

# WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 11th December 2023 at the Parish Centre, Warboys.

## IN ATTENDANCE

5 Members of the public.

## PRESENT WERE

Cllr J Cole	Cllr P Potts
Cllr R Dykstra	Cllr C Sproats
Cllr D England	Cllr S Withams (Chair)
Cllr D Fabb	Cllr S Wilcox
Cllr L Gifford	Cllr G Willis
Cllr J Land	Cllr A Wyatt
Cllr J Parker (Vice Chair)	

Mrs J Drummond:- Parish Clerk  
Mrs E Coverdale:- Asst. Clerk

Meeting commenced at 7.34 p.m  
*(Later due to Council Christmas party held before)*

## 162/23 WELCOME

Chair Withams opened the meeting.

## 163/23 APOLOGIES

Apologies were unanimously accepted from;  
Cllr M Morrow – Personal  
Cllr A Ntuk – Work commitments  
District Cllr Costello - Personal

## 164/23 MEMBERS' INTERESTS

Cllr England declared a pecuniary interest in item 174/23 due to the issue relating to land adjacent to an area he farms.

## 165/23 MINUTES OF THE MEETING HELD 13<sup>th</sup> NOVEMBER 2023

It was proposed by Cllr Willis, seconded by Cllr Parker and **RESOLVED** by all Members present, the Minutes of the meeting held on 13th November 2023 be signed as a correct record by the Chairman.

### **166/23 CLERKS' REPORT**

Report from Clerk attached as Addendum.

The Assistant Clerk provided Members with a brief update following the recent open-door session held 5<sup>th</sup> December. Four Parishioners had attended raising a variety of concerns including; road safety, allotment queries and funding support.

The Assistant Clerk also enquired if members might be available to attend the monthly sessions on a rota basis. Members were in agreement to do so with the Clerks establishing the schedule.

### **167/23 OPEN FORUM**

It was proposed by the Chair and unanimously **RESOLVED** agreed to close the meeting for a period of time to hold a public forum.

The meeting was closed at 7.44p.m and reconvened at 8.00p.m

The following matters were raised;

- Spar junction safety - The rise in traffic and lack of visibility caused by parked cars have led to safety concerns over the road and junction by the Spar (Mill Green). Numerous accidents have already occurred, prompting a suggestion to implement a one-way system along the Weir, High Street and Mill Green.

The Chair advised the resident that the Council, Huntingdon District Council, Cambridgeshire County Council and Highways had all opposed the application to relocate the Spar, but unfortunately, overturned on appeal and was approved by Planning Inspectorate. Previous investigations by the Council into implementing a one-way system proved impractical due to the angle of the turning required by articulated lorries using the road.

- Mill Green Junction (Fenton Road) - Concerns were raised following a recent collision at the junction where one vehicle ignored the give way markings and hit a car travelling along Mill Green. The resident proposed installing a stop sign instead to compel drivers to stop and check before turning.
- Stirling Close - A resident of Stirling Close offered valuable assistance regarding an outstanding insurance claim.

It was **RESOLVED** for the Clerks to explore the potential of installing a stop sign at the junction of Mill Green and to follow up with Highways regarding the safety concerns arising from poor road markings and conditions.

Following the discussions the Chair thanked those who spoke, and it was **RESOLVED** to continue the meeting.

### **168/23 REPORT BY DISTRICT COUNCILLOR**

None in attendance due to illness.

### **169/23 POLICE REPORT**

Arising from minutes 161/23; in Cllr Ntuk's absence the Clerk updated members on the planned Crimestoppers event. She stated that due to conflicting events and time limitations it had been recommended to postpone until the new year to allow ample time for proper preparation.

### **170/23 BIODIVERSITY DUTY UPDATE**

*Amended from HDC BIODIVERSITY FOR ALL – ONYETT'S FIELD*

Cllr Sproats provided Members with a summary of the actions taken so far to meet the Biodiversity Duty guidance issued by central Government in May 2023. In order to achieve the January 1st 2024 target they had surveyed the land owned by the Council, evaluated current maintenance practices, and identified potential enhancements. Noting that moving ahead with the HDC Biodiversity for All funding at Onyett's Field would fulfil a significant portion of the criteria.

It was therefore **RESOLVED** that in order to meet the 1<sup>st</sup> January deadline Cllr Sproats would formalise the Council's strategy.

### **171/23 REPLACEMENT PARISH CENTRE**

- Arising from minutes 142/23 the Clerk was pleased to announce to Members that the permission to borrow £450,000 from the Public Works Loan Board (PWLB) had been approved.

It was proposed by Cllr Parker and seconded by Cllr Willis and unanimously **RESOLVED** for the Clerk to submit to borrowing the £450,000 from the PWLB immediately.

- Additionally, the Clerk was able to confirm to the Council that the extension for the strategic CiL grant had been approved by Huntingdon District Council (HDC).
- Former Youthie Building - Following minutes 30/23 (g) the Clerk notified Members that the asbestos check had been completed, with none found. As a result, Cambridgeshire County Council are now willing to schedule a meeting and viewing of the Youthie with the Warboys Council.

### **172/23 EVENTS**

- a) 80<sup>th</sup> Anniversary of D-Day – following Minutes 60/23 Cllr Wyatt updated Members on the progress, expressing concerns about the inability to hold a raffle to raise funds for the church's car park improvements. The entry ticket price has been set at £8 and attendees will be able to dance, sit at tables and bring their own drinks.
- b) Christmas Lighting Group - Further to Minutes 104/23 Cllr Gifford provided an overview of the event, noting that it was well-attended. There were some minor issues with the PA system not being loud enough to adequately cover the larger area required to meet the risk assessment criteria. Attendees also expressed concern over the placement of the road closure, as it prevented vehicle access to the takeaway area. Additionally, there were discussions about the high cost of lighting installation, which had meant that most of the funds raised were used to cover the expenses.

It was therefore **RESOLVED** for the Clerks to investigate road closure amendments and bringing Christmas light installation back in-house to be more cost-efficient.

### **173/23 VAT REGISTRATION**

Following from minutes 150/23 and discussions the Clerk had with S Parkinsons from Parkinsons Partnership our appointed VAT expert, she advised Members of the tax saving benefits to applying imminently, 1<sup>st</sup> January 2024, versus waiting until 1<sup>st</sup> February 2024.

Subsequent to talks it was proposed by Cllr Land, seconded by Cllr Willis and was unanimously **RESOLVED** for the Clerk to apply for VAT Registration as soon as possible so that the Council can take advantage of any benefits once the new parish centre building works begin.

She also informed the Councillors that she was still awaiting clarification on whether the Council would immediately need to start charging VAT on services provided. However, we should be able to absorb the low VAT costs before the build commences.

### **174/23 ONYETT'S FIELD BYELAWS**

The assistant Clerk updated Members with the outcome from public consultation advising that no responses had been received. However, since the publication, Cllr Land advised that the Civil Aviation Authority had updated their guidance making the Byelaws inaccurate.

It was therefore **RESOLVED** for the assistant Clerk to update the documents with the recommended changes and to send to the Secretary of State for reapproval.

Additionally, it was **RESOLVED** for the Clerk and Cllr England to reorganise the meeting with pest control to resolve the rabbit overpopulation at Onyett's Field (previous minutes no. 127/23).

### **175/23 REPLACEMENT BENCH**

Members were informed that the Council's insurance had paid out a sum of £615.36 following removal of the damaged bench on Ramsey Road.

All Members were in agreement in principle to replace the bench with a new one, as no other benches were suitable for relocation.

It was therefore **RESOLVED** for the Clerks to find quotes for potential replacements.

### **176/23 WARBOYS DIARY GRANT**

It was unanimously **RESOLVED** and agreed in principle to pay the annual grant of £150.00 towards running costs of the Warboys Diary.

### **177/23 CHRISTMAS OFFICE HOURS**

It was unanimously **RESOLVED** and agreed in principle for the Clerks' contact and working hours over Christmas and New Year to be the following;

22<sup>nd</sup> – Normal

25<sup>th</sup> – 26<sup>th</sup> - Closed

27<sup>th</sup>- 29<sup>th</sup> – Normal

1<sup>st</sup> – Closed

2<sup>nd</sup> – Normal

### **178/23 ACCOUNTS**

The Monthly accounts were checked by Vice Chair J Parker and verified by Chair S Withams it was:- **RESOLVED** to approve the payments for November. (appendix 1)

- (a) Cllr Gifford raised concerns over lack of transparency for Salaries due to Councillors no longer seeing wages breakdowns monthly. Stating that she was not comfortable approving payments without seeing them.

After discussions it was **RESOLVED** for the Clerks to send out the monthly payment schedule spreadsheet to Members to cross reference should they want to. Councillors are also reminded that any salary information is to be kept confidential, as previously agreed.

- (b) Financial Software – The Clerk advised Members that they were currently investigating potential software packages to streamline the Council’s finances and make it easier moving forward.

### **179/23 BUDGETARY CONTROL**

The Chair raised concerns to the Clerks that it had been a prolonged period since the Council had seen the Budgetary Control report. The Clerk advised that she would forward as a matter of urgency to Members.

### **180/23 EXCLUSION OF PUBLIC**

The Chair thanked the public for their attendance and requested they leave the meeting. It was therefore unanimously:- **RESOLVED** that the public be excluded from the meeting under the section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

*Public left the meeting at 9.09p.m.*

**The meeting was declared closed at 9.09pm**

**The next meeting of Warboys Parish Council will be held on 8<sup>th</sup> January 2024.**

**Chairman.**

**Date.**

**APPENDIX 1**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>R</b>	<b>A</b>
Employees	Combined Salaries – November 2023 Includes pay award (back dated to 1 <sup>st</sup> April)	8,808.02		
HMRC	Tax & NI – November 2023	4,226.94		
Xerox	Parish Centre printer usage	21.60		
Amosite	Asbestos site check – Parish Centre	114.00		
Cromwell Fire	Fire extinguisher inspection – Parish centre	180.72		
Ivan Barrett LTD	Replacement tire and bulb - Council van	97.61		
Balfour Beatty	Installation of timers – Christmas lights	842.93		
ESPO	Cleaning supplies (Nov)	398.28		
Source for Business	Water charges – Allotments (Fenton Road)	249.33		
Ibbetts	Handymen – equipment parts	101.86		
Ramsey Informer	Byelaws consultation notice	103.00		
Total Energies	UMS supply 1	16.06		
Total Energies	UMS supply 2	13.28		
AC Tree Contractors	Removal of branches Pathfinder way	240.00		
J. Drummond	Expenses – Hand sanitiser and dispensers	10.74		
J. Drummond	Expenses – Key cutting x2	10.00		
J Drummond	Expenses - Stamps	14.00		
J Drummond	Expenses – Printer ink cartridges	108.38		
E Coverdale	Expenses – Stamps	23.40		
<b>Direct Debits</b>				
<i>EON</i>	<i>Gas (DD 21/11/23)</i>	<i>494.22</i>		
<b>EE</b>	<b>Phones (DD 28/11/23)</b>	<b>33.60</b>		
<i>Chess IT</i>	<i>Monthly service charge (DD – 29/11/23)</i>	<i>130.38</i>		
<i>Allstar</i>	<i>Fuel (DD – 6/11/23)</i>	<i>91.78</i>		
<i>Allstar</i>	<i>Fuel (DD – 06/12/23)</i>	<i>78.54</i>		

<i>Information Commissioner 's Office</i>	<i>Annual data protection fee (DD 16/11/23)</i>	35.00		
---	---	-------	--	--