

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 14th October 2019 at the Parish Centre, Warboys.

PRESENT

Councillor Dr S C Withams, Chairman

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

ALSO IN ATTENDANCE

County Councillor T V Rogers

APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs J E Tavener and G C M Willis and District Councillor G J Bull.

118/19 MINUTES

Upon being moved by Councillor Mrs Harlock and seconded by Councillor Payne, the Minutes of the meeting held on 9th September 2019 were approved as a correct record and signed by the Chairman.

119/19 MEMBERS' INTERESTS

Councillor Green declared a disclosable pecuniary interest in Minute No 127/19 (David Wilson Homes Development – Open Spaces) as he owned a property on the development.

120/19 MATTERS ARISING

The Council considered the following matters arising from the meeting held on 9th September 2019:-

(a) Lighting of Clock Tower Shelter

Further to Minute No. 101/19(b), Councillor Green reported that he had been unable to make any progress with a local electrician with regard to the illumination of the Clock Tower shelter and had been delayed in his investigations by work commitments. However he indicated that he would contact Balfour Beatty to ascertain whether they could do the work.

(Councillor Mrs Wilcox arrived in the meeting at this point in the proceedings.)

(b) 66 High Street

Arising from Minute No. 101/19(c), the Clerk reported that he was still trying to arrange a meeting with the District Council's Conservation Officers to be attended by Councillor Willis and himself with regard to the condition of 66 High Street.

(c) Protocol for Death of a Senior Figure

Further to Minute No. 101/19(d), the Clerk reported that he had received confirmation from the County Council that they had no objection to the use of the Library car park following the death of a senior national figure. County Councillor Rogers was thanked for his assistance in expediting a reply. Under the circumstances, the Clerk indicated that he would finalise the protocol for approval at the next meeting.

(d) Pedestrian Crossings Lights

Further to Minute No. 101/19(f), the Clerk informed Members that the application submitted for grant to Red Tile Wind Farm Trust Fund Ltd towards the cost of the replacement LED pedestrian crossing beacons had been approved. As a result, a grant of £3,898.62 had been received.

However following a complaint from a resident who lived near the crossings that the new lights were too bright at night, cowls had been obtained from the suppliers which had been fitted without charge by Balfour Beatty.

(e) White Hart Bowls Club

Further to Minute No. 101/19(g), Councillor Mrs Wyatt reported that she had been invited to a meeting held at Ramsey Bowls Club at which officers and a new committee had been appointed for the White Hart Bowls Club. One of the new officers also had offered to maintain the bowling green.

Councillor Mrs Wyatt advised that the Club had asked if she could represent the Parish Council on their committee, as a result of which it was

RESOLVED

that Councillor Mrs Wyatt be appointed to the White Hart Bowls Club Committee as the Council's representative.

(f) Proposed Combined Heat and Power and Waste Water Treatment Plants – Warboys Landfill Site

Further to Minute No. 101/19(i), the Clerk reported that the developers who had obtained planning permission for the combined heat and power and waste water treatment plants at the landfill site should have submitted information about the formation of a liaison group within two months of the granting of permission. Professor Lake had raised this with the County Council's Planning Officers who were investigating the failure to progress the formation of the liaison group.

(g) Jubilee Park Roadway

Further to Minute No. 101/19(j), the Clerk reported that the resurfacing of the roadway at Jubilee Park had been completed satisfactorily.

(h) Cycle Racks

Further to Minute No. 101/19(k), the Clerk reported that the Handymen had installed the cycle rack in the Library car park and that the contractor engaged to create an opening in the perimeter wall at Wards of Warboys for the installation of a second cycle rack would be undertaking the work in November.

(i) The Weir - Dredging

Further to Minute No. 101/19(l), the Clerk reported that he and Councillor Mrs Cole would be meeting the contractor engaged to undertake the dredging of The Weir on site later in the week.

(j) Electric Charging Points

Further to Minute No. 107/19, the Clerk reported that he was arranging a date for a presentation by officers of the County Council to explain the scheme for the installation of electric charging points for vehicles to Members and the Greener Futures group.

(k) Bus Shelter in Ramsey Road

Further to Minute No. 108/19, the Clerk advised that he would ensure that the hedge at the rear of the bus shelter in Ramsey Road would be cut back by the Handymen in the near future.

(l) Insurance

Further to Minute No. 111/19, Members were informed that details of the new policy brokered by Business Services at CAS Ltd had now been received which had resulted in the annual premium payable by the Council being reduced by approximately £900.

(m) Computer

Further to Minute No. 115/19, the Clerk reported that it had been necessary to purchase a replacement computer as the previous machine was beyond repair. This was in use but a few minor issues still needed to be resolved with the supplier

(n) Bellway Notice

Further to Minute No. 117/19, the Clerk reported that Bellway Homes had confirmed that they wished to proceed with the placing of a notice on the Weir railings at the sum agreed to £1,000. The company were waiting confirmation from the District Council that permission was not required under the Advertisement

Regulations, after which a design for the notice would be submitted to the Council for approval.

121/19 PLANNING COMMITTEE

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 9th September 2019 be received.

122/19 POLICE REPORT

Attention was drawn to the information on crimes recorded in the Parish which were contained in the weekly update provided by the Police and forwarded by the Clerk to Members.

123/19 STREET LIGHTING

Further to Minute No. 106/19, the Clerk reported that he had finally managed to obtain four quotations for the supply of electricity for street lighting owned and maintained by the Parish Council following the decision by the County Council to cease supplying energy under their contract. Although it had been difficult to compare prices as companies had different tariffs and standing charges, it had been decided by the Clerk, after consultation with the Chairman, to accept the quotation under the ESPO contract from Total Gas and Power. A contract had been signed and the change in supply would be come into effect shortly.

124/19 CHRISTMAS LIGHTING

Further to Minute No. 110/19, a report was submitted by the Clerk (copies of which had been circulated to all Members) on the implications of the recently introduced policy for attachments to street lighting columns. This required electrical and structural tests to be made annually to columns to which Christmas lighting displays were to be attached and the results submitted to the County Council before a licence would be issued. Displays also had to be installed by a suitably qualified person which would preclude the work being carried out by Lighting Group members.

The Lighting Group had managed to obtain a quotation from Merlin Lighting to install the displays to the columns at the preferential rate of £500 which the Council had been asked to fund. The Clerk informed Members that the Council had incurred expenditure of £653 on the Christmas lighting in 2018/19 but the budget had been increased to £1,600 for the current year as the Lighting Group had been concerned that they might not be able to find a replacement sponsor for the Christmas tree which would cost £755.

Although the latter had not been necessary as a new sponsor had been found, the Clerk reported that acceptance of the recent request would result in total expenditure on Christmas lighting in the current year being estimated to be £1,731. This included the

modification of additional columns for display attachments earlier in the year, 50% of the cost of which had been met by the Lighting Group. On behalf of the Lighting Group, Mr S Bales explained that the Group had now managed to obtain a licence from the County Council and hoped to be able to arrange for a local electrician to carry out the necessary testing work which would be funded by the Group. Mr Bales expressed his appreciation to the Council for their help and support in ensuring that the lighting display proceeded and he indicated that it was not intended to add to the number of columns modified for lighting attachments in 2020/21.

As the Council would be setting the budget for 2020/21 shortly, the Lighting Group were asked to quantify the expenditure that they wished the Council to incur on the Christmas display in the following year.

RESOLVED

that the request for the Council to meet the cost of the installation and removal of lighting displays on street lighting columns by Merlin Lighting be approved.

125/19 PLAY EQUIPMENT

Further to Minute No. 06/19 of the Leisure Areas Committee, a report was submitted by the Clerk (copies of which had been circulated to all Members) on the condition of play equipment and furniture in the various parks and playgrounds owned by the Parish Council following a safety inspection report received from PlaySafety in the summer.

Responses by the play equipment suppliers to the individual matters raised in the safety inspector's report were contained in the report now submitted. An engineer from Caloo would be carrying out certain works to equipment at Adams Lyons playground later in the month and a response was still awaited from BKC Roofing about the repair of the shelter roof.

In response to the inspector's recommendation that basket swings at both Adams Lyons and Jubilee Park should be dismantled for inspection purposes, both Caloo and Sutcliffe Play had advised that the equipment was not designed to be dismantled. Shackles needed to be monitored and replaced when necessary which the Handymen undertook but otherwise the action recommended by the inspector was not advisable.

The Clerk drew attention to the fact that the timber sleepers on the climbing wall at Adams Lyons were rotting badly and required replacement. Sleeper steps had been replaced by a metal stair some two years previously but Caloo had declined to quote for the replacement of the wall sleepers. If the sleepers were replaced, the Caloo area representative had advised that a safety surface should be provided as the height of the wall was above the minimum fall height, although this had not been mentioned previously in safety reports.

The Clerk advised that the safety inspector had not mentioned the sensory garden in his report but the retaining sleeper walls were also rotting badly and required replacement. Again Caloo had declined to quote for its repair.

As neither the climbing wall nor sensory garden were used frequently, the Clerk suggested their removal. Removal of the climbing wall sleepers would enable the mound to be

reprofiled with a gradient and covered with safety surfacing to match the existing. In place of the sensory garden, the Clerk suggested the installation of a modular play system for younger children.

Further to Minute No. 82/19, Members were advised that the picnic table for a wheelchair user at Jubilee Park had effectively been destroyed by youngsters over the recent school holiday period. The table had been uprooted from its fixings and carried around the park at night, many of the slats had been carved by knives and the seats had been broken. As the suppliers had advised that it was no longer possible to obtain replacement slats, the Clerk suggested that the cost and difficulty in finding suitable replacement slats plus Handymen's time in carrying out repairs meant that this would not be economic in comparison to purchasing a replacement.

As the picnic table had been funded by the Rotary Club of Ramsey, Members were of the opinion that it should be replaced even if this became the focus of further vandalism. The cost of timber, recycled plastic and a steel framed table were provided for Members' consideration. Members were of the opinion that the steel framed table, although the most expensive, would be least vulnerable to vandalism.

Following discussion, it was

RESOLVED

- (a) that the report be received and the contents noted;
- (b) that the climbing wall and sensory garden at Adams Lyons playground be removed and the Clerk requested to report back on the cost of reprofiling the mound and installation of a modular play system;
- (c) that a replacement steel frame picnic table suitable for a wheelchair user be purchased for installation at Jubilee Park at a cost of £639 plus VAT, the cost to be met from Community Infrastructure Levy receipts.

126/19 SEAT IN PATHFINDER WAY

Members were reminded that, at the Open Forum following the previous meeting of the Council, a member of the public had requested the installation of a seat at the open space in Pathfinder Way which she had suggested would be of assistance for people using the road to walk to the surgery in Beech Close.

The Clerk pointed out that the open space was in the Council's ownership and indications were given of the cost of various types of seat. Members expressed a preference for the traditional Victorian type cast iron seat with slats with the latter being easy to replace if vandalised.

RESOLVED

that the Clerk be requested to arrange for the installation of the seat preferred by Members at a cost of £628 plus VAT, the funding to be met from Community Infrastructure Levy receipts.

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

(Having declared a disclosable pecuniary interest in the following matter, Councillor Green left the meeting for the duration of the discussion and voting thereon.)

127/19 DAVID WILSON HOMES DEVELOPMENT – OPEN SPACES

A report was submitted by the Clerk (copies of which had been circulated to all Members) following an offer by David Wilson Homes to transfer the freehold interest in the open spaces at their development off Station Road to the Council. Plans were attached to the report showing the extent of the open spaces on both phases I and II of the development.

The Clerk reported that the Section 106 Agreements for both sites required the open space to be offered to the Parish or District Councils after a period of twelve months following completion of their installation. That period had now come to an end in the case of Phase I and the District Council would be inspecting the landscaping in the near future to ensure that it had been installed and maintained satisfactorily. Work on the Phase II development had commenced recently. In the event of the land not being transferred to public ownership, Members were advised that it would be maintained by a management company with the costs having to be met by the home owners on the estate.

The Clerk pointed out that a substantial sum of money would accrue to the Parish Council from the Community Infrastructure Levy payments by the developers which would have been reflected in the purchase price of the properties. In addition the developers were required to pay a maintenance sum calculated in accordance with the Developer Contributions Supplementary Planning Document adopted by the District Council which could be in the region of £100,000. The increase in the Council Tax Base for Warboys generated by the development also would result in an additional £13,000 or thereabouts in Council Tax income per annum for the Parish Council.

As the open spaces for both phases contained surface balancing ponds, the Clerk reported that he was trying to ascertain the maintenance implications if the land was transferred to the Council. A number of Members raised concerns about the safety aspect for children of open steep sided ponds but the Clerk suggested that this was a normal feature of all new housing developments as balancing ponds no longer were built below ground. Members also sought further information on the cost of equipment required to maintain the open spaces and the impact on the Council's staffing level.

RESOLVED

that consideration of the matter be deferred and the Clerk requested to submit a further report to the next meeting on the implications of accepting the offer from David Wilson Homes.

128/19 OFFICE ACCOMMODATION

Members considered a report by the Clerk (copies of which had been circulated) on the possible acquisition of premises for use as an office by the Council.

With the growth of the village, Members had previously considered the possible employment of an additional administration officer which would require office accommodation instead of the current home-based working. Members' attention was drawn to the recent availability of premises for sale in the High Street which currently were being used as a hairdressers' salon and beauty salon. The Chairman reported that she and the Clerk had visited the premises earlier in the day and considered them suitable for conversion as an office. The currently advertised sale price was £225,000 but some internal work would be required to convert the premises for use as an office.

Information was contained in the report submitted by the Clerk on the reserves held by the Council but it was explained that Community Infrastructure Levy (CIL) receipts could not be expended on office or meeting accommodation. It would therefore be necessary to obtain a loan from the Public Works Loan Board to fund part of the cost of acquisition and conversion. While the premises would be suitable for use by the Council, attention was drawn by Councillor Mrs Wyatt to the lack of car parking and the congestion that currently existed in the High Street at this location as a result of parked vehicles. A member of the public also commented on the loss of commercial opportunities and village facilities if the hairdressers and beauty salon were closed.

The Clerk referred to Minute No. 105/19 and reported that he had met another officer from the County Council's Estates Department in the previous week to discuss the future of the former Youthie building. The officer had agreed that the building was structurally sound but was not prepared to recommend the freehold disposal of the premises as it was linked to the Library which was still owned by the County Council. A lease had been offered with the cost of refurbishment discounted against the annual rent, after which a commercial rent would be charged which was estimated at £5/6,000 per annum. As the principal use of the Youthie building would be a community hub with an office in one room, the Clerk pointed out that CIL funding could be used towards the cost.

Members were also reminded that the District Council had offered a sum of £200,000 from their own CIL receipts towards the replacement of the Parish Centre which could incorporate office accommodation.

Following an extensive debate on the options available, it was

RESOLVED

that the Clerk be requested to submit a further report to the next meeting with further information on the options available.

129/19 VE DAY 75

Members received the notes of the meeting of the VE Day 75 working group held on 9th September 2019 (copies of which had been circulated).

Councillor Mrs Wyatt reported that, together with Councillor Mrs Tavener and another member of the group, she had visited Warboys Primary Academy recently where they had met the Deputy Headmistress. The latter had advised that the school would be interested in becoming involved in the celebration of the 75th anniversary of VE Day and would be reporting back once they had considered the matter further.

130/19 AUDIT OF ACCOUNTS

Further to Minute Nos. 32/19 and 33/19, the Clerk reported that the external auditors, PKF Littlejohn LLP, had completed their audit of the accounts of the Council for 2018/19 and there were no matters to bring to the attention of the Council.

131/19 INVITATION TO MEETINGS AND EVENTS

Members considered a number of invitations to attend meetings and events, arising from which, it was

RESOLVED

- (a) that Councillor Mrs Harlock be authorised to attend the AGM of the Citizens Advice Bureau Rural Cambs to be held at Chatteris on 15th November;
- (a) that the invitation to attend a briefing for parish councillors by the Police and Crime Commissioner to be held on 11th November at Huntingdon be declined; and
- (c) that Councillors Mrs Harlock and Mrs Wyatt be authorised to attend the Ramsey Parish Forum to be held at the Parish Centre on 16th October as the Council's representatives to the Forum.

132/19 HUNTS FORUM

Members considered an invitation to become a member of Hunts Forum at an annual subscription of £25. The organisation was established to support local charities and organisations and the Clerk reported that useful information had been circulated previously by the organisation. However it was

RESOLVED

that the invitation be declined.

133/19 CORRESPONDENCE

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

- (a) **Clerks and Councils Direct**
September 2019 edition
- (b) **War Memorials Trust**

134/19 OPEN FORUM

The Clerk reported on the matters raised at the Open Forum following the previous meeting of the Council.

A member of the public had drawn attention to the recent felling of trees at the rear of Croft Holme Close on the boundary with the Sports Field. The Clerk reported that a search of the District Council's website suggested that the trees had not been protected by a tree preservation order.

A member of the public had requested the installation of a seat in Pathfinder Way which had been dealt with earlier in the meeting.

A question had been raised about the delay in replacing a bollard at the Jubilee Clock Tower which had been removed for the visit of the funfair at the previous year's Feast Week. The Clerk reported that this had been taken to a welder in Somersham who had failed to undertake the work despite several reminders. However Councillor Willis had supplied the name of another person who might be able to carry out the work required and the Clerk reported that he would be contacting that person shortly.

135/19 ACCOUNTS

Upon being moved by Councillor Payne and seconded by Councillor Potts, it was

RESOLVED

that the following accounts be approved:-

		£
M J Buddle	Salary – September 2019	1,020.49
W E Batterbee	Salary – September 2019	1,025.10
R Edwards	Salary – September 2019	273.60
R Reeves	Salary - September 2019	1,017.33
Mrs N Everett	Salary – September 2019	470.54
HMRC	Tax & NIC – September 2019	1,499.53
R Reeves	Mileage claim	34.65
R Reeves	Reimbursement – printer cartridges	35.99
M J Buddle	Reimbursement – lock and key cutting	28.99

G Hansell	Half year Internal Auditor's fee	50.00
R Martin	Half year Clockwinder's honorarium	125.00
Vodafone	Mobile phone contract (Timebank) (paid by direct debit)	10.40
E.ON	Electricity supply - Parish Centre (paid by direct debit)	101.00
E.ON	Gas supply - Parish Centre (paid by direct debit)	45.57
Chess ICT Ltd.	IT support – September (paid by direct debit)	131.99
Allstar	Fuel (paid by direct debit)	65.14
Chess ICT Ltd	Replacement computer	756.00
ESPO	Cleaning materials	19.67
ESPO	Wall calendar	0.60
ESPO	Miscellaneous supplies	87.36
Arthur Ibbett Ltd	Replacement hedge cutter	260.00
D E Jones	PAT testing	74.70
CGM Group	Grass cutting	102.00
Business Services at CAS Ltd	Insurance premium	3,180.97
Community Roadwatch (UK) CIC	Return of deposit for Fenton Road sign	1,500.00
Royal British Legion	Poppy wreath	40.00
National Savings & Investments	Deposit	20,000.00
Cambridge Water Business	Water rates – Hallgate Allotments	106.42
Cambridge Water Business	Water & sewerage rates – Parish Centre	386.15
Zebrite Ltd	Cowls for pedestrian crossing beacons	360.00

Ramsey Builders Merchants Ltd.	Sand for sand pit	180.00
Stephen Cole Surfacing Ltd	Resurfacing of Jubilee Park roadway	4,320.00
Balfour Beatty Living Places Ltd	Street lighting maintenance (quarter 1)	144.90
Information Commissioner	Data registration – annual fee	40.00
CPRE	Annual subscription	36.00
Cranbrook Plants	Winter pansies	205.80

136/19 BUDGETARY CONTROL

The Council received the budgetary control statement, the list of Parish Centre bookings for September 2019 and the bank reconciliation statement for the second quarter of the year, copies of which had been circulated to all Members.

137/19 REMEMBRANCE SUNDAY PARADE

The Chairman announced that she had admitted the following item to the agenda as the event would take place before the next meeting of the Council.

The Chairman reported that, due to a lack of resources, the Police were unable to assist with the arrangements for the Remembrance Sunday service and parade on 10th November. While the road closure for the service at the War Memorial would be dealt with by the Clerk and Handymen, the marshalling of the parade to the Church after the service had in the past been dealt with by the Police. The Clerk reported that the Council's insurers had advised that the parade would be covered by the Council's public liability insurance provided that a risk assessment was in place and sufficient trained volunteers were available to marshal the parade.

Councillor Parker advised that, as a former Metropolitan Police officer, he was experienced in dealing with parades in London and the Clerk indicated that he would prepare the necessary risk assessment. Under the circumstances, Councillors Parker, Green, Mrs Evans, Mrs Harlock and Payne volunteered to act as marshals for the parade.

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

Chairman.