

Councillors Cole, Collins, Dykstra, England, Fabb, Gifford, Land, Ntuk, Parker, Potts, Sproats, Wilcox, Willis, Withams and Wyatt of

## **WARBOYS PARISH COUNCIL**

ARE SUMMONED TO THE NEXT PARISH COUNCIL MEETING

To be held on Monday 11<sup>th</sup> March 2024 at 7.00p.m.  
At Warboys Parish Centre Hall, High Street, Warboys PE28 2TA

**Signature** Mrs J Drummond **5<sup>th</sup> March 2024**  
Parish Clerk to Warboys Parish Council

*The Public and Press are cordially invited to attend.*

## **AGENDA**

### **48/24 WELCOME**

### **49/24 APOLOGIES FOR ABSENCE**

### **50/24 MEMBERS INTERESTS**

To receive declarations from Members as to disclosable pecuniary and non-statutory disclosable interests and the nature of those interests in relation to any agenda item. (See note below)

### **51/24 MINUTES OF 12<sup>th</sup> FEBRUARY 2024**

To confirm the Minutes of the meetings of the Council held on 12<sup>th</sup> February 2024 (copy attached).

### **52/24 CLERK'S REPORT**

Clerk to update Members on activities effecting and pertaining to the Parish.

*Please note that no decisions can lawfully be made under this item. LGA 1972 Schedule 12 s10 (2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.*

### **53/24 OPEN FORUM**

Open Forum of ten minutes duration for members of the public to address Councillors. If no members of the public are present the meeting will continue.

*At the close of this agenda item members of the public will no longer be permitted to address the Council.*

### **54/24 REPORT BY DISTRICT COUNCILLORS**

An opportunity for County and District Councillors to report upon any matters relevant to Warboys from their respective authorities.

### **55/24 REPLACEMENT PARISH CENTRE**

To consider an update by the Clerk on the present situation.

### **56/24 NEW PARISH CENTRE (NPC) WORKING GROUP**

To discuss and consider the Clerk's proposal to reestablish the NPC working group as a committee to allow for budget setting.

- a) Working Group to become Committee
- b) Delegated Financial Power
- c) Confirm Membership

### **57/24 EVENTS**

To consider updates from Cllr Wyatt for 80<sup>th</sup> Anniversary of D-Day and Feast Week. In addition consider the purchase of a new flag as part of D-Day Celebrations.

### **58/24 ROAD MARKINGS AT JUNCTIONS**

To discuss and consider Cllr England's proposal to raise with County Highways the poor condition of road markings within the village.

### **59/24 CLOCK TOWER ELECTRICAL SAFETY REPORT**

For Cllr Fabb to provide an update on the safety works at the Jubilee Clock Tower.

### **60/24 TREE SURVEY**

To review and consider Cllr Fabb's quotes for a tree survey to be conducted on all Council owned land and green spaces.

### **61/24 MEETING DOCUMENTS**

To consider Cllr England's proposal to return to paper copies of meeting documents sent out to members rather than email.

### **62/24 LATE PAYMENT PROCESS FOR SERVICES PROVIDED BY THE PARISH COUNCIL**

For Members to review and approve the asst. Clerk's new procedure for late/non-payment of invoices.

### **63/24 BUDGET FOR 2024/25 INCLUDING COMMITTEE AND HEADINGS**

To consider and approve the budget for the next municipal year.

- (a) Approval of the total budget forecast 2024/25 as per minutes no. FGP 23/24
- (b) Handymen Timesheets - separate their hours from the budget or continue with current process.
- (c) Reviewed budget with no timesheets.
- (d) Budget sign off.
- (e) To consider and approve the Clerks' proposal to link budget headings with reorganised committees.

### **64/24 ACCOUNTS**

To approve the payment of operational and NPC accounts for the past month.

### **65/24 BUDGETARY CONTROL**

To receive the budgetary control statement for February 2024 together with the list of Parish Centre bookings for that month (to follow).

### **66/24 EXCLUSION OF PUBLIC**

To resolve to exclude the public from the meeting under the section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 as the following items relate to a claim against the Council and employment matters.

### **67/24 INSURANCE CLAIMS**

To consider an update by the Clerk regarding ongoing insurance claims.

### **68/24 STAFFING MATTERS**

To consider the Clerks' proposal to include new tasks and redistribute existing tasks hence amending the current administrative structure and implementation of zero-hour contracts for 2 members of Parish Council staff.

- a) Clerk's hours update for March
- b) Implementation of casual worker contract update
- c) Merge the Employment Panel and the Appointments Panel into Employees, resources, and recruitment committee.
- d) Interview plans for new assistant clerk role.

### **69/24 OUTGOING CLERK RETIREMENT MATTERS**

To discuss and agree arrangements for the outgoing Clerk's retirement celebrations.

### **70/24 NOTICES AND MATTERS FOR THE NEXT AGENDA**

For members of the Council to raise any matters to be included in the next agenda.

### **MEETING CLOSED**

*(Note:*

*Members are reminded of the need to declare any disclosable pecuniary or non-statutory disclosable interests in any item appearing on the agenda or to be discussed at the meeting and to give the reason for the disclosure. Disclosure should be made at the commencement of the meeting or otherwise as soon as the interest becomes apparent*

*A Member who declares a disclosable pecuniary interest that has not been registered with Huntingdonshire District Council must register that interest with that authority within 28 days of the meeting.*

*A Member who has declared a disclosable pecuniary or non-statutory disclosable interest must leave the room when the item is being discussed, unless a dispensation has been granted by the Council. Applications for a dispensation using the approved form must be submitted to the Clerk prior to the commencement of the meeting for items appearing on the agenda or, in the event of an additional item, prior to that item being discussed.*

*Failure to comply with the legislation in relation to disclosable pecuniary interests is a criminal offence, subject to a maximum fine of £5,000 and/or disqualification from being a councillor for up to 5 years.*