

# WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 13th July 2020 at the Parish Centre, Warboys.

## **PRESENT**

Councillor Dr S C Withams, Chairman

Councillors 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 S J Wilcox, G C M Willis and Mrs A R Wyatt.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs J M Cole, Mrs C Evans and Mrs J E Tavener, County Councillor T V Rogers and District Councillor G J Bull.

## **01/20 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Members on the return to meetings of the Council after the lockdown during the Covid-19 pandemic with a risk assessment and due precautions having been taken to ensure the safety of those attending.

After the Chairman had thanked Members, the Clerk and particularly Warboys Unites for their actions since the beginning of lockdown to ensure that Council business continued and support was provided for those in need in the community, Members placed on record their gratitude to the organisers and helpers of Warboys Unites for their prompt and ongoing response to the crisis.

## **02/20 MINUTES**

Upon being moved by Councillor Payne and seconded by Councillor Potts, the Minutes of the meeting held on 9th March 2020 were approved as a correct record and signed by the Chairman.

## **03/20 MEMBERS' INTERESTS**

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

## **04/20 MATTERS ARISING**

The Council considered the following matters arising from the minutes of the meeting held on 9th March 2020:-

### **(a) Potential Development at Wyton Airfield**

Further to Minute No. 221/20, the Clerk reported that the Stakeholder Manager of ENGIE UK who had attended the previous meeting to explain their proposals for development at Wyton Airfield had enquired recently when meetings of the Parish Council were due to be held in the coming months.

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

**(b) 66 High Street**

Further to Minute No. 222/19(a), the Clerk reported that he had spoken to the District Council's Senior Conservation Officer recently regarding 66 High Street. As officers had been working from home during the Covid-19 pandemic and many had been diverted on to other tasks to help in the community, it had not been possible to progress the proposed service of a notice for works undertaken to the listed building without planning permission.

**(c) Damage to Sheepwash**

Further to Minute No. 222/19(b), the Clerk reported that he had now received a second quotation for the repair of the Sheepwash following damage in a recent traffic collision and that a claim would be submitted to the driver's insurers for reimbursement for the cost of the work.

**(d) Replacement Parish Centre**

Further to Minute No. 222/19(e), Councillor Mrs Wyatt expressed concern that, as the Chairman of the Community Association, she had not been informed when the Chairman and Clerk had met with the Association's Secretary to discuss consultation with the community on the proposed replacement of the Parish Centre. The Chairman explained that the Secretary had previously undertaken a survey of groups and organisations in Warboys in connection with a replacement building and had expertise in consultation software. The Clerk also reported that the intention to meet with the Secretary had been discussed and agreed previously by the Council.

**(e) Bellway Sign at The Weir**

Further to Minute No. 229/19, the Clerk reported that Bellway Homes had paid the sum agreed of £1,000 for the display of a sign advertising their development at The Furrows on the fence at The Weir.

**(f) Condition of Verge – Old Mill Avenue**

Further to Minute No. 230/19, the Clerk reported that the County Council had agreed to relocate the school bus pick-up point in Old Mill Avenue to prevent vehicles mounting the grass verge outside No. 1 while the bus was picking up children. Although traffic had reduced since the lockdown in March, the Clerk suggested that the situation in terms of the verge was improving and the grass was recovering.

**(g) Record of Decisions**

The Chairman drew attention to the record of decisions taken by the Clerk since the previous meeting of the Council which was summarised in a schedule that had been posted on the Council's website. There were no matters arising.

**05/20 PLANNING COMMITTEE**

**RESOLVED**

that the Minutes of the meeting of the Planning Committee held on 9th March 2020 be received.

## **06/20 ALLOTMENTS COMMITTEE**

### **RESOLVED**

that the Minutes of the meeting of the Allotments Committee held on 16th March 2020 be received.

## **07/20 FINANCE AND GENERAL PURPOSES COMMITTEE**

### **RESOLVED**

that the Minutes of the meeting of the Finance and General Purposes Committee held on 16th March 2020 be received.

## **08/20 POLICE REPORT**

Attention was drawn to the information on crimes recorded in the Parish which were contained in the weekly updates provided by the Police and forwarded by the Clerk to Members. While it had been quiet in the first couple of months of lockdown, the Clerk referred to the growing number of incidents being dealt with by the Police as the lockdown restrictions were eased by the Government, including an illegal rave at Warboys Airfield that had been broken up by the Police and arrests made.

Councillor England drew attention to comments on Facebook about the number of cars congregating in the Parish Centre car park in an evening which was causing disturbance to nearby residents. The Clerk advised that this would be dealt with in a report submitted later in the meeting concerning security at the premises and that people had begun to gather in the car park as soon as take-away food shops had begun to re-open.

## **09/20 MEETING ARRANGEMENTS**

Members were reminded that at the Finance and General Purposes Committee meeting held on 16th March 2020, decisions had been taken in advance of steps announced by the Government to prevent the spread of Covid-19. These had included the closure of the Parish Centre and the suspension of meetings with a series of measures approved to ensure that the business of the Council continued as far as was possible in the circumstances.

A report was submitted by the Clerk, copies of which had been circulated, explaining that the Government had introduced Regulations that had enabled meetings of local authorities to be held remotely for the first time. Although the Regulations had come into effect on 4th April, the scarcity of equipment and delays in delivery of a broadband upgrade, new router and webcam for the Clerk had precluded the ability to hold a meeting since that time.

With the easing of the lockdown restrictions, it was now possible to meet in person but in the event of a second wave of infection and a resumption of lockdown restrictions, the Clerk explained that it would be necessary to amend the Council's standing orders

to comply with the new requirements. A revised copy of standing orders had been circulated. The amended wording shown in blue was time limited as the Regulations enabling meetings to be held remotely only applied to those held until 7th May 2021, unless they were extended by a further statutory instrument.

Members also were informed that to avoid the necessity for cheques having to be signed by two Members, arrangements had been made for the Council to bank electronically. As the Co-operative Bank's electronic system only allowed one person to create a payment and a maximum of one person to authorise it, standing orders would need to be altered to put this into effect. The amended wording had been shown in green in the revised standing orders submitted and would be a permanent change. To retain the arrangement for two Members to still view payments, a system had been introduced which required one Member to certify that they agreed to the payments on line before they were authorised by a second Member.

The Clerk reported that the Council's existing standing orders required any proposal to amend them to stand deferred without consideration until the next meeting. As the changes were required to comply with legislation, it was suggested that this need overrode the provisions of standing orders.

Members also were reminded that it had not been possible for the Council to hold its annual meeting in May as required by statute. The requirement to do so also had been amended by the Regulations and appointments undertaken at the annual meeting could either continue until the next annual meeting in May 2021 or until such time as the Council determined otherwise.

## **RESOLVED**

- (a) that Standing Order 80 be suspended to enable the necessary variations to be made to enable meetings to be held remotely if necessary and for payments to be authorised by one Member;
- (b) that the amendments shown in blue in the Standing Orders now circulated be approved until 7th May 2021 or later if the Regulations permitting remote meetings are extended by the Government;
- (c) that the amendments shown in green in the Standing Orders now submitted be approved; and
- (d) that an annual meeting be not held in the municipal year 2020/21 and all elections and appointments made at the annual meeting in 2019 be continued until the annual meeting in May 2021.

## **10/20 ABSENCE FROM MEETINGS**

The Clerk explained that the Local Government Act 1972 made provision for any member of a local authority to cease being a member if he or she failed to attend a meeting for a period of six consecutive months, unless the absence was approved by the Council before the expiry of the period.

Because of the Covid-19 pandemic and the lockdown imposed by the Government, it had not been possible to hold a meeting of the Council or committees since 16th March. Several Members had been absent from the meetings in March which meant that their last attendance had been the Council meeting on 10th February. Councillor Mrs Cole

and had submitted an apology for absence for the meeting currently being held because she was shielding during the pandemic and Councillor Mrs Evans had submitted an apology because of work commitments connected with the situation.

It was therefore

**RESOLVED**

that, due to the impact of the Covid-19 pandemic and the unusual circumstances currently pertaining, the absences of Councillors Mrs Cole and Mrs Evans be approved and their absence from meetings be extended until 12 months from the date of their last attendance.

**11/20 ANNUAL GOVERNANCE STATEMENT**

The Clerk submitted a report, copies of which had been circulated, advising that the timescale for approval of the Annual Governance and Accountability Return and its submission to the external auditors had been extended by Government Regulations in the light of the Covid-19 pandemic. The report explained that this would be the last year when the accounts could be completed on a receipts and payments basis as the current year was expected to be the third year in succession that income would exceed £200,000 because of Community Infrastructure Levy receipts. In future the income and expenditure basis would need to be used for the accounts which would be more time consuming.

The Clerk also reported that, although it had not been possible to meet the Internal Auditor in person because of the lockdown situation, the latter had been supplied with electronic copies of the various accounts and had been able to issue his Internal Auditor's Report for 2019/20.

Following the submission by the Clerk of the Annual Governance Statement for 2019/20 (copies of which had been circulated), it was

**RESOLVED**

that the Annual Governance Statement for 2019/20 be approved for submission to the external auditors.

**12/20 ACCOUNTING STATEMENTS 2019/20**

The Clerk invited Members to approve the Accounting Statements for the Parish Council for the financial year 2019/20 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 2019/20 be approved for submission to PKF Littlejohn, the external auditors.

## **13/20 INVESTMENT STRATEGY**

Further to the recommendation contained in Minute No. 16/19 of the minutes of the Finance and General Purposes Committee meeting held on 16th March 2020, it was

### **RESOLVED**

that the Council's Investment Strategy (copies of which had been circulated) be approved as recommended and submitted.

## **14/20 COVID-19 – RE-OPENING OF COUNCIL FACILITIES**

A report was submitted by the Clerk, copies of which had been circulated, regarding the impact of the Government's national lockdown of the majority of facilities and businesses in England on 23rd March in response to the growing threat from the Covid-19 virus. A series of decisions had been made by the Finance and General Purposes at a meeting held on 16th March to deal with Council activities and business in anticipation of the Government announcement.

The gradual lifting of the restrictions by the Government as the rate of infections had fallen had enabled some activities and premises to re-open with effect from 4th July and the impact on the Council was summarised in the report.

Although all of the Council's employees with one exception had fallen into the vulnerable category, the Clerk and Timebank Co-ordinator had continued to work from home as normal. The other employees had undertaken various minor tasks but had returned to work at various stages following risk assessments. Those Members who had undertaken the weekly emptying of litter bins in the village while the Handymen were absent were thanked for their assistance.

The Government had announced that playgrounds could re-open with effect from 4th July with the proviso that they complied with Covid-19 Secure guidelines to help avoid risks of transmission. It was anticipated that the public would use the playgrounds whether or not they remained closed after 4th July as there was no way of preventing access. A decision had therefore been taken, following consultation, to re-open the playgrounds following a risk assessment and notices being displayed encouraging users to follow Government guidelines on distancing and hygiene.

Although tennis had been one of the first activities permitted when restrictions began to be eased on 10th May, the Clerk reported that there had been little interest in using the tennis court in recent years and a decision had been taken, after consultation, not to re-open the court. The Council would be unable to limit the number of users to two people from the same family or to disinfect gates or net handles. Furthermore the condition of the surface had deteriorated to such an extent that it had become dangerous and if players were to slip and incur injuries, this could potentially leave the Council liable to claims for negligence and compensation.

The Parish Centre had been closed with effect from 23rd March, other than for the use of the facilities by the Handymen, maintenance and visits by the Clerk. The Cleaner had undertaken a thorough clean and periodic cleaning because of its use by the Handymen. As community centres could re-open with effect from 4th July as long as Covid-19 Secure guidelines were followed, a risk assessment had been undertaken which would enable the building to be used for certain activities with low attendance levels.

There had been no requirement for allotments to be closed and the Clerk reported that there had been an increase in enquiries for plots with only one plot remaining vacant. However following an inspection, the Clerk reported that he had sent letters to a number of tenants asking them to tidy the plots that they rented by the end of the month, otherwise notices to quit would be served.

#### **RESOLVED**

- (a) that the re-opening of the playgrounds in accordance with Covid-19 guidelines with effect from 4th July be endorsed;
- (b) that the tennis court remain closed for the reasons explained in the report now submitted;
- (c) that the arrangements made for the limited re-opening of the Parish Centre in accordance with Covid-19 guidelines be endorsed; and
- (d) that the situation with regard to the allotments be noted.

#### **15/20 TIMEBANK**

A report by the Timebank Co-ordinator, copies of which had been circulated, was submitted summarising the Timebank's involvement in the response to the Covid-19 pandemic, both independently and in association with the Warboys Unites group.

#### **RESOLVED**

that the report be received.

#### **16/20 PLAYGROUND SAFETY REPORTS**

A report was submitted by the Clerk, copies of which had been circulated, following receipt of the reports of the safety inspections of the Council's playgrounds undertaken in April by Playsafety Ltd.

Members were informed that a delivery of safety bark had been ordered and was expected imminently to top up some of the safety surfacing. The work at Adams Lyons playground to replace the sensory garden with a new item of play equipment and replace the rotted sleeper retaining wall of the mound slide with recycled plastic sleepers had continued through the lockdown period. However the latter had resulted in a requirement for the safety surfacing on the mound to be repaired which had been estimated by Wicksteed Leisure to cost £1,395 plus VAT.

The Playsafety inspector had also drawn attention to cracking of the internal pathway in Jubilee Park which he had recommended should be monitored. A quotation had been obtained from Stephen Cole Surfacing Ltd. for the cracks to be infilled with bitumen at a cost of £250 plus VAT.

#### **RSOLVED**

- (a) that the actions taken following receipt of the safety reports be noted;

- (b) that the necessary repairs to the safety surfacing on the mound slide at Adams Lyons playground be undertaken at a cost of £1,395 plus VAT and that the cost be met from the CIL reserve; and
- (c) that the internal pathway at Jubilee Park be repaired at a cost of £250 plus VAT, the cost to be met from the CIL reserve.

### **17/20 ADAMS LYONS PLAYGROUND – TREES**

A report by the Clerk was submitted, copies of which had been circulated, following complaints about the trees and bushes in Adams Lyons playground from occupiers of mobile homes at The Paddocks and a property in Church Road. Members were informed that Councillor Willis and the Clerk had met the owner of The Paddocks and a number of the residents to listen to their concerns.

Members were reminded that the playground was located in the Warboys Conservation Area and that notification of any works to the trees had to be given to the District Council. Tree surgeons had been engaged on a number of occasions in recent years to lop and prune the trees but the bushes on the boundary with The Paddocks also had grown to such an extent that they could not be trimmed by the Handymen with the equipment available. To avoid future expense, it had been suggested to the residents in The Paddocks that the trees and bushes be removed but they had objected to this course of action as they were concerned that it would expose the boundary fence and lead to them being disturbed by youngsters who gathered in the playground late at night.

As the trees formed an attractive feature on the boundary of the playground, Councillor Willis suggested that there was little option other than to engage a tree surgeon to prune and shape the boundary trees and cut back the bushes sufficiently so that they could be maintained in future by the Handymen.

### **RESOLVED**

that arrangements be made to engage a tree surgeon to undertake the work suggested at Adams Lyons playground.

### **18/20 JUBILEE PARK – LINK TO BELLWAY DEVELOPMENT**

Further to Minute No. 228/19, Councillor Willis and the Clerk reported that they had met the Senior Technical Manager of Bellway Homes on site at Jubilee Park to discuss the route of the footpath through the park from the development at The Furrows. It appeared that a gap had already been created in the hedge between the two sites which people were using as a shortcut. As the shortest route from this point to the existing pathway in the park avoided both the community orchard and the play equipment, it was suggested that this would be the most appropriate location for Bellway to provide the new path.

The question of the exposed banks of the watercourse between Madecroft and the new development had also been raised. Members were informed that Bellway maintained that this was not their responsibility, even though they had cleared the vegetation blocking the watercourse which had exposed the waterway to public access.

With regard to the uneven condition of the verge on the northern side of the High Street near the junction with Forge Way following reinstatement for pipework connections for

the development, it was reported by a Member that this had been disturbed again following further works in the verge and had now been reinstated correctly.

### **19/20 DREDGING OF THE WEIR**

Further to Minute No. 227/19, the Clerk reported that AES Europe who had been contracted to undertake the dredging of The Weir had been restructured and a sister company, Aquaserve Maintenance Ltd., had enquired whether the Parish Council wished to retain them to undertake the work. The company had been asked to provide further background information about themselves and to confirm that the previous price quoted would still apply. However most of their staff had been furloughed during the lockdown period and despite a reminder, the information had yet to be supplied.

### **20/20 VE AND VJ DAY ANNIVERSARIES**

Further to Minute No. 225/19, Members considered a report by the Clerk, copies of which had been circulated, on the arrangements for the 75th anniversaries of VE Day and VJ Day.

A working party chaired by Councillor Mrs Wyatt and comprising representatives of various groups in Warboys had planned a comprehensive series of events over the weekend of VE Day 75 on 8th to 10th May but virtually all of the activities had had to be cancelled because of the Covid-19 lockdown. The shops that had remained open had arranged shop window displays, links to YouTube recordings of the Last Post and Battle's O'er had been made available on the Council's website, the Union Flag flown, a special Church service held remotely and many residents had displayed bunting in their gardens. Councillor Ms Gifford had recorded Captain Victor Lucas reading the Cry for Peace with the standard bearer of the Royal British Legion at the Manor House and this also had been posted on the Council's website and Facebook accounts.

Although the 75th anniversary of VJ Day fell on 15th August, the anniversary had not attracted the same level of attention in the past as VE Day. The National Pageantmaster had intimated that the choice of whether or not to take part in VJ Day was a matter for individual communities and would not be co-ordinated nationally. A limited range of socially distanced activities had been suggested and members of the working party had been contacted by the Clerk for their views. However there had been little interest in trying to reproduce the events planned for VE Day, both because of the limited time available and the possibility of cancellation at short notice if lockdown restrictions were re-imposed.

Councillor Mrs Wyatt suggested that the uniformed organisations in the village be asked to display commemorative poppies on the war memorial railings as they had done in recent years for Remembrance Sunday and it was therefore

### **RESOLVED**

that the Clerk be requested to liaise with members of the working party to try to organise some limited activities, including a poppy display at the war memorial, to commemorate VJ Day 75.

## **21/20 PARISH CENTRE – SECURITY ARRANGEMENTS**

A report by the Clerk was submitted, copies of which had been circulated, drawing attention to security arrangements at the Parish Centre. Members were informed that the CCTV system at the Parish Centre had developed a fault and was currently not in use. This had coincided with cars congregating in the car park again in an evening, resulting in disturbance to neighbours and rubbish having to be cleared every morning.

The CCTV system had been installed at the Parish Centre in 2010 in response to problems of broken windows and anti-social behaviour by groups around the building and in the car park. While being of use in reducing damage to the building, it had not deterred groups gathering either in cars or on foot. The system was maintained by Business Watch who had provided a quotation for the replacement of the hard drive and video recorder at a cost of £452.47 plus VAT. It was anticipated that the unit could be transferred to the replacement building once this had been constructed.

The Clerk reported that problems had been experienced for many years with groups congregating in the car park and causing noise and disturbance for the occupiers of nearby properties. This had tended to be cyclical with groups gathering most days over several months, followed periods of inactivity as the individuals concerned moved elsewhere or grow older. Although the situation had been quiet at the beginning of lockdown, the re-opening of food takeaways had resulted in cars congregating most evenings subsequently with noise and disturbance until midnight and later.

The possibility of installing a gate on the access roadway had been considered on a number of occasions in the past. However it was suggested by the Clerk that this would be impractical as it would be difficult for the gate to be locked in an evening after bookings if unauthorised vehicles were already in the car park. Members recognised that improved security measures would be needed for the replacement building and during its construction which would need to be addressed during the design stage.

### **RESOLVED**

that the CCTV unit at the Parish Centre be replaced at a cost of £452.47 plus VAT.

## **22/20 TEXTILE BANKS**

Members were informed by way of a report by the Clerk, copies of which had been circulated, that income from the textile banks in the Library car park had fallen to £738.75 from the collection of the materials recycled in 2019/20. This compared with a figure of £1,135.50 in the previous year with the amounts recycled in the banks having increased annually for several years. The District Council had advised that the situation was not unique to Warboys and that there had been a similar reduction at banks elsewhere in the District.

The Clerk reported that this would result in a shortfall in income in the current year as the budget had provided for the same level of income as 2019/20. Furthermore the amount of textiles collected in the first two months of the current year had fallen substantially which would affect the income in 2021/22.

Members suggested that the availability of the textile banks for the disposal of unwanted textiles be promoted through the website and Facebook accounts to encourage their use.

## **23/20 LOCAL HIGHWAY IMPROVEMENT SCHEME**

Further to Minute No. 231/19, the Clerk submitted a report, copies of which had been circulated, on the implementation of the approved LHI scheme for Fenton Road and the situation in respect of Ramsey Road for which a bid had been submitted for 2020/21.

Monitoring of traffic speeds had been undertaken recently in Fenton Road by Community Roadwatch which had suggested that the priority narrowing scheme had reduced the speed of traffic entering the village. However this had had little effect in reducing the speed of traffic leaving the village and, as a result, the County Council had agreed to provide an additional advance warning sign when the gateway signs that were on order were installed.

Following consultation with Members since the previous meeting, it had been agreed that the scheme approved for traffic calming in Ramsey Road in 2020/21 should be amended to provide a 40 mph buffer zone and village gateway signs at the entrance to the 30 mph limit. A plan showing the proposals had been attached to the report now submitted. The Clerk also reported that he had met one of the Highways Officers on site subsequently to discuss further physical measures in Ramsey Road to reduce speeds which could form the basis of the bid for funding under the LHI scheme for 2121/22. A further plan had been circulated suggesting the installation of a traffic island near the 30 mph limit which would deter drivers from overtaking when leaving the village, the narrowing of the carriageway near the bus stops to enable pedestrians to cross more safely and a pair of speed cushions near St Mary's Green.

Members were supportive of the proposals which, by including a range of features, would hopefully slow the traffic both entering and leaving the village. It was therefore

### **RESOLVED**

that a bid for funding be submitted under the County Council's Local Highway Improvement programme for traffic calming measures in Ramsey Road as proposed for 2021/22 and a contribution of £5,000 made if the application was successful, the funding to be met from LHI receipts

## **24/20 CONNECTIONS BUS PROJECT ATTENDANCES**

Members considered a report by the Clerk, copies of which had been circulated, on attendance levels at the Connections Bus Project visits to Warboys on Friday evenings.

Visits had been funded by the Council since September 2014 but attendances had fallen in the past year. The average weekly attendance in the spring term of the current year prior to the last visit due to the lockdown on 17th March had been only 12 compared to a high of over 40 in previous years. The Manager of the project had indicated that current guidance suggested that it was unlikely that the sessions could be resumed in Warboys at the beginning of September but he had offered alternative support for young people in Warboys in the interim, including detached youth work.

Members were reminded that reports in the media were consistently warning of the adverse impact of the Covid-19 pandemic and lockdown on the mental well-being of young people and that the termly reports provided by the project in the past had often contained details of the support being offered by youth workers to youngsters with difficult private lives.

It was therefore

**RESOLVED**

- (a) that the Connections Bus Project be asked to provide detached youth work support for a period of six weeks in Warboys over the summer period at a cost of £180 per session; and
- (b) that the Manager of the project be advised that if numbers attending the visits by the Connections Bus on Friday evenings had not increased at the end of the first term after its resumption, the Council would have to consider withdrawing the funding.

**25/20 REQUESTS FOR FINANCIAL ASSISTANCE**

Members considered requests for financial assistance from the Cambridgeshire Bobby Scheme and Magpas towards the work of the respective organisations.

**RESOLVED**

that a grant of £100 be made to each organisation.

**26/20 CORRESPONDENCE**

Members agreed to suspend the circulation of periodicals and magazines received in hard copy temporarily, given the potential risk of transmission of the virus during the Covid-19 pandemic.

**27/20 OPEN FORUM**

The Clerk reported that no matters had been raised at the Open Forum following the previous meeting of the Council.

**28/20 ACCOUNTS**

Upon being moved by Councillor Green and seconded by Councillor Ms Gifford, it was

**RESOLVED**

- (a) that the following accounts be approved:-

		£
M J Buddle	Salary – June 2020	1,066.72
W E Batterbee	Salary – June 2020	1,065.96
R Edwards	Salary – June 2020	96.00
R Reeves	Salary - June 2020	1,017.33
Mrs N Everett	Salary – June 2020	556.94

HMRC	Tax & NIC – June 2020	1,408.37
R Reeves	Reimbursement – balance of webcam purchase (£40.99 - £27.58 claimed for cancelled order)	13.41
R Reeves	Reimbursement – play bark	362.20
R Reeves	Reimbursement – sprayer	19.99
M J Buddle	Reimbursement – paint	9.99
M J Buddle	Reimbursement – sprayer	18.99
Vodafone	Mobile phone contract (Timebank) (paid by direct debit)	10.66
E.ON	Electricity supply - Parish Centre (paid by direct debit)	110.00
E.ON	Gas supply - Parish Centre (paid by direct debit)	18.38
Chess ICT Ltd.	IT support – July (paid by direct debit)	157.67
Allstar	Fuel (paid by direct debit)	110.75
Total Gas & Power	UMS 1 street lighting electricity supply May	3.42
Total Gas & Power	UMS 3 street lighting electricity supply May	4.04
Arthur Ibbett Ltd	Repair to strimmer	86.40
CGM Group	Grass cutting in May (East Anglia) Ltd	306.00
ESPO	Refuse sacks	93.00
ESPO	Hygiene products and equipment	140.68
ESPO	Hygiene products and equipment	104.46
Cranbrook Plants	Bedding plants	61.92
Impie Ltd.	PPE for Handymen	39.60
CGM Group	Grass cutting in June (East Anglia) Ltd	306.00
ESPO	Miscellaneous supplies	64.98
Total Gas & Power	UMS 1 street lighting electricity supply	3.55

June

Total Gas & Power	UMS 3 street lighting electricity supply June	3.13
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(b) that payment of the following invoice be endorsed:-

Lawyers in Local Government	Annual subscription for Clerk	45.00
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### **29/20 BUDGETARY CONTROL**

The Council received the budgetary control statement for June 2020 and the bank reconciliation statement for the first quarter of the year, copies of which had been circulated to all Members.

### **30/20 EXCLUSION OF PUBLIC**

#### **RESOLVED**

that the public be excluded from the meeting for consideration of the following item, having regard to the fact that this related to contractual arrangements between the Council and a third party.

### **31/20 REPLACEMENT PARISH CENTRE – APPOINTMENT OF ARCHITECTS**

Further to Minute No. 222/20(e), Members considered a report by the Clerk, copies of which had been circulated, on the appointment of architects in respect of the replacement of the Parish Centre.

A brief had been supplied to five firms of architects chosen by the Council and a co-ordinated response provided to all of the companies following requests for further information that had been received from a number of them. Quotations had been received from four of the companies which were itemised in the report now submitted. Members were informed that the working party had met the principal of the preferred company, Tibbett Architectural Services, by Zoom who had answered a series of questions raised to Members' satisfaction. References had also been obtained from previous clients of the company.

Councillors Payne and Green advised that the company offered the most advantageous quotation of those submitted and, with their professional backgrounds, they considered that the company could provide comprehensive support for the project. They responded to a number of questions from other Members concerning the company.

#### **REEOLVED**

that Tibbett Architectural Services be engaged to act for the Council in the design and project management for the replacement of the Parish Centre.

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

Chairman.