/18 PLANNING COMMITTEE**

**RESOLVED**

that the Minutes of the meeting of the Planning Committee held on 11th February 2019 be received.

**209/18 POLICE REPORT**

The Clerk referred to the daily and weekly updates from E-Cops that he forwarded by e-mail to Members.

Members were informed that storage containers and sheds at the allotments had been broken into again but that it had appeared that similar problems had been experienced at the allotments in Ramsey. The Clerk reported on an instance of builders' rubbish having

been tipped in the Parish Centre car park and to the ongoing problems of speeding which he had drawn to the attention of the local Neighbourhood Police Sergeant.

### **210/18 PROPOSED COMBINED HEAT AND POWER AND WASTE WATER TREATMENT PLANTS – WARBOYS LANDFILL SITE**

Further to Minute No. 196/18, the Clerk reported that the planning permission for the proposed combined heat and power and waste water treatment plants at the landfill site still had yet to be issued.

### **211/18 PUBLIC FOOTPATH 4**

The Clerk reported that the County Council had made an order to close public footpath 4 between Coronation Avenue and Flaxen Walk temporarily while construction work was taking place on the second phase of the David Wilson Homes development off Station Road. An alternative route would be signed by the developers for the duration of the closure.

Members were reminded that David Wilson Homes were required by the section 106 agreement for phase I to agree a scheme for footpaths 3 and 4 to be linked. However this had not been agreed and the Clerk reported that he had been asking the County Council to progress this with the developer. It was reported that members of the public were finding their own way from the estate to footpath 4 which had resulted in fencing between broken down and trespass across private land. Under the circumstances, Councillor Mrs Cole reported on action that she had taken to try to prevent unauthorised access to nearby land that she owned.

### **212/18 THE WEIR**

Members considered the notes of a meeting of The Weir working party held on 26th February 2019 (copies of which had been circulated).

Subsequent to the meeting, an offer to remove the fish had been received from a local fishing club. Councillor Mrs Cole reported that she was still waiting for written confirmation of an offer to remove the fish from the person who had dealt with the Council previously. As the latter was expected to offer to return some of the fish, including rare silver bream and a 50 year old carp, the Clerk was requested to ask the local fishing club if they could offer a similar arrangement to enable an effective comparison to be made. The Chairman confirmed that a further meeting of the working party would not be required to determine which offer to accept as this had been delegated to the Clerk at the previous meeting of the Council.

Following discussion of the working party's recommendations, it was

### **RESOLVED**

- (a) that arrangements be made for the removal of the majority of the fish as soon as possible;

- (b) that AES Europe be asked to prepare a specification for the dredging of the pond that can be used to invite tenders for the work.
- (c) that AES Europe be asked to advise on the possibility of suction dredging the pond.
- (d) that, following the receipt of the specification, tenders be invited from 3 companies for the dredging of the pond.
- (e) that applications be made for grant towards the cost of the work.
- (f) that on completion of the work, the pond be re-stocked with small coarse fish.

Councillor Ms Gifford arrived at the meeting during the course of discussion on the above item.

### **213/18 WEBSITE ACCESSIBILITY**

A report (copies of which had been circulated to all Members) was submitted by the Clerk on the implications of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 which had come into force on 23rd September 2018. The purpose of the regulations was to ensure that websites and any application software for use by the public on mobile devices such as smartphones provided by public sector bodies were accessible to anyone with a disability by September 2020.

The Clerk reported that he had referred the matter to the contractor who maintained the Council's website who had then made some alterations to the website to improve its accessibility by the disabled with immediate effect. The contractor would be investigating the requirements further and reporting back to the Council. In due course the Council would need to approve an accessibility statement confirming that the Regulations had been complied with and which would need to be posted on the website.

The Clerk indicated that a further report would be submitted when further information became available.

### **214/18 TIMEBANK**

Further to Minute No. 115/18, a progress report by the Timebank Co-ordinator on the Council's Timebank scheme was submitted (copies of which had been circulated to all Members). The report summarised the activities undertaken by the Timebank scheme and exchanges by members, with membership having grown by a further 7 people since the previous meeting. Total membership now was 47 individuals and 3 organisations.

Members welcomed the progress being made and the Chairmen advised that further discussions would be taking place with the Moat House Surgery to explore how the Timebank could work with the surgery to offer help to those in need.

## **215/18 SALARIES OF EMPLOYEES – 2019/20**

Further to Minute No. 163/18, a report was submitted by the Clerk (copies of which had been circulated) on the revision of the National Joint Council pay scales for local government employees for 2019/20. The report listed the salaries of those employees who were paid in accordance with the NJC scales with the percentage increases being in accordance with those reported to the Council in December when the budget had been prepared for the ensuing year.

## **216/18 CLERK'S HOURS OF EMPLOYMENT**

In accordance with Minute 08/18 of the Finance and General Purposes Committee a report was submitted by the Clerk (copies of which had been circulated to all Members) on his actual hours of employment in the current year to date. Members were informed that the Clerk's contracted hours of employment were 24 hours per week but that in the current year to end of February these had averaged 32 hours per week. In monetary terms, this equated to a shortfall of £6,650.

The Clerk explained that he did not wish his contract of employment to be altered to increase his hours and that he was not seeking any reimbursement from the Council for the additional hours worked.

The Clerk then left meeting while the matter was discussed and a vote taken. Members expressed their appreciation for the additional hours worked by the Clerk and were of the opinion that he should be recompensed, notwithstanding his explanation that he did not require any further payment. After a vote had been taken, it was

### **RESOLVED**

that a payment of £3,000 be made to the Clerk in recognition of the additional hours that he had worked for the Council in the current financial year.

The Clerk then returned to the meeting and expressed his appreciation to Members for their generous decision.

## **217/18 REQUESTS FOR FINANCIAL ASSISTANCE**

Members considered requests for financial assistance from the following organisations:-

### **(a) Library Summer Reading Challenge**

It was reported that a request had been received from the County Council for a grant to supplement the cost of the Summer Reading Challenge at Warboys Library. Members were informed that a grant had been made of £100 in 2018 but that a grant of £125 had been requested for the forthcoming year.

### **RESOLVED**

that the request be approved and a grant of £125 made towards the Summer Reading Challenge.

**(b) Warboys Diary**

A copy of the request by the Community Association towards the production of the Diary in 2018 had been circulated to all Members. As a result of an increased circulation as Warboys had grown, an increased number of editorial pages and a fall in advertising revenue, a loss had been incurred of £534 in the production of the Diary in 2018. As a result the Association had requested an increase in the annual grant normally made by the Council from £120 in 2017 to £200.

Members acknowledged the value of the Diary and the opportunity afforded to the Parish Council to include articles as necessary, without which the Council would in all probability need to produce its own newsletter in some form. It was therefore

**RESOLVED**

that a grant of £200 be made towards the production of the Warboys Diary in 2018 but the Association advised that this is without prejudice to consideration of the amount of grant in future years.

(Councillor Mrs Wyatt declared a non-statutory disclosable interest in the above item as the Chairman of the Community Association and she left the room for the duration of the discussion and voting thereon. Councillors Mrs Cole, England, Mrs Harlock and Mrs Tavener declared similar interests as members of the Association but had received dispensations to speak but not vote on matters affecting the Association.)

**(c) Citizens Advice Rural Cambs**

A request was considered from Citizens Advice Rural Cambs for a grant towards the operational costs of the organisation which had assisted 106 clients from Warboys by the end of the third quarter in the current year. Members were advised that a grant of £100 had been made in recent years towards the organisation but that a grant of £500 had been requested on this occasion.

**RESOLVED**

that a grant of £100 be paid to Citizens Advice Rural Cambs.

**218/18 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) Clerks and Councils Direct**

March 2019 edition

(b) Community Association

Minutes of the AGM held on 22nd January 2019.

(c) Bulletin

February 2019 edition published by the War Memorials Trust

### **219/18 OPEN FORUM**

Members were informed that the only matter raised at the Open Forum following the previous meeting of the Council had related to the work undertaken recently to repair a burst pipe outside 17 High Street.

### **220/18 ACCOUNTS**

It was moved by Councillor Mrs Tavener, seconded by Councillor Payne and

### **RESOLVED**

that the following accounts be approved:-

		£
M J Buddle	Salary – February 2019	933.60
W E Batterbee	Salary – February 2019	920.28
R Edwards	Salary – February 2019	246.40
R Reeves	Salary – February 2019	997.29
N Everett	Salary – February 2019	430.12
HMRC	Tax & NIC – February 2019	1,408.47
R Reeves	Reimbursement – ink cartridges	53.09
R Reeves	Reimbursement – Play bark safety surfacing	414.25
R Reeves	Petty cash	25.00
Mrs N Everett	Reimbursement – Supplies and Community Association membership	25.08
Vodafone	Mobile phone contract (Timebank) (paid by direct debit)	10.15

E.ON	Electricity supply - Parish Centre (paid by direct debit)	129.00
E.ON	Gas supply – Parish Centre (paid by direct debit)	166.98
Green City Solutions Ltd.	IT support - February (paid by direct debit)	131.99
Allstar	Fuel (paid by direct debit)	113.02
Arthur Ibbett Ltd	Replacement Stihl blower	240.00
Cambridgeshire Branch of SLCC	Attendance of Clerk at training session	5.00
Xerox (UK) Ltd	Photocopying charges	29.58
Ayres Tree Care	Tree surgery – Adams Lyons and Jubilee Park	1,260.00
ESPO	Miscellaneous supplies	146.29
Warboys Community Association	Warboys Diary grant	200.00.
Ivan Barrett	Van service and MOT	604.42
Dyers of Warboys	Weir improvements	7,604.00
Ramsey Builders Merchants Ltd	Gravel & drill bit	81.90
ESPO	Miscellaneous supplies	198.44
S Marsh	Refund of shed deposit, allotment plot 39A	25.00
R Reeves	Mileage claim	50.40

## **221/18 BUDGETARY CONTROL**

The Council received the budgetary control statement for February 2019, together with the list of Parish Centre bookings for that month, copies of which had been circulated to all Members.

## **222/18 CO-OPTION**

Further to Minute No. 191/18, Members were reminded that three people had written to express an interest in being co-opted to the Parish Council to fill a current vacancy, all of

whom had certified that they met the eligibility criteria. Only one of those persons had been in attendance at the last meeting as a result of which it had been decided to invite all three persons to the current meeting to provide a short introduction of themselves.

The Chairman reported that two of the three people had subsequently withdrawn their applications. The third person had expected to be able to attend the meeting but had been delayed because of family commitments.

As only one person remained interested and she had certified that she was eligible to be a member of the Council, it was

**RESOLVED**

that Ms C Evans be co-opted to the Council and she be appointed to all of the Committees of the Council for the remainder of the municipal year.

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

Chairman.