

WARBOYS PARISH COUNCIL

Minutes of a meeting of **Warboys Parish Council** held on 10th March 2025 at the Warboys Library, High Street, PE28 2TA.

IN ATTENDANCE

7x Members of public

PRESENT WERE

Cllr R Dykstra
Cllr J Land
Cllr J McGee
Cllr J Parker (Vice Chair)
Cllr S Perkins
Cllr P Potts

Cllr C Sproats
Cllr S White
Cllr G Willis
Cllr L Willis
Cllr S Withams (Chair)
Cllr A Wyatt

Mrs J Drummond – Sen. Clerk
Mrs E Coverdale:- Clerk
Mrs L Moore:- Asst. Clerk

Meeting commenced at 7.00 p.m

42/25 WELCOME

Chair Withams opened the meeting.

43/25 APOLOGIES FOR ABSENCE

Apologies received and accepted from;
Cllr N Mohun – Work Commitments

Apologies were not received, and not accepted from;
Cllr M Collins

Cllr A Ntuk - *arrived during item 47/25 (7.06pm)*

44/25 MEMBERS INTERESTS

a) Declarations
None declared

b) Dispensations
None received.

45/25 MINUTES OF 10th FEBRUARY 2025

It was proposed by Cllr J Land, seconded by Cllr R Dykstra and **RESOLVED** by all Members present, the Minutes of the meeting held on 10th February 2025 be signed as a correct record by the Chairman.

46/25 NEW COUNCILLOR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Due to Cllr McGee's absence from the February Full Council meeting, where she was successfully co-opted onto the Council, she was asked to sign the Declaration of Acceptance of Office at this meeting, which she duly completed.

47/25 CLERK'S REPORT

Report from Clerk attached as Addendum.

Cllr Ntuk arrived during the discussions of the above item (7.06pm)

48/25 OPEN FORUM

It was proposed by the Chair and unanimously **RESOLVED** to close the meeting for a maximum period of 10 minutes to hold a public forum.

The meeting was closed at 7.17p.m and reconvened at 7.19p.m

A resident inquired about the minutes of the special meeting held on 28th October 2024, as he was unable to locate them on the website. The Clerk confirmed that the minutes had been approved and advised that she would check their availability online. She also offered to forward a copy to him via email.

The Clerk also advised members that a resident had raised concerns about the condition of the footpaths along Forge Way and along Mill Green.

49/25 REPORT BY DISTRICT COUNCILLORS

In the absence of the District Councillors, the Clerk provided an update from CCC Cllr A. Costello regarding the single-track section of Puddock Road. The 30 mph speed limit is now in place, with a 40 mph buffer zone from Warboys. Additional signage has been installed to highlight the dangers of the roadside drains. Repairs to the rutted areas are scheduled to take place at a later date. Speed monitoring is ongoing, with data being compared before and after the introduction of the new limit. Further updates will be provided when available.

HDC Cllr C Lowe arrived at 7.50pm and provided her update for residents and council members;

- HDC Budget: Discussed and approved at last week's meeting.
- Parking Enforcement: To be managed moving forward by HDC, not County.
- Garden Waste Subscription Service: Price remains the same; up to 3 additional bins allowed.

- 20mph Funding: Application open, with a 5pm deadline on 28th March.
- Household Support Fund: Information shared, closing 31st March.
- Wieldsheaf Cross Road: Speed limit reduced to 50mph for now.
- Active Lifestyles: One Leisure registration is now open for councils.
- FACT Community Transport: Available to anyone; booking service open.
- Local Government Reorganisation: 1st May elections scheduled.

50/25 REPLACEMENT PARISH CENTRE

Arising from 31/25 Cllr J Land provided a brief explanation to the new members of the project so far. He then updated the Council on the current position;

a) Progress

- Internal joists are now going up as part of the ongoing construction work.
- The designs for the kitchens and toilets are currently being finalised.
- The completion of the project is expected in early September.
- The installation of Mechanical & Electrical (M&E) 1st fixes is underway.

b) Integrated Care Scheme

The Sen Clerk advised that the next step in securing funding for the scheme is to establish a Proof of Concept. Initially, funding may be lower than anticipated, as demonstrating the need for the project is a prerequisite. However, once the concept is successfully established, further opportunities for additional funding should become available.

c) Misc.

A site visit for all members will be planned so they can view the progress of the building project.

51/25 EVENTS

The Sen. Clerk provided members with an update on the following upcoming events:

a) May Day Event – 5th May 2025

The Warboys Community Association has agreed to include a VE Day 80th Anniversary theme in the annual May Day event. Funds raised will go towards the Community Association.

It was noted that the Parish Council will have a stall at the event, featuring fun games similar to the previous year.

b) VE Day 80th Anniversary – 8th May 2025

The Council will organise a Beacon Lighting and Service on 8th May to commemorate the 80th Anniversary of VE Day. This will follow a similar format to the D-Day commemoration in 2024.

c) The Senior Clerk also advised that she had been invited to attend the 55 Club in April to provide an update on the building project.

52/25 BUDGET FOR MUNICIPAL PERIOD 2025-26

Arising from 36/25 & FGP 10/25 the Sen. Clerk informed members that she had updated the proposed budgets for the municipal period 2025-26 as per the following;

- Maintaining the Rights of Way Committee and increasing its meetings to twice a year.
- Transferring The Weir and Sheep Wash to the Leisure Areas Committee, aligning them with the management of other waterbodies.

Subsequently, it was proposed by Cllr Land, seconded by Cllr Parker, and unanimously **RESOLVED** by all members present to approve the budget for the 2025-2026 municipal year, as set out in Appendix 1.

2x MP arrived during discussions of the above item (7.42pm)

53/25 SPEEDWATCH

Arising from 35/25 Members were provided with further information on the operations and organisation of the Warboys Speedwatch Community Group.

Following discussions, it was **RESOLVED** that Cllr Land will collect the equipment from the Handymen and store it at home until a formal decision is made on the future of the Speedwatch group.

Additionally, it was unanimously **RESOLVED** that the Clerks will advertise the role of Speedwatch Organiser to residents, with the matter to be reviewed at the next Full Council meeting on 14th April.

HDC Cllr C Lowe arrived during the discussion of the above item (7.50pm)

54/25 WEBSITE UPGRADE

Members were provided with a report for 3 specialist website developers.

Following discussions, it was proposed by Cllr Potts, seconded by Cllr G Willis, and unanimously **RESOLVED** to appoint Option 1: Aubergine as the website developers for the Warboys Parish Council website. The approved cost is £1,498 + VAT for the first year.

55/25 FORMAL STATEMENT ON PRECEPT FOR 2025-26

For members to note that on 9th December 2024 Warboys Parish Council approved the precept for the 2025-26 municipal year at £235,050.00. This represents a 25% increase from the previous year; equating to an annual payment of £147.35 for a Band D property towards parish council services.

56/25 ACCOUNTS

The Monthly accounts were checked by Chair S Withams and verified by Chair J Parker it was:- **RESOLVED** to approve the payments for February 2025. (Appendix 2)

57/25 BUDGETARY CONTROL

The members received a copy of the budgetary control in February. (Appendix 3)

58/25 NOTICES AND MATTERS FOR THE NEXT AGENDA

- Speedwatch
- Ben & Co March Invoice – preapproval

There being no further business, the meeting was declared closed at 8.18pm

The next meeting of Warboys Parish Council will be held on 14th April 2025.

Chairman.

Date.

APPENDIX 1 – BUDGET FOR MUNICIPAL PERIOD 2025-26

Full Council 10th March 2025 - Ref 52/25			
Q4 at (24/02/25)		Precept Income	235,050.00
F&GP		BUDGET for 2025-26	
Committee	Cost Centre	Headings	BUDGET 25/26
Leisure		Play Parks	
Leisure	401	Adams Lyons	2,500.00
Leisure	402	Jubilee Park	1,000.00
Leisure	403	Orchard Close	1,000.00
Leisure		Total	4,500.00
Leisure		Open Spaces	
Leisure	201	Gardens	1,700.00
Leisure	202	Onyett's Field	2,800.00
Leisure	203	Trees and hedges	5,000.00
Leisure	204	The Weir	500.00
Leisure	205	Sheep Wash	200.00
		Total	10,200.00
Assets & Maintenance		WPC Assets	
Assets & Maintenance	701	Allotment - General running costs	200.00
Assets & Maintenance	703	Equipment & Repairs	2,000.00
Assets & Maintenance	704	Jubilee Clock	500.00
Assets & Maintenance	705	Car Park	0.00
Assets & Maintenance	706	Public Footpaths	200.00
Assets & Maintenance	707	Verges, seats maint.	1,000.00
Assets & Maintenance	708		
Assets & Maintenance	709	Shelters, Litter & Bins	500.00
Assets & Maintenance	710	Maintenance of vehicle	2,000.00
Assets & Maintenance	711	Fuel	1,200.00
Assets & Maintenance	713	Community Centre - General running costs	7,000.00
Assets & Maintenance	NEW	Community Centre - business rates	4,000.00
		Total	18,600.00

Assets & Maintenance		Village Maintenance	
Assets & Maintenance	601	Cemetery maintenance	400.00
Assets & Maintenance	602	Grass cutting	2,500.00
Assets & Maintenance	603	Grounds Maintenance	500.00
Assets & Maintenance	604	Litter clearance	200.00
Assets & Maintenance	605	Street Lighting	800.00
Assets & Maintenance	606	War Memorial	100.00
Assets & Maintenance	607	Winter Gritting	500.00
Assets & Maintenance		Total	5,000.00
		Events	
Projects & Events	101	Anniversary D-day	500.00
Projects & Events	102	Feast Week arrangements	350.00
Projects & Events	103	Remembrance Sunday	100.00
Projects & Events	104	Xmas lighting	1,000.00
Projects & Events	NEW	New Community Centre	3,000.00
		Total	4,950.00
		Projects	
Projects & Events	501	Connections Bus Project	10,695.00
Projects & Events	502	Grants & donations	500.00
Projects & Events	503	LHI Highway schemes	12,000.00
Projects & Events	504	Sports Holiday club	1,000.00
Projects & Events	505	Community Directory	0.00
		Total	24,195.00
Employees & Resources		Parish Administrative Costs	
	301	Admin & Audit	5,000.00
	302	Insurances	5,000.00
	303	IT	4,000.00
	304	Misc & Elections	400.00
	305	Training	1,500.00
	306	Bank Interest	
	307	HMRC -VAT	
	308	Precept	
	309	CIL	
	NEW	Marketing & Branding	5,000.00
		Total	20,900.00
Leisure		Playparks	4,500.00
		Openspaces	10,200.00
Assets & Maintenance		WPC Assets	18,600.00
		Village Maintenance	5,000.00
Projects & Events		Events	4,950.00
		Projects	24,195.00
Employees & Resources		Parish Administration	20,900.00
		Salaries	104,300.00
		Repayment Loan 1	38,434.50
		Repayment Loan 2	8,000.00
			239,079.50

APPENDIX 2 – Accounts 56/25

Voucher No ⬆	Date ⬆	Net ⬆	VAT ⬆	Total ⬆	Cashed Date ⬆	Description ⬆	Supplier ⬆	Bank ⬆	Payment Ref ⬆	Minute Rel ⬆
295	28.02.2025	£29.76	£5.95	£35.71	28.02.2025	Phone Contract	EE Limited	Co-op Operational	Monthly fee	56/25
289	11.03.2025	£1,090.39	£0.00	£1,090.39		HMRC - PAYE	HMRC - PAYE	Co-op Operational	126/3830H	56/25
288	11.03.2025	£64.67	£12.93	£77.60		Open Spaces Supplies	Glasdon	Co-op Operational	SI904052	56/25
287	11.03.2025	£549.00	£109.80	£658.80		NPC Contingency	Russell Payne MCIAT	Co-op Operational	2244	56/25
286	11.03.2025	£39,495.84	£7,899.17	£47,395.01		NPC - Build Costs	Builder	Co-op Operational	1135	56/25
285	18.02.2025	£335.00	£0.00	£335.00	28.02.2025	Vehicle Tax	DVLA	Co-op Operational	1257-5269-9888-4866	56/25
284	24.02.2025	£54.94	£10.99	£65.93	28.02.2025	Handymen Supplies	UK Amenity Supplies	Co-op Operational	5664	56/25
283	05.02.2025	£1.50	£0.30	£1.80	28.02.2025	Fuel Card	allstar	Co-op Operational	E2019890732	56/25
282	19.02.2025	£70.13	£14.03	£84.16	28.02.2025	Fuel Card	allstar	Co-op Operational	E2019966961	56/25
281	27.02.2025	£161.28	£32.26	£193.54	28.02.2025	IT Support	IT Suppliers	Co-op Operational	4869575	56/25
280	11.03.2025	£288.75	£0.00	£288.75		Library Hire	Cambridgeshire County Council	Co-op Operational	423005241265	56/25

APPENDIX 3 – Budgetary Control 57/25

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 28/02/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Anniversary D-Day				500.00		500.00	500.00 (100%)
102 Feast Week Arrangements		125.00	125.00	600.00	300.00	300.00	425.00 (70%)
103 Remembrance Sunday				500.00	24.49	475.51	475.51 (95%)
104 Xmas Lighting				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL		125.00	125.00	2,600.00	324.49	2,275.51	2,400.51 (92%)

New Parish Centre

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
901 NPC Month 1 - February 2024							(N/A)
902 NPC Month 1 - Contingency Feb							(N/A)
903 NPC Month 2 - Contingency Mar							(N/A)
905 NPC Contingency 24-25					36,396.71	-36,396.71	-36,396.71 (N/A)
906 NPC Build Costs 24-25				1,408,313.72	614,096.61	794,217.11	794,217.11 (56%)
909 Fundraising		1,199.13	1,199.13		0.01	-0.01	1,199.12 (N/A)
910 Loan Repayments				39,295.00	39,294.90	0.10	0.10 (0%)
911 Grants		162,000.00	162,000.00				162,000.00 (N/A)
SUB TOTAL		163,199.13	163,199.13	1,447,608.72	689,788.23	757,820.49	921,019.62 (63%)

Open Spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201 Gardens				1,700.00	661.90	1,038.10	1,038.10 (61%)
202 Onyett's Field		8,034.31	8,034.31	2,800.00	377.50	2,422.50	10,456.81 (373%)
203 Trees and Hedges				3,500.00	900.00	2,600.00	2,600.00 (74%)
204 The Weir				500.00	29.16	470.84	470.84 (94%)
SUB TOTAL		8,034.31	8,034.31	8,500.00	1,968.56	6,531.44	14,565.75 (171%)

Parish Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301 Admin Resources & Audit				1,150.00	5,186.82	-4,036.82	-4,036.82 (-351%)
302 Insurances				4,950.00	4,655.53	294.47	294.47 (5%)
303 IT				3,500.00	3,007.47	492.53	492.53 (14%)
304 Misc & Elections				400.00	87.00	313.00	313.00 (78%)
305 Training				2,500.00	630.00	1,870.00	1,870.00 (74%)
306 Bank Interest		18,543.29	18,543.29		1,900.00	-1,900.00	16,643.29 (N/A)
307 HMRC - VAT		135,028.11	135,028.11				135,028.11 (N/A)
308 Precept		188,040.00	188,040.00				188,040.00 (N/A)
309 CIL		5,335.02	5,335.02				5,335.02 (N/A)

SUB TOTAL		346,946.42	346,946.42	12,500.00	15,466.82	-2,966.82	343,979.60 (2751%)
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Play Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
401	Adam Lyons				1,700.00	2,181.53	-481.53	-481.53 (-28%)
402	Jubilee Park				1,000.00	864.72	135.28	135.28 (13%)
403	Orchard Close				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL					4,500.00	3,046.25	1,453.75	1,453.75 (32%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501	Connections Project				10,695.00	5,143.58	5,551.42	5,551.42 (51%)
502	Grants & Donations				500.00	425.00	75.00	75.00 (15%)
503	Local Highway Improvement Sc				5,000.00		5,000.00	5,000.00 (100%)
504	Sports Holiday Club							(N/A)
505	Community Directory		500.00	500.00		500.00	-500.00	(N/A)
506	Clothing Bin		575.10	575.10				575.10 (N/A)
SUB TOTAL			1,075.10	1,075.10	16,195.00	6,068.58	10,126.42	11,201.52 (69%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					86,235.00	89,511.73	-3,276.73	-3,276.73 (-3%)

Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Cemetery				400.00		400.00	400.00 (100%)
602	Grass Cutting				2,500.00	1,190.00	1,310.00	1,310.00 (52%)
603	Grounds Maintenance				500.00	82.81	417.19	417.19 (83%)
604	Litter Clearance				200.00	180.80	19.20	19.20 (9%)
605	Street Lighting				800.00	59.92	740.08	740.08 (92%)
606	War Memorial				100.00		100.00	100.00 (100%)
607	Winter Gritting				500.00		500.00	500.00 (100%)
SUB TOTAL					5,000.00	1,513.53	3,486.47	3,486.47 (69%)

WPC - Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	Allotment Expenditure				200.00	234.06	-34.06	-34.06 (-17%)
702	Allotment Income		1,082.64	1,082.64		100.00	-100.00	982.64 (N/A)
703	Equipment				2,000.00	625.85	1,374.15	1,374.15 (68%)
704	Jubilee Clock				500.00	1,281.12	-781.12	-781.12 (-156%)
705	Car Park							(N/A)
706	Public Footpaths & Bridleways				300.00		300.00	300.00 (100%)
707	Seats & Benches				1,000.00		1,000.00	1,000.00 (100%)
708	Sheep Wash				250.00		250.00	250.00 (100%)
709	Shelters & Litter Bins				500.00	135.60	364.40	364.40 (72%)
710	Vehicle Maintenance				2,000.00	2,111.99	-111.99	-111.99 (-5%)
711	Vehicle Fuel				1,000.00	1,004.19	-4.19	-4.19 (-0%)
713	Parish Centre Expenditure		5,214.68	5,214.68	6,500.00	7,427.72	-927.72	4,286.96 (65%)
714	Parish Centre Income		4,102.00	4,102.00		500.83	-500.83	3,601.17 (N/A)
SUB TOTAL			10,399.32	10,399.32	14,250.00	13,421.36	828.64	11,227.96 (78%)

Summary

NET TOTAL	529,779.28	529,779.28	1,597,388.72	821,109.55	776,279.17	1,306,058.45 (81%)
V.A.T.	17,970.18			134,861.15		
GROSS TOTAL	547,749.46			955,970.70		