

Minutes of the meeting of Wimblington Parish Council held on Tuesday 4th May 2021 Held by remote video conference call due to Coronavirus pandemic.

Present M T Davis (Chairman), Mrs P Amos (Clerk), Cllr. P Clark; Cllr. J Clarke; Cllr Dent; Cllr. Harding; Cllr. Wright; Cllr Hennen.

Mrs P Hart; Mrs M Abbott; Mr T Thorne;

Number	Title		Action
085/21	Election	No elections took place this year	
086/21	Election of chairman and vice-chairman	The election took place for chairman: Cllr Maureen Davis was unopposed. Proposed: Cllr. Hennen; Seconded: Cllr P Clark. M Davis was elected as chairman unanimously. All in favour by show of hands. The election took place for vice-chairman: Cllr P Clark was unopposed Proposed: Cllr Davis; Seconded: Cllr. Hennen. Cllr P Clark was elected as vice-chairman unanimously. All in favour by show of hands	
087/21	Apologies for Absence	Cllr. J Rose; Cllr. K Bowell; Cllr Gowing;	
088/21	Absentees	None	
089/21	Chairs Additional items	None	
090/21	Declarations of interest	i)declaration: Cllr Dent re planning application F/YR21/0352/RM. ii)written dispensation requests: There were none iii)dispensation grants: There are none	
091/21	Public participation	None	
092/21	Contact roles	Councillor contact roles were agreed as: Karen Bowell – Neighbourhood Plan, Good neighbour scheme. John Clarke - Ransonmoor Windmill Panel, Website, Finance committee, Policies. Paul Clarke – Vice Chairman, Flag marshal, street lighting, Pavilion CCTV, Defibrillators. Maureen Davis – Chairman, Finance Committee, Burnthouse Windmill Panel, Street lighting, Neighbourhood Plan. Julie Dent – Parkfield, WMPF, Cemetery, Christmas lights. Judith Harding - Stonea, Finance committee, Good neighbour scheme, Fun Day. Chris Hennen - Hook, Finance committee, Street lighting. Joanne Rose - Parish Hall, Neighbourhood Watch, Speed Watch, Fun Day, Christmas Lights. Liz Wright - Parish Paths, Allotments.	
093/21	Confirmation of minutes	RESOLVED – that the minutes of meeting held on 13 th April 2021 were correctly recorded and that they be signed as being a true record. Proposed: Cllr. P Clark; Seconded: Cllr. Hennen . All in favour.	
094/21	Fenland District Council	Cllr Davis reported that there has not been a meeting at FDC. Next one scheduled for 19 May which will probably be held at the Hudson Centre in Wisbech to safely accommodate the number of Councillors attending.	
095/21	Cambridgeshire County Council	Cllr. Gowing was not able to attend.	
096/21	Clerks report	Sadly, court ruling delivered on 28.4.2021 denied English Councils the choice as to whether they wish to continue to hold remote meetings. Therefore from our June meeting any Councillor wishing to vote on an agenda item will have to be physically present at the meeting. Scotland and Wales have decided differently and are allowing meetings to continue to be held remotely. Hall will only be able to host 50 people maximum due to current Covid restrictions. After discussion, as we must hold socially distanced meetings, Cllr Davis asked whether all Cllrs would be happy to not have a table. Each person will have to be responsible to wipe down their own chair. Cllr Hennen asked whether we can hold a hybrid meeting – Cllr Davis answered no we cannot. Clerk reported that the battery and pads need to be replaced in the Parish Hall defibrillator at cost of £240.00 net – see payments for approval.	
097/21	Fun Day/Christmas Lights	a) Fun Day: Cllr Rose was not able to attend. b) Christmas Lights	
098/21	Other Matters	a) Good neighbour scheme: ongoing	

		b) Web site: Chair, Cllr Hennen and Clarke have had meetings with 2 different companies to see how their systems work. Third meeting/company scheduled for 13th May. c) Allotments: Cllr Bowell, whilst at the allotment AGM as an allotment holder, was part of discussion as to whether the gates to the allotments <i>had</i> to be kept locked 'at all times' ie whilst allotment holders were tending their patch, this being a directive from Parish council at some point. Clerk had read through the lease and there is no mention of this. Clerk had responded by e-mail to Cllr Bowell with a copy of the lease and advise that as good practice, gates should be locked when the area is empty, then up to individual whether they wish to lock gates if they are at the allotment alone. Cllrs discussed and clerk to advise as above.	PA
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099/21	Payments	a) The members to consider the following: accounts for payment:																																																																											
	Mar 060/21d	<table><tr><td>Payments</td><td></td><td>NET</td><td>VAT</td><td>£</td></tr><tr><td>Staff salaries * estimate</td><td>Including pension, tax & NI</td><td></td><td></td><td>1921.13</td></tr><tr><td>Generis Security</td><td>Extra CCTV camera</td><td>385.00</td><td>77.00</td><td>462.00</td></tr><tr><td>F'land Leisure play</td><td>Zip wire and rocker reapers</td><td>812.65</td><td>162.53</td><td>975.18</td></tr><tr><td>Playsafe</td><td>RoSPA report 2 x play areas</td><td>165.00</td><td>33.00</td><td>198.00</td></tr><tr><td>Zurich</td><td>Annual insurance fee</td><td></td><td></td><td>3516.69</td></tr><tr><td>I Cooper</td><td>Internal audit</td><td></td><td></td><td>175.00</td></tr><tr><td>EDF energy</td><td>Pavilion electricity to 23 March</td><td>18.69</td><td>0.93</td><td>19.62</td></tr><tr><td>A Deptford</td><td>Defibrillator battery and pads</td><td>240.00</td><td>48.00</td><td>288.00</td></tr><tr><td>CGM</td><td>Spraying at Cemetery & WMPF</td><td>152.500</td><td>30.50</td><td>183.00</td></tr><tr><td>Information Office</td><td>Annual ICO fee</td><td></td><td></td><td>35.00</td></tr><tr><td>Avantigas</td><td>Hall gas April</td><td>111.67</td><td>5.58</td><td>117.25</td></tr><tr><td>Swift Fire & Safety</td><td>6 month service</td><td>285.97</td><td>57.19</td><td>343.16</td></tr><tr><td>EDF</td><td>Pavilion electricity April</td><td>11.92</td><td>0.60</td><td>12.52</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	Payments		NET	VAT	£	Staff salaries * estimate	Including pension, tax & NI			1921.13	Generis Security	Extra CCTV camera	385.00	77.00	462.00	F'land Leisure play	Zip wire and rocker reapers	812.65	162.53	975.18	Playsafe	RoSPA report 2 x play areas	165.00	33.00	198.00	Zurich	Annual insurance fee			3516.69	I Cooper	Internal audit			175.00	EDF energy	Pavilion electricity to 23 March	18.69	0.93	19.62	A Deptford	Defibrillator battery and pads	240.00	48.00	288.00	CGM	Spraying at Cemetery & WMPF	152.500	30.50	183.00	Information Office	Annual ICO fee			35.00	Avantigas	Hall gas April	111.67	5.58	117.25	Swift Fire & Safety	6 month service	285.97	57.19	343.16	EDF	Pavilion electricity April	11.92	0.60	12.52					
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		*See appendix a for salary breakdown = Previously approved by Chairman or at previous meeting All payments to be made - Proposed: Cllr. P Clark; Seconded: Cllr. Harding; all in favour.																																																																											
100/21	Annual Governance Statement	The annual governance statement: a) Councillors reviewed the effectiveness of the system of internal control and considered the findings. - Internal audit completed in 2, 6 monthly audits. Chairman countersigns monthly bank reconciliations. The internal auditors report was read out to the meeting. All members in agreement by show of hands. b) Annual Governance Statement – was read out to the meeting by the Chairman - internal control: resolved to tick ‘yes’ to sections 1-8. Section 9 is N/A. Internal audit was read to the meeting and both approved. Proposed: Cllr. P Clark; Seconded: Cllr. Hennen. The Annual Governance Statement had been signed and dated by the clerk and was with the Chairman for signature at this meeting as witnessed by Full Council. Annual Accounts –(i) Councillors considered the Accounting Statements.: All Councillors had received by e-mail a copy of the accounts on 28.4.2021. (ii) approved the Accounting Statements by resolution – resolved to approve the Accounting statement. Proposed: Cllr. Hennen: Seconded Cllr P Clark. Statements were signed and dated by the Chairman presiding at the meeting.																																																																											
101/21	Risk Management and Health & Safety	To review policies/procedures: a) To review Standing Orders, Financial Regulations, Cemetery Fees and other Council documents: Standing Orders & Financial Regulations – e-mailed to Cllrs on 28.4.2021. After discussion resolved to adopt Standing Orders and Financial Regulations. Proposed Cllr. Davis Seconded: Cllr. Dent. Cemetery fees to be discussed at 105/21a below.					PA																																																																						

		b) To review policies/procedures – Cllr Clarke to report. Lone working & anti-bullying & harassment policies were sent to Cllrs on 29.4.2021 for review. After discussion resolved to adopt both as read. Proposed: Cllr Dent Seconded: Cllr. P Clark	
102/21	Planning	Planning: The clerk reported that the following planning applications had been received for comment: a) F/YR21/0352/RM - Reserved Matters application relating to detailed matters of access, appearance, landscaping, layout and scale (for Plot 2 only) pursuant to outline permission F/YR19/0550/O to erect a dwelling (3-storey 3/4-bed suites, and an attached 1-bed annexe) and associated works, including approx 2.3m high entrance gates at Plots 2 & 3 at Land South Of 6 Eastwood End – <i>no objections</i> F/YR20/0234/O - Hybrid application: Outline application with matters committed in respect of access for the erection of up to 16 x dwellings. Full application for the formation of an access, internal road, open space and drainage involving the demolition of existing dwelling and commercial buildings at Land North Of 3A - 9 Bridge Lane – <i>object as previously. mention soakaway</i> F/YR21/0369/F - Change of use of land for domestic purposes at Land South West Of 30A Eastwood End – <i>no objection for use solely as garden.</i> <i>Cllr Davis did not take part in discussions regarding the above planning applications as she is a member of FDC planning committee.</i> b) Neighbourhood Plan: Cllr Howell reported via Cllr Clark, that funding has now opened and she will apply this week. c) Doddington Rd exception site: Further to minute 068/21a: Following on from the presentation given by 2 members of Cambridgeshire Housing Association at the last meeting, Cllr Davis asked members for any comments. Further information had been received from CHA saying that the site is 1.46 acres (0.59 hectares) which makes proposal within current guidelines. Each house to have minimum of 55 sq. m. garden and area of landscaped open space within site. Fronting ditch to be culverted. There is no formal plan application at the present. After discussion, resolved to reply to CHS saying that Parish Council will support this site. Proposed: Cllr. Wright Seconded: Cllr. Dent. Vote in favour by 6-1.	PA
103/21	Highway matters/Street lighting/Transport	a) Street lights reported: Corner Hook Rd. Quote received including UKPN disconnection and re-connection of £1912.90 to replace. After discussion resolved to agree replacement. Proposed: Cllr. P Clark. Seconded: Cllr. Harding. Eastwood End/A141 replacement has been ordered and letters asking for donations have been sent to: Power Porter; Harpham Precision Engineering; Plasgran; Pavemac Ltd; Law Fertilisers; Chapel Cottage Plants Ltd; A C Cartons; Fengrain. A contribution of £200.00 already offered by Data Shredders towards this replacement. b) Footpaths and highways issues: None c) Doddington Rd/March Rd speeding. Cllr Rose as Speedwatch rep. asked whether as a Council we could put up temporary 30mph signs on these roads. Upwood have done this, although clerk pointed out that Government legislation forbids repeater signs in a 30mph area which has street lights. Upwood have in fact used wording such as please slow down. Etc. After discussion resolved to approve; Clerk to get prices Clerk reported that maintenance company had now replied regarding installing new lights: on Church Lane the only site might be outside the Church on the corner, where there appears to be cabling. Doddington Rd there is no cabling to add a new light. After discussion resolved to investigate cost. Clerk to get final costs/test. Clerk had received confirmation of a successful LHI bid to implement 7.5 ton weight limit on Fullers Lane and installation of signage. Details to follow.	PA PA
104/21	War Memorial playing field	a) WMPF – Clerk reported that the RoSPA report identifies the following: Paintwork needed on bench; Chip in teen shelter seat and paintwork needs attention; Post cap missing on large multi-play; side cap missing on toddler multi-play; ground erosion at zip line; seat repair at zip line. Handyman to address when able. Clerk to get cost to replace seat. b) Cllr. Dent reported that Adult exercise equipment	PA
105/21	Parkfield	Parkfield – a) Cllr Dent reported that nothing new to report other than preparations to re-open on 17th May	
106/21	New Cemetery/Churchyard	a) Fees. FDC fees (with whom WPC have always aligned their fees) have increased again this year but only by between £2 and £5 per item. Cemetery last year cost approximately	

		£2000.00 to run with income of approximately £5000.00. Clerk had forwarded FDC updated charges and suggested charges for Wimblington 2021/22 to Cllrs on 28.4.2021 After discussion resolved to remove additional inscription fee and keep fees as 2020/21 Proposed: Cllr Davis; Seconded: Cllr. P Clark.	
107/21	Parish Hall	a) Opening date: Current guidelines suggest an opening date of 17th May with up to 50% occupancy. Cambs ACRE have provided various forms and suggest that hirers should clean used areas themselves both before and after use, with particular attention to all handled surfaces. Clerk & Chair have already completed a Covid risk assessment. After discussion resolved to stay closed until 21st June. b) Further outside repair work: Clerk has asked for updates to the received quote, forwarded to Cllrs 29.4.2021. Remove paint and repaint existing fascia £1540.00 or, to cover current fascia with UPVC - £1760.00. (Removal of existing fascia would need some roof tiles to be removed then replaced – cost on hourly rate). New UPVC Fire door to rear exit £1258.33. Supply and fit guttering all round £1950.00. Clerk to ask for day rate not hourly for fascia. Guttering and fire door approved. Proposed: Cllr. Hennen; Seconded: Cllr P Clark. c) electricity supply: Clerk had applied for a 3 phase supply and met with UK power networks on site. Awaiting SSE who were contacted on 23.4.2021 to respond re new meter. Cllr Hennen asked about the possibility of a charging point – clerk to get details. Cllr Hennen asked why heating is on at the hall during the shutdown period. Clerk said that thermostat is set on 18 degrees. Cllr Davis said that from experience we run it higher than freezing point to keep the hall dry.	PA PA
108/21	Correspondence	Letter of thanks received from East Anglian Children's Hospices, for donation of £250.00. E-mail received from FDC re 'Celebrate the Fens' day June 2022. Organisation meeting 1st October 2021. After discussion resolved to put on next agenda. Cllr Davis had received e-mail from Cambs CC. re delivering community event to find out local issues which need support. After discussion no immediate projects identified other than the Neighbourhood Plan or Good neighbours scheme. Cllr Davis will liaise with Cllrs. Bowell and Harding re Good neighbours scheme. Cllr Hennen asked whether precept was increased by us – Chairman confirmed it was not.. All bills show a minus 3.7% for Wimblington Parish council portion of Council tax.	MD
109/21	Date of next meeting	Next meeting: Tuesday 8th June 2021 at 19.00 at Wimblington Parish Hall. Meeting closed at: 20.48	

Appendix a*

Note – figures below are closest estimate, as at time of meeting, HMRC basic tools were not available for input, therefore exact income tax not known at this time.

Payments	May 2021	NET	VAT	£
Booking clerk	Booking clerk duties			107.05
Cleaner	Hall cleaning			222.75
Clerk	Clerk duties incl. home wkg all.			796.33
Handyman	Handyman duties			288.00
Inland revenue	Staff tax & NI			240.24
LGSS	Clerks pension			266.76
Total				1921.13