

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 11th March 2024 at the Parish Centre, Warboys.

IN ATTENDANCE

County and District Cllrs S Corney, A Costello and District Cllr C Lowe, 1 Member of the public.

PRESENT WERE

Cllr J Cole
Cllr R Dykstra
Cllr D England
Cllr D Fabb
Cllr L Gifford

Cllr J Land
Cllr J Parker (Vice Chair)
Cllr C Sproats
Cllr S Withams (Chair)

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

Meeting commenced at 7.00 p.m

48/24 WELCOME

Chair Withams opened the meeting.

49/24 APOLOGIES

Apologies were unanimously accepted from;

Cllr P Potts – Personal
Cllr G Willis – Holiday
Cllr A Wyatt – Bereavement

Apologies were not received, and not accepted from;

Cllr M Collins
Cllr A Ntuk
Cllr S Wilcox

50/24 MEMBERS' INTERESTS

None.

51/24 MINUTES OF THE MEETING HELD 12th FEBRUARY 2024

Cllr England requested an amendment to item 34/24, with the wording updated to;

Following discussions, it was unanimously **RESOLVED** for the Council to go ahead with Options 1 & 2 as long as the quote returned by HDC Operations totalled £8,000.

Subsequent to the document being edited and initialled it was proposed by Cllr Land and **RESOLVED** by all Members present, the Minutes of the meeting held on 12th February 2024 be signed as a correct record by the Chairman.

52/24 CLERKS' REPORT

Report from Clerk attached as Addendum.

53/24 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 7.10p.m and reconvened at 7.17p.m

The attending member of the public raised two concerns with Council; one pertaining to a potential issue with the sewerage system for the new parish centre (NPC) which he provided a solution to. The Chair and Clerk thanked him for his knowledge and advised they would take all information provided into consideration and this was an important agenda item for the next NPC meeting. His second concern was in relation to proposed County Highways road repairs and how it was to be conducted so as to not cause flooding issues to his and other properties. The Clerk advised that they would notify Highways of the concerns, but it wasn't in their control how the road surfacing work would be completed.

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

54/24 REPORT BY DISTRICT COUNCILLORS

HDC Cllr Lowe advised members of the following events and programmes;

- 1st April 50th Anniversary of Huntingdon District Council (HDC)
- 25th April Huntingdon Day
- 1st October 40th Anniversary of HDC
- 15th March Community planting scheme at Riverside.
- Street cleaning services are available for one off sessions.
- Announcement of the UK shared prosperity fund for small businesses.

County and District Cllr Corney provided an update from Cambridgeshire County Council (CCC);

- Whilst he had other members of the Council had fought for an increase in budget for road improvements, sadly this had been downvoted.
- The previous year's policy to not spray weeds along the roads had been overturned.

55/24 CLOSURE OF PUDDOCK ROAD SINGLE TRACK

HDC and CCC Cllr Costello was in attendance to offer members her understanding of the situation surrounding the closure of the single-track section of Puddock Road. She advised that neither her nor CCC Cllr Corney had been made aware in advance of the application which was voted in on 5th March. However, she had an urgent meeting arranged for the following morning (12th March) to discuss with County Highways, along with a site meeting planned for the following week. Cllr Costello emphasised to members that this cause was important to her and she wanted to ensure that the safety needs for users were met, whilst still providing the vital access for the local communities. The Chair advised CCC Cllr Costello that she had the backing of the Council on this issue and they would support in any way they could.

CCC & HDC Cllrs S Corney & A Costello left after the discussion of the above item (7.42p.m)

56/24 REPLACEMENT PARISH CENTRE

- a) Following minutes 35/24 (a) the Clerk advised members that the building control issues had almost all been resolved now, thanks to the Technical advisor and contractor arranging a meeting with S. Tibbett.
- b) Minor setback with getting piling measurements, but the project was still on target to begin foundation work on 2nd April.
- c) She also stated that she was still awaiting a revised payment plan from Ben & Co. This caused some members to voice concerns about how funds would be managed to meet payment schedule with £200,000 in strategic CIL not becoming available until completion of the build. The Clerk advised that there were a number of additional grants becoming available for them, along with the precept payments which should cover any shortfalls.
- d) Cllr Land additionally provided an update from the perspective of the Working Group, sharing that once the project is underway a lot of the current issues should settle. Communications with the Underfives had eased and white lines had been painted to highlight emergency exits. He led on to explain the importance of the working group being able to utilise funds as quickly as feasible so as to not jeopardise the building work.

57/24 NEW PARISH CENTRE WORKING GROUP (NPCWG)

Following on from the previous agenda item 56/24 members discussed a number of issues to allow the NPCWG to work as effectively as possible throughout the replacement centre project, it was therefore;

- a) proposed by Cllr Land, seconded by Cllr Sproats and unanimously **RESOLVED** to turn the New Parish Centre Working Group into a Committee.
- b) proposed by Cllr Land, seconded by Cllr Parker, and was unanimously **RESOLVED** to update the council's standing orders to delegate financial power to Committees to a maximum of £10,000 for the next municipal year. It would then be scheduled for the Council to review again for the municipal period 2025/26.
- c) proposed by Cllr Land, seconded by Cllr Parker and unanimously **RESOLVED** for the newly formed New Parish Centre Committee (NPCC) to have a maximum of 6 members for ease of management.

The Clerk stated that she would update the NPCC terms of reference to state the above, advising that any members missing two meetings in a row would be removed from the committee and not replaced due to currently having 7 members.

58/24 EVENTS

80th Anniversary of D-Day

Subsequent to Minutes 36/24 (a) The assistant Clerk provided members with the following;

- a) It was unanimously **RESOLVED** for the Council to purchase the official 80th Anniversary of D-Day flag to mark the event, to be raised for one week commencing 6th June 2024. The cost of the flag is £28.80 + VAT & postage.
- b) She had had talks with the Reverend in relation to timings of the event and had started to get arrangements in place for the beacon lighting. Cllr Gifford advised that she would speak with the church bell ringers regarding their involvement in the event to help organise a timeline.

59/24 ROAD MARKINGS AT JUNCTIONS

Cllr England raised his concerns about the poor state of road markings and general condition of the roads throughout the Parish. The Clerk advised she had recently shown a Highways representative the especially concerning junctions and with the scheduled resurfacing works planned for June, they should readdress after completion. It was noted that the costs would be in the region of £243.

60/24 JUBILEE CLOCK TOWER

Arising from minutes 38/24 Cllr Fabb advised that the approved electrical work had been scheduled with N. Howard.

61/24 TREE SURVEY

Subsequent to minutes 44/24 (c) Cllr Fabb informed members that he had contacted several arboriculturists and was still collecting the quotes. He did express that the initial quotes were higher than he expected, but once completed ongoing maintenance should be easier for Council staff reducing costs.

During discussions Members mentioned a previous tree survey conducted at Adam Lyons Park, it was decided for the asst. Clerk to try to locate the documents for Cllr Fabb.

62/24 MEETING DOCUMENTS

Raised by Cllr England, he proposed that the Council revert back to issuing paper copies of meeting documents.

Concerns were raised by other members over the practicalities, cost implications and whether it was an effective use of the Clerks' time.

Following discussions, it was unanimously **RESOLVED** for the asst. Clerk to email out to all Council members asking them to respond if they require paper copies, these can then be collected at the Clerk open door sessions the week before the meeting. Those that do not respond would not be provided with any paper meeting documents moving forward.

63/24 LATE PAYMENT PROCESS FOR SERVICES PROVIDED BY THE PARISH COUNCIL

The asst. Clerk recommended that the Council implement a new process to help recoup costs from parish centre hirers who do not pay their outstanding balances. (appendix 1)

It was therefore proposed by Cllr Land, seconded by Cllr Fabb and unanimously **RESOLVED** for the Clerks' to adopt the new late payment process.

64/24 BUDGET FOR 2024/25 INCLUDING COMMITTEES AND HEADINGS

Subsequent to minutes FGP 23/24 (b), Members reviewed the budget report prepared by the Clerk (appendix 2) and agreed to implement the proposed changes by eliminating the Handymen's hours, resulting in the following decisions;

- (a) it was proposed by Cllr Land, seconded by Cllr Cole and unanimously **RESOLVED** to approve the total budget forecast 2024/25 as per minutes no. FGP 23/24.
- (b) it was proposed by Cllr England, seconded by Cllr Land and unanimously **RESOLVED** to keep the Handymen's timesheets but remove allocation of hours in the budget for municipal period 2024/25.
- (c) It was unanimously **RESOLVED** to implement the proposed changes by eliminating the Handymen's hours from the budget headings and they be salaried.

- (d) It was therefore unanimously **RESOLVED** by all members present to accept option 2 of the Budget for the next municipal year.
- (e) Following the previous agreements (a, b &c) it was proposed by Cllr Land, seconded by Cllr Cole and unanimously **RESOLVED** for the revised committee restructure to be implemented for the next municipal year.

HDC Cllr Lowe left during the discussion of the above item (8.40pm)

65/24 ACCOUNTS

The Monthly accounts were checked by Chair S Withams and verified by Vice Chair J Parker it was:- **RESOLVED** to approve the operational payments for March. (appendix 3)

The Monthly accounts were checked by Chair S Withams and verified by Vice Chair J Parker it was:- **RESOLVED** to approve the NPC payments for March. (appendix 4)

66/24 BUDGETARY CONTROL

The Clerk advised members of the current position of reserves both in regard to operational costs and the NPC building and asked members for approval to;

- a) close the Council's Cambridge & County Bank account and transfer the balance to the Council's Co-op holding account.
- b) ask the Warboys Women's Institute if they can draw down their generous donation to the Council for the NPC, with the funds going towards the foundations, recognising their outstanding contribution to the village.

It was unanimously **RESOLVED** by all members present for the Clerk to start the process to access both sets of funds.

67/24 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 8.54pm.

The next meeting of Warboys Parish Council will be held on 8th April 2024.

Chairman.

Date.

APPENDIX 1

All invoices will be required to be paid within 30 days of invoicing (this will be added to the invoice and in agreement document for bookings moving forward)

Invoice paid within 14 Days No action required
Non-payment 14 Days after issuing Polite Reminder Letter
Non-payment 30 Days after issuing Overdue - Reminder Letter
Non-payment 45 Days after issuing Final Reminder Letter

Polite Reminder Template

Subject – Warboys Parish Council **INVOICE NO.**

Dear **Client Name**

I am contacting you on behalf of Warboys Parish Council with regard to the following invoice:

(Invoice No) / (Invoice Balance)

This invoice is due for payment on **(Invoice due date)**. It would be greatly appreciated if you could confirm receipt of this invoice and advise as to whether payment has been scheduled.

I have attached a copy of the invoice for your reference. If you require any further information from our side, please let me know.

Overdue Reminder Template

Subject – Warboys Parish Council - OVERDUE PAYMENT - **INVOICE NO.**

Dear **Client Name**

Further to my previous correspondence, I'm contacting you on behalf of Warboys Parish Council with regard to the following outstanding invoice.

(Invoice No) / (Invoice Balance)

This invoice is now overdue (due: **(Invoice due date)**). It would be greatly appreciated if you could advise as to payment status.

If there are any issues delaying payment (e.g. missing invoice, incorrect information etc.) please so let me know and I can send the relevant information as the due date for this invoice has now passed.

I have attached a copy of the invoice for your reference.

FINAL REMINDER

Subject – Warboys Parish Council – FINAL REMINDER - **INVOICE NO.**

Dear **Client Name**

Further to my previous correspondence, I'm contacting you once again on behalf of Warboys Parish Council with regard to the following outstanding invoice.

(Invoice No) / (Invoice Balance)

The invoice was due on **(DUE DATE)** and remains unpaid.

Given the lack of response on your side after several attempts to contact you, we will shortly begin legal proceedings in order to receive the monies owed to Warboys Parish Council.

Immediate payment will result in us closing this issue without need for legal action.

I have attached a copy of the invoice for your reference.

Regards,

APPENDIX 2

Over the recent six months the Parish has experienced a significant amount of change. Therefore, to ensure this agenda item is documented correctly please see below a flow chart of which I hope assists you through this document.

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.

Agenda Item:- 63/24 (b) & (c)

Presented to the Finance & General-Purpose Committee 19th February 2024, this revised paper only considers spend; extracting Handymen costs (taken from previous

timesheet allocations) and incorporates those costs into salaries; all budget headings remain.

The introduction of Scribe (financial software) reflects the budget headings, your decision will influence how those budget headings are populated:-

- Option 1 – 24/25 Budget (With handymen continuing with timesheets)
- Option 2 – REVISED 24/25 (Handymen activities incorporated in salaries)

All members will have access to the Scribe system enabling them to view and manipulate financial reports for their area of interest. They will not have any editing functionality.

Play Parks	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED 24/25
Adams Lyons	3,950.21	4,000.00	3,700.00	1,700.00
Jubilee Park	1,817.48	3,000.00	2,300.00	1,000.00
Orchard Close	3,592.00	1,000.00	3,000.00	1,800.00
Total	9,359.69	8,000.00	9,000.00	4,500.00

Open Spaces	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED
Onyett's Field	4,806.88	5,000.00	5,000.00	2,800.00
Gardens	2,919.67	3,000.00	3,000.00	1,700.00
Trees and hedges	5,547.99	1,000.00	3,500.00	3,500.00
Total	13,274.54	9,000.00	11,500.00	8,000.00

WPC - Assets	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED
Parish Centre - General running costs	12,839.24	14,300.00	9,000.00	6,500.00
Allotment - General running costs	1,278.39	1,050.00	1,500.00	200.00
Weir maintenance	1,618.55	750.00	1,500.00	500.00
Sheepwash maintenance	252.39	500.00	500.00	250.00
Jubilee Clock	757.81	250.00	500.00	500.00
Shelters & litter bins	5,719.09	4,500.00	5,000.00	500.00
Verges, seats maint.	1,564.21	800.00	1,000.00	1,000.00
Car park	0.00	100.00	0.00	0.00
Maintenance of vehicle	1,636.67	2,500.00	2,000.00	2,000.00
Equipment, fuel & repairs	1,296.21	2,500.00	3,000.00	3,000.00
Public footpaths	611.08	500.00	650.00	300.00
Total	26,962.56	27,750.00	24,650.00	14,750.00

Village Maintenance	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED 24/25
Grass cutting	4,613.90	5,000.00	5,000.00	2,500.00

Grounds Maintenance	591.11	3,500.00	1,000.00	500.00
War Memorial	573.89	500.00	600.00	100.00
Litter clearance	4,366.77	3,000.00	4,500.00	200.00
Cemetery maintenance	654.31	450.00	400.00	400.00
Street lighting	855.53	1,000.00	800.00	800.00
Winter gritting	0.00	1,500.00	500.00	500.00
Total	11,655.51	14,950.00	12,800.00	5,000.00

PROJECTS	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED 24/25
Connections Bus Project	5,985.00	11,340.00	11,500.00	11,500.00
Sports Holiday club	0.00	4,000.00	0.00	0.00
Highway schemes	0.00	5,000.00	5,000.00	5,000.00
Vibrant Communities	1,723.26		0.00	0.00
Grants & donations	440.00	1,000.00	500.00	500.00
Total	8,148.26	21,340.00	17,000.00	17,000.00

EVENTS	2023/24 Spend	23/24 Budget	24/25 Budget	REVISED 24/25
Feast Week arrangements	556.96	750.00	600.00	600.00
Xmas lighting	4,811.93	1,000.00	1,000.00	1,000.00
Remembrance Sunday			500.00	500.00
Anniversary D-day			500.00	500.00
Total	5,368.89	1,750.00	2,600.00	2,600.00

Split – Parish Administrative Costs	2023/24 Spend		24/25 Budget	REVISED 24/25
Salaries - All	59,546.53	new	59,500.00	86,235.00
IT	3,775.92		3,500.00	3,500.00
Training			2,500.00	2,500.00
Insurances	4,942.85		4,950.00	4,950.00
Admin & Audit	871.00		1,150.00	115.00
Misc & Elections	306.29		400.00	400.00
Total	69,442.59		72,000.00	97,700.00

Budget Headings	Total Allocation 24/25
Play Parks	4,500
Open Spaces	8,000
WPC Assets	14,750
Village Maintenance	5000
Projects	17,000
Events	2,600
Parish Administrative costs	97,700
Total predicted 'activity' spend	149,550
Loan repayments	39,295
Total	188,845

Agenda Item:- 63/24 (d)

Budget Headings and Committee relationship

Budget Headings	Total Allocation 24/25 £K
Play Parks	4,500
Open Spaces	8,000
WPC Assets	14,750
Village Maintenance	5000
Projects	17,000
Events	2,600
Parish Administrative costs	97,700
Total predicted 'activity' spend	149,550

Currently Warboys Parish Council has the following groups in place to govern / guide Parish activity:

Activity	Format	Meetings per year
Planning	Committee	12
Finance & General Purpose	Committee	2
Leisure Areas	Committee	2
Allotments	Committee	2
Rights of Way	Committee	1
Employment Panel	Panel	When needed
Appointments Panel	Panel	“
Appeals Panel	Panel	“
Hearings Panel	Panel	“
Allotments	Liaison Group	2
The Weir	Working Group	When needed
Onyetts Field	Working Group	“
Environment Strategy and Bio-Diversity Duty	Working Group	6
New Parish Centre	Working Group	12

Below the above budget headings allocated to a **proposed** Committee.

Budget Headings	Total Allocation 24/25	Proposed Committee for agreement
Play Parks	4,500	Leisure
Open Spaces	8,000	Leisure
WPC Assets	14,750	Assets & Maintenance
Village Maintenance	5000	Assets & Maintenance

Projects	17,000	Community, Projects & Events
Events	2,600	Community, Projects & Events
Parish Administrative costs	978,700	Employees, Resources & Employment
Total predicted Spend	149,550.00	

Committee Groups	Total budget overview
Leisure Areas	12,500.00
Assets & Maintenance	19,750.00
Community and Projects	19,600.00
Employees, resources and recruitment	97,700.00
Activity Spend	149,550.00

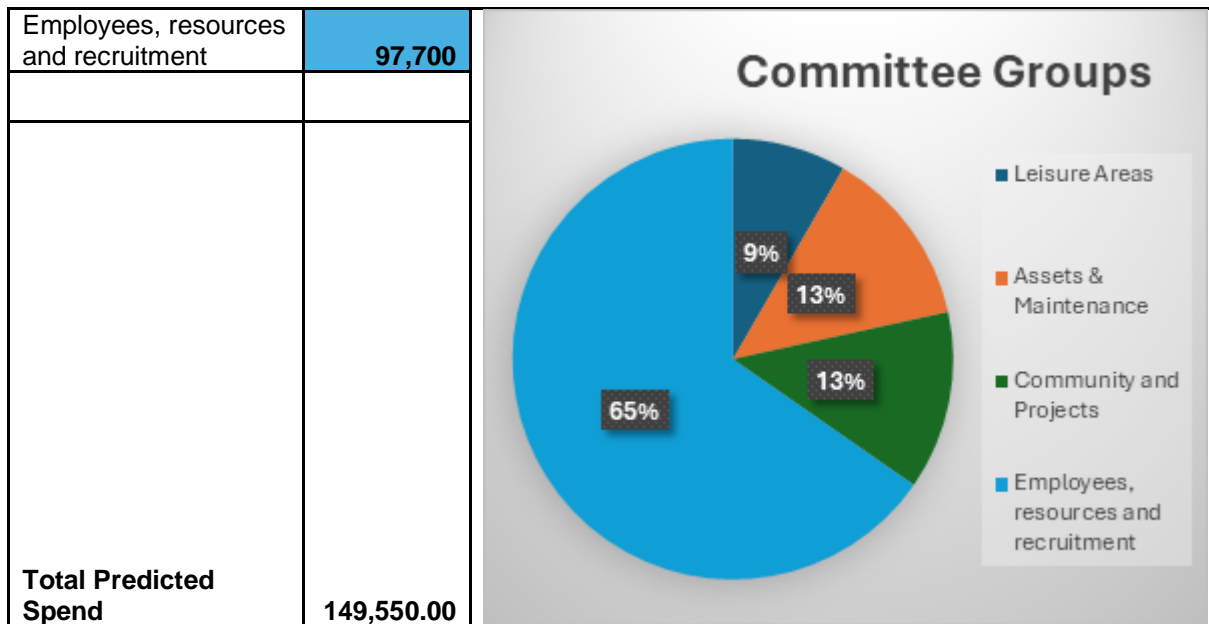
Proposal:

Committee	Area of activity & responsibility	Budget
Planning	Remains a statutory Committee	0
Finance & General Purpose	Remains a statutory Committee, with an oversight of the Parish budget (including the new Parish Centre build). Meeting: Propose every financial quarter.	1.747m
Leisure Areas	Remains Committee Incorporates: Rights of Way Onyetts Field Meeting: Propose 3 x per year Includes:- Environment Strategy and Bio-Diversity Duty Working Group (may need to meet when required)	12,500.00
Allotments	Statutory Allotments Liaison group (as above)	
Assets & Maintenance	New: Includes village assets, vehicle, tools, equipment and village maintenance. Meeting: propose 2 x per year Includes: The Weir working group	19,750.00

Community and Projects	New: To ensure Parish projects are delivered. An active group that interacts and participates with other Community groups with a focus on fund raising.	19,600.00
Employees Resources and Recruitment	New: As the Parish workforce grows, a committee group to ensure health and wellbeing of employees is met.	97,700.00

Allotments	Dissolved included with Leisure	
Rights of Way	Dissolved included with Leisure	
Employment Panel	Panel – Dissolved included with Employees Resources and Recruitment	
Appointments Panel	Panel – Dissolved included with Employees Resources and Recruitment	
Appeals Panel	Panel - Dissolved included with Employees Resources and Recruitment	
<i>Hearings Panel</i>	<i>Panel – Called when required</i>	
Allotments	Statutory Committee	
The Weir	Working Group – Included with Assets and Maintenance	
Onyetts Field	Dissolved included with Leisure	
Environment Strategy and Bio-Diversity Duty	Working Group included with Leisure	
New Parish Centre	Working Group – Converts to committee with a delegated power to be determined for spend.	1.58m

Committees	Budget	
Leisure Areas	12,500	
Assets & Maintenance	19,750	
Community and Projects	19,600.00	



Parish Centre – build 2024/25

Propose the costings for the build are kept separate. Drawn down of the funds will be made and held in the Co-Operative holding account. When payment is required that amount is transferred from the Co-Operative holding account into the Co-Operative Community operational account for payment.

Financial Holdings	Amount
National Savings Income Bonds	645,000.00
Cambridge & County Banks	98,078.80
Co-Operative Bank holding (Includes loan)	500,000.00
Grant - HDC	200,000.00
Grant - Red Tile Farm	79,000.00
Funding - WI	50,000.00
Total from existing savings	1,572,078.80

Please note the Co-Op Community Operational Account (from where the Parish runs the day-day operational spend) has NOT been included in the above investment, grant, and loan figures. As of 31st March 2024 it is expected there will be approximately 30K in the operational account to bring forward into the financial year 2024/25.

New Parish Centre Working Group relate to Agenda item 56/24

It is proposed this working group moves to Committee status and receives delegated power from full council to approve spend on incidentals that should they need to wait for full council will impede the running of the build project.

APPENDIX 3

Payee	Details	Amount	R	A
Employees	Combined Salaries – February 2024	5,812.56		
HMRC	Tax & NI – February 2024	1,645.48		
M.A.M Garden Maintenance	Grass cutting – Adam Lyons	170.00		
Business Watch	Parish centre CCTV contract – overdue payment from 16/05/22	127.20		
Connections	Bus Project Jan-Feb	1575.00		
Frame It Services	Frame and mount for scroll	60.99		
Total Energies	UMS supply 1	9.22		
Total Energies	UMS supply 2	7.84		
Ramsey Builder Merchants	4x Postcrete	24.00		
Parrot Printing	Scroll printing	12.00		
	Expenses			
J Drummond	DVLA Vehicle Licensing	320.00		
Direct Debits				
<i>EON</i>	<i>Gas (DD 16/02/24)</i>	<i>1430.06</i>		
<i>EON</i>	<i>Electricity (DD 6/02/24)</i>	<i>1090.46</i>		
<i>EON</i>	<i>(DD 1/03/24)</i>	<i>251.89</i>		
<i>EE</i>	<i>Phones (DD 28/02/24)</i>	<i>33.60</i>		
<i>Chess IT</i>	<i>Monthly service charge (DD – 28/02/24)</i>	<i>137.15</i>		
<i>Allstar</i>	<i>Fuel (DD – 28/02/24)</i>	<i>80.82</i>		
<i>Allstar</i>	<i>Fuel card (DD 1/3/24)</i>	<i>1.80</i>		

APPENDIX 4

Payee	Details	Amount	R	A
Ben & Co	Contracted works	88,762.54		
R Payne	Architectural advisor contract	1,340.40		

	Expenses			
J Drummond - expenses	Planning application fee to HDC	209.00		
	Pre Approved			
Greenwillows associates ltd.	NPC – Detailed Ecological Mitigation Scheme. Minutes no. 34/24 (d)	450.00		
ATSPACE	NPC – Design Stage Minutes no. 34/24 (d)	898.80		