

# WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 8th January 2024 at the Parish Centre, Warboys.

## IN ATTENDANCE

District and County Cllr S Corney, 1 Member of the public.

## PRESENT WERE

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

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

Meeting commenced at 7.00 p.m

## 1/24 WELCOME

Chair Withams opened the meeting.

## 2/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr S Wilcox – Holiday

Cllr M Collins – arrived during discussions on agenda item 6/24 (7.17p.m)

Cllr A Ntuk – arrived during discussions on agenda item 6/24 (7.19p.m)

HDC & CCC Cllr S Corney – arrived during discussions on agenda item 5/24 (7.06p.m)

## 3/24 MEMBERS' INTERESTS

Cllr England declared a pecuniary interest in item 13/24 due to the issue relating to land adjacent to an area he farms.

## 4/24 MINUTES OF THE MEETING HELD 11<sup>th</sup> DECEMBER 2023

It was proposed by Cllr Dykstra, seconded by Cllr Land and **RESOLVED** by all Members present, the Minutes of the meeting held on 11th December 2023 be signed as a correct record by the Chairman.

## 5/24 CLERK'S REPORT

Report from Clerk attached as Addendum.

*HDC & CCC Cllr S Corney arrived whilst Members discussed the above item (7.06p.m)*

## 6/24 OPEN FORUM

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

The meeting was closed at 7.17p.m and reconvened at 7.21p.m

Cllr Potts raised concerns on behalf of residents over parking on the double yellow lines near to the Royal Oak, along Station Road. He was advised by the Chair that this would be a parking enforcement issue.

It was therefore **RESOLVED** for the Clerk to contact the local police sergeant with details of the illegal parking on the residents' behalf.

Following the discussions, it was **RESOLVED** to continue the meeting.

*Cllr M Collins arrived whilst Members discussed the above item (7.17p.m)*

*Cllr A Ntuk arrived whilst Members discussed the above item (7.19p.m)*

### **7/24 REPORT BY DISTRICT COUNCILLOR**

HDC & CCC Cllr Corney updated Members on the following;

- Floods – He informed them of the severity of recent flooding incidents within the local area and advised anyone who had been affected to contact to the District Council to help inform future strategies.
- Green bin subscription: A reminder about the new green bin subscription service and instructed that food waste would need to go into grey bins moving forward.
- CIL: Highlighted that the next round of CIL was going through 22<sup>nd</sup> January 2024 and requested we passed this to any groups in need of funding. The Clerk asked for advice on applying for CIL grants for the new handyman workshops, and HDC Cllr Corney was able to point her to HDC Cllr Costello for support as she is on the panel.

### **8/24 POLICE REPORT**

None to report.

### **9/24 REPLACEMENT PARISH CENTRE**

The Clerk shared the news that unbeknown to the Council and the building contractor the preliminary work for the new parish centre had begun (8<sup>th</sup> January) with boreholes dug to determine piling depth. The Council had previously been given a date of 10<sup>th</sup> January for this work to begin.

Cllr England submitted that we allow Ben & Co to start the remedial work of bricking up the meeting room and shutting off water pipes etc. to the room.

It was therefore proposed by Cllr Collins, seconded by Cllr Land and **RESOLVED** by all in attendance to give approval for Ben & Co to begin preparation works at the current parish centre.

The Clerk advised the Members of the Underfive playgroup's continued concerns and steps taken by the Council and Ben & Co to mitigate them;

- Access to emergency escape route- With the car park closed off for building work the Clerk has been negotiating with a neighbouring property for the group to have temporary access to the garden or a key to the current parish centre in case of an emergency.

- Damage to building due to construction work – Ben & Co have offered a free condition survey of the group’s premises before and after the building project and will rectify any damage caused at no cost to the Underfives.

Following on from this the Clerk also informed the Council that a number of controlled site visits will be scheduled throughout the project to keep residents and community groups involved and informed.

Due to the project progressing swiftly it was **RESOLVED** by all for a Special meeting to be held to review and approve signing of the building contract work with Ben & Co for the new parish centre.

Finally, the Clerk reminded Members of the upcoming Public Exhibition, 12<sup>th</sup> January, with multiple sessions to view the plans open to the public and community groups.

*Cllr J Cole left during the discussion of the above item due to personal reasons (7.54pm)*

### **10/24 EVENTS**

- a) 80<sup>th</sup> Anniversary of D-Day – following Minutes 60/23 Cllr Wyatt informed Members that the issue of the raffle had been resolved with the WI hosting a quiz on 16<sup>th</sup> February at the parish centre to raise funds for the church car park.
- b) Feast Week – Cllr Wyatt updated Members on early preparations for Feast Week with morris dancers, the street market and other entertainment throughout the week being scheduled.
- c) May Day – It was also noted that the Warboys Community Association had begun preparations for this event.

### **11/24 PARISH CENTRE BOOKING CHARGES AND USER AGREEMENT**

The assistant Clerk raised the need for amendments to be made to the current (attached as appendix 2) Parish Centre booking agreements due to concerns regarding late cancellations of bookings raised by the staff who maintain the hall.

Following discussions, it was proposed by Cllr Willis, seconded by Cllr Land and was **RESOLVED** for the changes to the Parish Centre User Agreement to be implemented from 1<sup>st</sup> February 2024.

## 12/24 VAT REGISTRATION

The Clerk advised Members that she had been in touch with the appointed VAT expert, but was still awaiting a response, she had also written the formal letter to HMRC advising them of the VAT application.

As a part of this, and to improve current accounting and financial processes the Clerks' had researched and received quotes from a number of Accounts Software companies;

- Semanta: £75 a year, limited functionality
- Rialtas: Year 1 total cost - £4000 +VAT  
Year 2 onwards total annual cost - £1425 +VAT  
High costs, any changes and training additional costs incurred.
- Scribe: Year 1 total cost - £1835 +VAT  
Year 2 total annual cost - £1356 + VAT  
All training and support is free for lifetime of use, has all the functionality required.

Following the Clerks' putting forward their preference for Scribe due to its functionality, it was proposed by Cllr Collins, seconded by Cllr Parker and **RESOLVED** by all present to approve the purchasing of the Scribe Accountancy, Allotments and Bookings packages.

## 13/24 ONYETT'S FIELD BYELAWS

The assistant Clerk advised that she was still waiting to hear back from HDC Levelling up as to whether the amendments to the byelaws for Onyett's field required the Council to start the process again.

## 14/24 REPLACEMENT BENCH

Following minutes no. 173/23 the assistant Clerk provided quotes for a further 2 benches similar to the one previously agreed.

Previous quote: £631.77 + VAT (free delivery)

Additional (1): £1,232.41 + VAT (free delivery)

Additional (2): £1264.55 + VAT (+ delivery)

All Members were in agreement, so it was **RESOLVED** for the assistant Clerk to order the bench quoted at £631.77 + VAT.

## 15/24 DIAMOND JUBILEE HISTORY PLAQUE

*Item moved to after item 7/24 due to Cllr Cole leaving for personal reasons*

Cllr Cole provided the Members with details of the water damage to the historical plaque located at the entrance to Forge Way. She had received quotes from the original suppliers to repair the damage to the perspex cover and artwork underneath.

£225 and £35 Delivery (+ VAT)

Total £312.00

After discussions it was **RESOLVED** to agree in principle the £312; with Cllr Fab and Cllr Land going to inspect the plaque to advise the best option to fix.

### **16/24 WARBOYS DIARY GRANT**

Due to an error in the previous agreement (minutes no. 176/23) it was unanimously **RESOLVED** and agreed to pay the requested annual grant of £300.00 towards running costs of the Warboys Diary.

### **17/24 COUNCILLOR ELECTIONS**

After initially proposing the item for the agenda the Clerk subsequently realised that the next elections for the Parish Council were not scheduled until 2026.

### **18/24 CALENDAR OF MEETINGS 2024/25**

After an alteration was made to one of the calendar dates, it was **RESOLVED** without opposition that the meeting dates could proceed as planned for the period April 2024 – March 2025.

### **19/24 ACCOUNTS**

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

Due to unexpected issues the Salary details were unable to be provided before the meeting as had previously been agreed, but would be going out 9<sup>th</sup> January.

A payment to the Lighting Group had been added of £1,036.56 from the Vibrant Communities fund; This was proposed by Cllr Dykstra, seconded by Cllr Collins and **RESOLVED** for the payment to be made.

### **20/24 BUDGETARY CONTROL**

The Clerk had provided Members a copy of the Budgetary Control spreadsheet, explaining that December was incomplete due to the salaries needing to be added. She also raised that completing the spreadsheet had highlighted areas of concern where spend had exceeded budget allocation, such as Cemeteries.

It was decided for the Clerks to discuss some of the areas of concern with the previous Clerk to gain clarification over historical agreements and duties of the Parish.

### **21/24 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.

**The meeting was declared closed at 8.56pm**

**The next meeting of Warboys Parish Council will be held on 12<sup>th</sup> February 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<br>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>  |          |          |

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

## APPENDIX 2

### Propose they go into effect from 1<sup>st</sup> Feb 2024

#### 1. HIRE CHARGES AND BOOKING INFORMATION

1.1 To secure your booking, a minimum deposit of £10 must be paid at the time of reservation.

1.2 A returnable security deposit of £50 will be required for all bookings, which will be refunded at the discretion of the venue following

#### 2. CANCELLATION POLICY

2.1 Bookings cancelled less than 24 hours before it is scheduled to take place will be required to pay 100% of the hire fee. To avoid a cancellation fee, please provide cancellation notice at least 24 hours prior to your booking.

2.2 You can cancel or reschedule an appointment by emailing us on weekdays:

[clerk@warboysparishcouncil.co.uk](mailto:clerk@warboysparishcouncil.co.uk), or during evenings and weekends by calling Rosemary 01480 822820.

#### 3. BUILDING ACCESS

3.1 Details for key collection will be provided once the full venue fee has been received

3.2 The key(s) cannot be collected more than 30 mins before the commencement of booking time, unless express permission is granted by the Council.

3.3 The key(s) must be returned promptly at the end of the booking for the use of other hirers. Failure to do so may incur an additional fee or non-return of security deposit.