

# **WARBOYS PARISH COUNCIL**

Minutes of the meeting of **Warboys Parish Council** held on 10th June 2019 at the Parish Centre, Warboys.

## **PRESENT**

Dr S C Withams, Chairman.

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

## **ALSO IN ATTENDANCE**

County Councillor T V Rogers.  
District Councillor G J Bull

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors S J Green, R A Payne and P S Potts.

## **25/19 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman drew attention to the recent death of Councillor England's father, Mr G W England, who had been a member of the Parish Council for 36 years from 1960 to 1996 and Chairman for 7 years from 1968 to 1975, as well as being involved in many organisations in the village.

Members stood in silence for a minute as a mark of respect for Mr England.

The Chairman also reported the recent unfortunate death of Mrs D Buddle, the wife of the Senior Handyman. A number of Members and the Clerk had attended the funeral which had been held in the week preceding the meeting.

## **26/19 MINUTES**

Upon being moved by Councillor Parker and seconded by Councillor Mrs Harlock, the Minutes of the annual meeting held on 13th May 2019 were approved as a correct record and signed by the Chairman

## **27/19 MEMBERS' INTERESTS**

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

## **28/19 MATTERS ARISING**

The Council considered the following matters arising from the annual meeting held on 13th May 2019:-

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

Further to Minute No. 05/19(a) and in the absence from the meeting of Councillor Payne, consideration of the item was deferred.

**(b) 66 High Street**

Further to Minute No. 05/19(b), District Councillor Bull reported that the District Council had been informed by the owner of No 66 High Street that he had placed the property on the market for sale but that it had not been possible to confirm that this had occurred. The District Council would be reviewing the situation again at the end of June but Members urged that positive action be taken by the District Council to compel the owner to carry out the renovation of the property after many years of delay.

**(c) Ramsey Area Parish Initiative**

Further to Minute No. 07/19, County Councillor Rogers advised that an officer of the County Council had assumed responsibility for convening meetings of the Ramsey Area Parish Initiative but due to a lack of advance notification, few people had attended the last meeting. Under the circumstances, he indicated that he would be seeking to ensure that meetings were sufficiently advertised in future.

**(d) Cycle Racks**

Further to Minute No. 15/19(c), the Clerk reported that he and Councillor Payne had met the owner of Wards of Warboys on site to discuss the location of a cycle rack outside the property. However this would involve removing part of the boundary wall and constructing pillars to match the existing ones in the wall. Councillor Payne had drawn up a design for the work and the Clerk indicated that he would invite quotations from builders.

**(e) Public Footpath 4**

Arising from Minute No. 15/19(d), Councillor Mrs Cole advised that the volume of trespass that had been taking place over her land by residents of the Great Pastures development to reach the village had decreased following the work undertaken by David Wilson Homes to improve the fencing.

**(f) Former Youthie Building**

Further to Minute No. 14/19, the Clerk reported that Councillor Payne had supplied details of a local structural engineering company in order to commission a survey of the former Youthie building. A fee proposal had been requested which was likely to be in the region of £300, arising from which the survey would be undertaken.

**(g) The Weir**

Arising from Minute No. 15/19, the Clerk reported that quotations had been invited from a number of companies to undertake the dredging of The Weir.

With regard to the removal of the remaining fish, the Clerk reported that he had been informed by the Fen Fishing Club that an officer of the Environment Agency would be contacting him but this had yet to occur. Councillor Mrs Cole advised that she had been unable to contact the person who had been involved previously in the removal of the fish.

**(h) Heath Pond and Sheepwash**

Further to Minute No. 16/19 and concern expressed by Councillor Mrs Cole about the content of the draft plan compiled by Froglife to clear the Heath Pond and renovate the Sheepwash, Members were reminded that this had been an initial draft submitted for the Council's comments and that progress would be dependent on successful applications for grant. If funding was obtained, Froglife would be contacting local people to develop the scheme.

Councillor Mrs Cole circulated a folder of information that she had compiled of the history of the pond and Sheepwash.

**29/19 PLANNING COMMITTEE**

**RESOLVED**

that the Minutes of the meeting of the Planning Committee held on 13th May 2019 be received.

**30/19 POLICE REPORT**

The Clerk drew attention to the weekly Police updates that he forwarded to all Members which contained details of crimes reported in the Warboys and surrounding area.

**31/19 PROPOSED COMBINED HEAT AND POWER AND WASTE WATER TREATMENT PLANTS – WARBOYS LANDFILL SITE**

Further to Minute No. 12/19, the Clerk reported that the County Council had still not issued the decision notice following the approval of planning permission for the proposed combined heat and power and waste water treatments plants at the Landfill Site.

(District Councillor Bull left the meeting at this point in the proceedings.)

**32/19 ANNUAL GOVERNANCE STATEMENT**

Following the submission by the Clerk of the Annual Governance Statement and the Internal Audit Report for 2018/19 (copies of which had been circulated), it was

## **RESOLVED**

that the Annual Governance Statement for 2018/19 be approved for submission to the external auditors.

### **33/18 AUDIT OF ACCOUNTS 2018/19**

The Clerk invited Members to approve the Accounting Statements for the Parish Council for the financial year 2018/19 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 2018/19 be approved for submission to PKF Littlejohn, the external auditors.

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

### **34/19 REPLACEMENT PEDESTRIAN CROSSING LIGHTS**

Further to Minute No. 05/19(g), a report was submitted by the Clerk (copies of which had been circulated to all Members) on his further investigations into the proposed replacement of the pedestrian crossing lights in the High Street.

A meeting had been held on site with a representative of Balfour Beatty to discuss the fitting of the lights, as a result of which a quotation in the sum of £797.24 plus VAT had been received. The company had advised that the consent of the County Council's Street Lighting Section would be required to undertake the work. As a result their permission had been sought by the Clerk together with a request that the lights be adopted by the County Council to ensure that they would be replaced with similar lighting if damaged in the future. However the County Council had advised that they would not permit the installation of lighting supplied by TWM, having standardised on the LED lighting for crossings supplied by another company. They also advised the Clerk to contact the County Council's Road Safety Section to ask for the lights to be adopted as a safety measure.

The Clerk reported that he had contacted the company used by the County Council and had been advised that the LED lights cost £1,750 plus VAT each. Members were informed that this was comparable to the cost of lights supplied by TWM. However the Road Safety Section had referred the matter of future replacement back to the Street Lighting Section.

Arising from comments by Members, the Clerk indicated that he would ask the County Council to cut back the branches of trees in the highway verge that were obstructing the view of the existing pedestrian crossing lights in the High Street.

## **RESOLVED**

- (a) that resolution (a) of Minute No. 235/18 be rescinded as the County Council would not permit the fitting of replacement pedestrian crossing lights supplied by TWM;
- (b) that LED lighting for the pedestrian crossings in the High Street be purchased from Zebrite at a cost of £7,000 plus VAT;
- (c) that the quotation received from Balfour Beatty in the sum of £797.24 plus VAT to fit the lights be accepted:
- (d) that the cost of the work be met from the Council's Community Infrastructure Levy reserve; and
- (e) that the Clerk be requested to continue to try to ensure that the new LED lights are adopted by the County Council.

### **35/19 LIGHTING OF CLOCK TOWER SHELTER**

Further to Minute No. 151/18(f), the Clerk reported that Councillor Green had met a local electrical contractor to discuss the installation of lighting in the Clock Tower shelter to illuminate the Battle's O'er mural. Balfour Beatty had confirmed that the electrical supply to the shelter was still in place when their representative had met the Clerk on site, as a result of which Councillor Green would be asking the electrical contractor to supply a quotation for the work.

### **36/19 STREET LIGHTING – WITHDRAWAL OF ENERGY SUPPLY**

The Clerk advised that the County Council had decided to withdraw the service for managing the supply of energy for parish council street lighting with effect from October 2019. The Parish Council owned 21 lights in various locations at the Clock Tower, Weir, Parish Centre and New Road, with the County Council being reimbursed for the energy used as part of their own energy contract for street lighting. The County Council added an administration charge for the arrangements but had concluded that the costs of doing so outweighed the income from the administration fee.

Under the circumstances, the Clerk indicated that he would investigate alternative sources of energy supply and would report back to a future meeting.

### **37/19 STREET LIGHTING MAINTENANCE**

The Clerk reported on correspondence received from Balfour Beatty with regard to the future maintenance of the street lighting owned by the Parish Council. The company had finished replacing the 35w Sox lamps previously used for street lighting in Cambridgeshire with new LED lights under a PFI contract with the County Council and had given notice that they would no longer be able to maintain this form of lamp. The company had offered a range of alternatives, including the replacement of the lamps with LED lights, decommissioning the lights, or a higher replacement cost for Sox lamps for as long as they were available.

Having regard to the need to investigate a replacement energy supply for street lighting, the Clerk indicated that he would also look into the cost of the various maintenance alternatives and report back.

### **38/19 STREET LIGHTING ATTACHMENT POLICY**

Members were informed by the Clerk that the County Council had introduced a new street lighting attachments policy which required the submission of an application and payment of a fee for all attachments to be made to street lighting columns. As the only attachments made by the Parish Council were hanging baskets on two of the Council's own lighting columns at The Weir, the Clerk explained that the policy would not affect the Council. However the information had been forwarded to the Christmas Lighting Group as a number of Christmas lights were attached to lighting columns in the High Street during the festive season.

### **39/19 TRAFFIC CALMING IN FENTON ROAD**

Further to Minute No. 05/19(f), the Clerk reported that the County Council had supplied a plan showing the suggested location of the priority narrowing in Fenton Road for which funding had been obtained through a Local Highway Initiative bid in the current year. Members were also addressed by Mr A Paull, a resident of Fenton Road, who was a member of the local Speedwatch team.

Members felt that the position proposed for the priority narrowing would impede access and egress from the small cul-de-sac near the edge of the village in Fenton Road. Councillors England and Mrs Harlock also commented on the difficulties that they felt would be encountered by the drivers of heavy farm vehicles if they were forced to stop and the pull away where there was an incline in the road. Nevertheless Members were reminded that Community Roadwatch had carried out extensive monitoring of traffic speeds at this point in Fenton Road which had shown that most motorists exceeded the speed limit with some travelling at very excessive speeds.

The Clerk also reminded Members that Community Roadwatch (CRW) had deposited a sum of £1,500 with the Parish Council towards the installation of highway signs warning of the dangers of pedestrians both crossing and walking along the carriageway between Warboys and Fenton. However the County Council had advised that the crossing signs sought by CRW were suitable for installation only at pedestrian crossings and where public rights of way crossed carriageways. As the end of the footway in Fenton Road where pedestrians tended to cross was unofficial, the County Council had pointed out that there were no suitable signs for pedestrians crossing the road at this point. Mr Paull advised that the County Council and CRW were trying to find an acceptable solution to the situation but the Clerk explained that the sum deposited by CRW with the Parish Council might have to be returned if the situation was not resolved to CRW's satisfaction.

### **RESOLVED**

that the Clerk be requested to arrange a site inspection with officers of the County Council to determine the location of the priority narrowing in Fenton Road, the

Parish Council to be represented by Councillors Mrs Harlock and Mrs Tavener and the Clerk, with Mr Paull also being invited to attend.

#### **40/19 PUDDOCK ROAD SPEEDING**

Councillor Mrs Wilcox and the Clerk reported upon a complaint made to them by a resident of Puddock Road about the excessive speed of motorists using the road following the recent resurfacing work. As the road was not subject to a speed limit other than the national restriction of 60 mph, Members accepted that any form of traffic calming would not be appropriate. Councillor Mrs Wilcox and the Clerk advised that they had informed the complainant that the Parish Council was unable to take any action and that speeding by motorists unfortunately was a frequent occurrence on most roads.

#### **41/19 VE DAY 75**

Further to Minute No. 05/19(i), Members received the notes of the meeting of the VE Day 75 working party held on 20th May 2019 (copies of which had been circulated). No objections were raised by Members to the initial proposals for the Remembrance Sunday service in November following the special events for the WWI centenary in 2018 nor the arrangements suggested for the 75th anniversary of VE Day in May 2020.

As a result of the announcement that the May Day bank holiday in 2020 would be transferred from May Day to Friday 8th May to coincide with VE Day, Councillor Mrs Wyatt reported that the Community Association would be cancelling the usual May Day event that they organised and replacing it with an event on VE Day.

#### **42/19 PROTOCOL FOR DEATH OF SENIOR FIGURE**

Further to Minute No. 05/19(h), the Chairman reported that she, the Vice Chairman and Clerk had met to discuss the Parish Council's response to the death of a senior national figure. A draft protocol (copies of which had been circulated) had been prepared with some of the arrangements requiring the consent of a number of external organisations before it could be finalised.

#### **RESOLVED**

that the draft protocol be approved in principle and a further report submitted following further investigation.

#### **43/19 RAMSEY CIVIC SERVICE**

Having considered an invitation from Ramsey Town Council for the Parish Council to be represented at a Freedom of the Town parade and civic service at Ramsey on Sunday 8th September, Members

#### **RESOLVED**

that the Parish Council be represented by Councillors Mrs Harlock and Mrs Wyatt.

#### **44/19 SOCIAL MEDIA**

As the administrator of the Council's Facebook account, Councillor Ms Gifford reported that she had been approached by a company interested in managing the Parish Council's on line social media presence. However Councillor Ms Gifford suggested that the present arrangements were working well and she was of the opinion that there was no need for the engagement of an external supplier to promote the Council's social media presence.

#### **RSOLVED**

that no further action be taken in the matter.

#### **45/19 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

May 2019 edition

(b) Bulletin

May 2019 edition published by the War Memorials Trust.

#### **46/19 OPEN FORUM**

The Clerk reported that at the Open Forum following the previous meeting of the Council, a member of the public had drawn attention to the low level of attendances at services at the Methodist Church in the village and Councillor Mrs Wilcox had reported an inappropriate comment posted on Facebook about the Council.

Councillor Mrs Evans had reported that a large number of Mick George wagons had been seen using Station Road where there was a weight limit in place. While she reported that she had not seen any company vehicles using the road since the previous meeting, Councillor Mrs Tavener advised that Speedwatch team members had done so and they had contacted Mick George to advise the company of the fact. If evidence could be provided, the Clerk indicated that he would also contact the company on behalf of the Council.

## 47/19 ACCOUNTS

The Clerk reported upon the receipt of an invoice from the CGM Group for grass cutting which he had not submitted for authorisation as the dates when cutting had been purported to have taken place were incorrect. As a result of the poor standard of service provided by the company in the current season, the Clerk reported that he had met one of the company's managers on site earlier that day and that hopefully standards would improve as a result.

Upon being moved by Councillor Mrs Tavener and seconded by Councillor Parker, it was

### RESOLVED

that the following accounts be approved:-

		£
M J Buddle	Salary – May 2019	1,137.12
W E Batterbee	Salary – May 2019	1,116.83
R Edwards	Salary – May 2019	232.00
R Reeves	Salary – May 2019	1,017.33
N Everett	Salary – May 2019	470.54
HMRC	Tax & NIC – May 2019	1,544.97
R Reeves	Reimbursement – Inkjet cartridges (black)	57.59
R Reeves	Reimbursement – Inkjet cartridges (cyan)	20.94
R Reeves	Reimbursement – Frames for freedom scrolls	18.00
R Reeves	Reimbursement – freedom refreshments	31.50
Dr S C Withams	Chairman's allowance – 2019/20	100.00
Vodafone	Mobile phone contract (Timebank) (paid by direct debit)	10.40
E.ON	Electricity supply - Parish Centre (paid by direct debit)	129.00
Chess ICT Ltd	IT support - May (paid by direct debit)	131.99
Allstar	Fuel (paid by direct debit)	68.29
Mrs D Degan	Refund of allotment and shed deposits	50.00

ESPO	Stationery	50.98
Xerox (UK) Ltd	Photocopying charges	47.65
The Bobby Scheme	Grant	100.00
Cambridgeshire County Council	Street Lighting – Energy charge 2018/19	873.31
Activ Security (UK) Ltd	Parish Centre CCTV – annual maintenance	120.00
Community Heartbeat Trust	Replacement defibrillator pads	50.40
R Reeves	Petty cash	25.00
Parrot Print Ltd.	Printing of scrolls	42.00

#### **48/19 BUDGETARY CONTROL**

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

#### **49/19 FEAST WEEK COMPETITIONS**

The Chairman reported that she had agreed to the consideration of the following item after the despatch of the agenda as Feast Week would be held at the end of July.

(Councillor Mrs Wyatt declared a non-statutory disclosable interest in the following matter as she was the Chairman of the Community Association and she left the room for the duration of the discussion and voting thereon.)

A request was submitted from the Community Association for the Council to sponsor prizes for competitions to be held in Feast Week for the Best Front Garden and Scarecrow. Members were reminded that the Council traditionally had given a donation to the Horticultural and Craft Society for prize money when the annual Show had been held for best large and small gardens and allotment competitions. It was therefore

#### **RESOLVED**

that a grant of £50 be made to the Community Association for use as prizes for the competitions they were organising during Feast Week.

## **50/19 WARBOYS AIRFIELD – COMMEMORATIVE MEMORIAL**

The Chairman reported that she had agreed to the consideration of the following item after the despatch of the agenda as it was hoped to install memorials before the end of July.

The Clerk reported the receipt of an approach from the Airfields of Britain Conservation Trust who were hoping to install commemorative memorials at three former RAF airfields in Cambridgeshire at Mepal, Upwood and Warboys by the end of July. The Trust was a registered charity but there would be no charge for the memorial.

The Clerk reported that the Trust had asked for suggestions as to the best location for the memorial to be installed, the only proviso being that it was situated on the airfield itself.

Following discussion, it was

### **RESOLVED**

- (a) that the offer by the Airfields of Britain Conservation Trust be welcomed;
- (b) that the suggested location be adjacent to the entrance to Tithe Farm in Church Road or alternatively near the point at which the old perimeter track joined Church Road near the cemetery; and
- (c) that, subject to a memorial being installed at Warboys Airfield, a grant of £100 be made to the Trust.

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

Chairman.