

Minutes of the meeting of Wimblington Parish Council held on Tuesday 19th May 2020 Held by remote video conference call due to Coronavirus pandemic. Government legislation: L01-20-The-Local-Authorities-and-Police-and-Crime-Panels-(Coronavirus)-(Flexibility-of-Local-Authority-and-Police-and-Crime-Panel-Meetings)-(England-and-Wales)-Regulations-2020 refers.

Present M T Davis (Chairman), Mrs P Amos (Clerk), Cllr P Clark; Cllr J Dent; Cllr P Crawford; Cllr J Rose; Cllr J Clark; Cllr C Hennen; Cllr J Harding; Cllr J Gowing; Mrs P Hart

Number	Title		Action
086/20	Election	No elections took place this year	
087/20	Election of chairman and vice-chairman	The election took place for chairman: Cllr Maureen Davis was unopposed. Proposed: Cllr P Crawford; Seconded: Cllr Rose. 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 The Chairman thanked Cllr Rose for the sterling work which she had done as Vice-chairman in the preceding years.	
088/20	Apologies for Absence	Cllr E Wright;	
089/20	Absentees	None	
090/20	Chairs Additional items	None	
091/20	Declarations of interest	i)declaration: Cllr Dent re planning application F/YR20/0186/F ii)written dispensation requests: There were none iii)dispensation grants: There are none	
092/20	Public participation	None	
093/20	Contact roles	Councillor contact roles were agreed as: John Clarke - Ransonmoor Windmill Panel, Website, Finance committee, Policies Paul Clarke – Vice Chairman, Flag marshal, street lighting, Pavilion CCTV, Defibrillators Pauline Crawford – Street lighting, Maureen Davis – Chairman, Finance Committee, Burnthouse Windmill Panel, Street lighting, Julie Dent - Parkfield; WMPF, Cemetery, Christmas lights. Judith Harding - Stonea, Finance committee Chris Hennen - Hook, Finance committee, Street lighting Joanne Rose- Parish Hall, Neighbourhood Watch and Speed Watch, Fun Day, Christmas Lights Liz Wright - Parish Paths, Allotments	
094/20	Confirmation of minutes	RESOLVED – that the minutes of meeting held on 21 st April 2020 were correctly recorded and that they be signed as being a true record. Proposed: Cllr. Davis; Seconded: Cllr. P Clark. All in favour.	
095/20	Fenland District Council	Cllr Davis reported that 3 planning meetings had taken place using video conference call as had a Conservative group meeting. The earliest a Full Council meeting would convene would be July.	
096/20	Cambridgeshire County Council	Cllr. Gowing reported that he had attended a Full Council meeting by video conference call that day.. He had also received the e-mail regarding ‘Future March’ for which there is an online public consultation. There is also a transport strategy available for residents to read.	
097/20	Other Matters	a) Speed reduction measures on Doddington/March Rd. Further to a second e-mail from Mr Ward, he has asked why there cannot be speed humps on a bus route as they have them in Whittlesey? He however suggested single passing points rather than speed humps. Clerk had replied to him saying that there would need to be evidence-based information to go to Cambridgeshire County Council highways dept, as Parish Council have no powers regarding roads. The current cost of speed humps (as shown on the CCC web site) for speed humps is between £14,500 and £22,000 and for road narrowing between £7,5000 and £12,500, but road narrowing restricted as ‘Road narrowing should not be used on junctions with any heavy goods vehicle traffic.’ Speed tables cost 7,500 - £9,500 for a small speed table or £14,500 - £20,500 for a large speed table. Also, a reply had been received from Ms Bird, asking for consideration of using the HGV covenant and asking CCC for traffic calming measures. The HGV covenant had been discussed at the November 2016 meeting, but was	

		felt to be unsustainable. Clerk had received another complaint about lorries speeding along Doddington Rd. from Mr Ricciardi. Clerk had e-mailed Cambs. CC on 11.5.2020 asking for help with suggestions. To date there has been no reply. Cllr Rose (Speedwatch) said that she believes that there has been increase in speeding vehicles since the Covid 19 restrictions. Neither Speedwatch, nor the Police are able to have speed camera sessions, which is having an impact. Whilst Speedwatch cameras sessions were taking place, the statistics showed that speeding through the village had reduced to around 2.5%, which she believed has risen because of the lack of Speedwatch activity. Once we are able to hold Speedwatch sessions again this will reduce and advised that before making any long-term decisions we should wait for normality to return. After discussion, clerk in liaison with Cllr Rose to reply to complainants. b) VJ day planter – after many e-mails between Councillors regarding which VE day planter to purchase from the funds received from the closed down Film Club, it was felt that we might also purchase a VJ day planter. After discussion resolved to purchase both VE day and VJ day planter. Proposed: Cllr Davis; Seconded: Cllr Rose. All in favour by show of hands c) staff salary. Clerk and public left the meeting. The Chairman reported that there was a need to increase the salaries of the hall steward and the cleaner in line with Government minimum wage. There was then a discussion of the Clerk's salary. General discussion concluded that the Clerk was providing an excellent service often above and beyond her contractual duties and that there was a need to keep her salary broadly in line with NALC Spinal Code 24. Accordingly. It was proposed that the Clerks salary be increased by 2.75% with effect from 1 April 2020. Proposed Cllr Rose, seconded Cllr Crawford. Agreed unanimously.	PA PA
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098/20	Payments	a) The members to consider the following: accounts for payment: <table><tr><td>Payments</td><td></td><td>NET</td><td>VAT</td><td>£</td></tr><tr><td>Staff salaries *</td><td>Including pension, tax & NI</td><td></td><td></td><td>1798.45</td></tr><tr><td>Zurich</td><td>Annual insurance</td><td></td><td></td><td>3091.92</td></tr><tr><td>Fenland Dist Cncl</td><td>Cemetery rates 2020/21</td><td></td><td></td><td>149.70</td></tr><tr><td>Palysafety Ltd</td><td>RoSPA report for WMPF</td><td>161.50</td><td>32.30</td><td>193.80</td></tr><tr><td>ESPO</td><td>Help in Wimbo disp. Gloves</td><td>18.40</td><td>3.68</td><td>22.08</td></tr><tr><td>Wrights Tools</td><td>Adhesive for pavilion door</td><td>6.19</td><td>1.24</td><td>7.43</td></tr><tr><td>Swift Fire & Safely</td><td>Bi-annual Fire system service</td><td>145.00</td><td>29.00</td><td>174.00</td></tr><tr><td>Information Comm</td><td>Annual Data protection fee</td><td></td><td></td><td>40.00</td></tr><tr><td>CGM</td><td>Cut verges during March</td><td>236.00</td><td>47.20</td><td>283.20</td></tr><tr><td>Avanti gas</td><td>Hall gas April</td><td>74.01</td><td>3.70</td><td>77.71</td></tr><tr><td>I Cooper</td><td>Internal audit 2020</td><td></td><td></td><td>200.00</td></tr><tr><td>Zoom</td><td>Monthly video conf call fee</td><td></td><td></td><td>14.39</td></tr><tr><td>CGM</td><td>April grass cutting</td><td>558.92</td><td>111.78</td><td>670.70</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> Invoices paid by Barclaycard <table><tr><td>Fire Door Guru #</td><td>Hall toilet & fire door signs</td><td>18.17</td><td>3.61</td><td>20.79</td></tr><tr><td>Fenland Dist Cncl</td><td>Cemetery rates 2017/19</td><td></td><td></td><td>431.10</td></tr><tr><td>Fenland Spirits</td><td>Help in Wimbo hand sanitiser</td><td>20.83</td><td>4.17</td><td>25.00</td></tr><tr><td>Recycled Furniture</td><td>Street Pride planters</td><td>830.00</td><td>166.00</td><td>996.00</td></tr></table> *See appendix a for salary breakdown = Previously approved by Chairman or at previous meeting All payments to be made - Proposed: Cllr. Davis; Seconded: Cllr. Rose; all in favour. # Please note promotion applied of 0.99p discount	Payments		NET	VAT	£	Staff salaries *	Including pension, tax & NI			1798.45	Zurich	Annual insurance			3091.92	Fenland Dist Cncl	Cemetery rates 2020/21			149.70	Palysafety Ltd	RoSPA report for WMPF	161.50	32.30	193.80	ESPO	Help in Wimbo disp. Gloves	18.40	3.68	22.08	Wrights Tools	Adhesive for pavilion door	6.19	1.24	7.43	Swift Fire & Safely	Bi-annual Fire system service	145.00	29.00	174.00	Information Comm	Annual Data protection fee			40.00	CGM	Cut verges during March	236.00	47.20	283.20	Avanti gas	Hall gas April	74.01	3.70	77.71	I Cooper	Internal audit 2020			200.00	Zoom	Monthly video conf call fee			14.39	CGM	April grass cutting	558.92	111.78	670.70						Fire Door Guru #	Hall toilet & fire door signs	18.17	3.61	20.79	Fenland Dist Cncl	Cemetery rates 2017/19			431.10	Fenland Spirits	Help in Wimbo hand sanitiser	20.83	4.17	25.00	Recycled Furniture	Street Pride planters	830.00	166.00	996.00	
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099/20	Annual Governance Statement	The annual governance statement: a) Councillors to review of effectiveness of the system of internal control and consider the findings of the review by the members meeting as a whole. - 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) consider the Accounting Statements by the members meeting as a whole: All Councillors had received by e-mail a copy of the accounts on 13.5.2020 (ii) approve the Accounting Statements by resolution – resolved to approve the Accounting statement. Proposed: Cllr P Clark; Seconded: Cllr. Hennen All in favour by show of hands. (iii) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given – Completed as above.	
0100/20	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 11.5.2020. After discussion resolved to adopt Standing Orders and Financial Regulations. Proposed Cllr. Crawford; Seconded: Cllr. J Clarke. Cemetery fees to be discussed at 0105/20 below. b) To review policies/procedures – Cllr Clarke to report- whole village risk management report is just awaiting final information regarding Fun Day and Christmas Lights.	PA

0101/20	Planning	Planning: The clerk reported that the following planning applications had been received for comment: F/YR20/0338/F - Erect 1 dwelling (2-storey 5-bed with attached triple garage/plant room/enclosed swimming pool, 2.0m high (approx. height) wall with railings and gates to front and the temporary siting of 2 x static caravans involving the demolition of existing dwelling and garage at 6 Bridge Lane – extension had been applied for – permission is already granted; this application is for minor changes – no objections F/YR20/0186/F - Erect 1 dwelling (2-storey 4-bed) including an office and a detached double garage in association with existing business at Land West Of 110 Westfield Road Manea. This has gone to FDC planning committee F/YR20/0274/F - Erect a single storey 2/3-bed dwelling at Land East Of 12 Norman Way – revised plans – object as previous grounds.	PA
0102/20	Highway matters/Street lighting/Transport	a) Street lights reported: None. b) Footpaths and highways issues: clerk reported that notification had been received advising that carriageway resurfacing works would commence on Sixteen Foot bank Manea/Wimblington; Wimblington Rd Manea and Manea Rd Wimblington. Works would commence 7th Sept for 1 week between hours of 20.00 and 06.00. c) Clerk had received plea for help from resident regarding footpath access near Skylark Lakes. Clerk had contacted the Rights of Way officer and Cllr Wright (footpaths contact WPC) Cambs County Council Rights of Way officer already aware and in discussions with owners of the closed off track leading to the footpaths. d) Clerk reported that with approval from chairman, an amount of £30,000 had been put aside in an earmarked reserve to go towards street lighting in the future. After discussion resolved to approve. Proposed: Cllr. Davis; Seconded: Cllr. P Clark. All in favour by show of hands.	
0103/20	War Memorial playing field	a) WMPF – RoSPA report – further to the report being received, the handy man has been working his way through the remedial tasks outlined. All Medium risks have been addressed and the low risk are in hand, these being – bench needs re-painting; youth shelter needs re-painting (might have to be dismantled to do this job) and seat is chipped; cableway (zip wire) seat cable is splitting. Cllr Davis said that the teen shelter was paid for by a grant received, but it may not be possible to refurbish to the necessary standard as the teen shelter is at least 14 years old. Handy man will look into this. He is also going to try to re-attach the old zip wire seat which is not damaged at the same place as the new one, which is out of warranty. Clerk to look at options re teen shelter and report at next meeting. b) Cllr. Dent reported that all is well at the playing field.	PA
0104/20	Parkfield	Parkfield –	

		a) Cllr Dent reported that the tennis courts are now open for hire as are the cricket nets. Social distancing must be adhered to if using them and only 2 allowed to use them at a time.	
0105/20	New Cemetery/ Churchyard	a) Fees. FDC fees (with whom WPC have always aligned their fees) have increase again this year, their fee to erect a headstone increased from £190.00 to £200.00; Exclusive rights of burial increased from £740.00 to £780.00; Exclusive rights of interment of ashes increased from £190.00 to £200.00; interment fee for adult burial increased from £900.00 to £950.00; interment fee for cremated remains increased from £250.00 to £265.00. All above fees for residents, 100% increase for non-residents. Included in the burial fees above is the gravediggers fee, which we usually credited to Funeral directors' invoices as they normally supply the gravedigger themselves. The clerk had sent Income and Expenditure reports for the Cemetery to Councillors on 11.5.2020. After discussion resolved to increase all of our current charges by £10 each. Table of fees attached as appendix b. Proposed: Cllr. Dent; Seconded: Cllr. P Clark. All in favour by show of hands. b) Levelling/re-seeding. Clerk had asked the gardener to re-seed where needed, but had heard back from him that some top soil would be needed in places as a lot of clay had been brought to the surface of the latest graves to be dug. Chairman had approved this spend and work is now completed.	PA
0106/20	Parish Hall	a) Fire alarm system remedial work - subsequent to the Fire alarm system service, several items need attention – quote of £492.00 net e-mailed to Cllrs 4.5.2020. Also highlighted in the follow up telephone conversation was the need for an updated Fire risk assessment. This can be done by an outside firm at the average cost of £295.00, or we can carry out ourselves (advise was that 2 or more people do this) a copy of which had been forwarded to chair and vice chair. After discussion resolved to agree the remedial work and ask Swift Fire & Safety to do the first Fire Risk Assessment at a cost of (verbal quote) £295.00. Proposed: Cllr. P Clark; Seconded: Cllr Crawford. All in favour by show of hands. b) telephone & broadband package renewal. Clerk advised that the free trial package would end at the end of June. Comparisons had been e-mailed to Cllrs on 12.5.2020. After discussion resolved to arrange £110.97 per quarter package which offers superfast broadband with traditional landline. Clerk to check if that includes calls. Proposed: Cllr Davis; Seconded: Cllr Hennen. c) refurbishment work. Clerk reported that the contractor who will replace the hall floor has advised of a start date of 6 th July but today has said he may be able to start 2 weeks earlier than that. He has asked for confirmation and deposit so that he may order goods and store at the hall in readiness, whilst the goods are available – All in favour. Cllr Davis will try to contact Mick George who have confirmed funding for the refurbishment, but to date have not been in contact regarding the time line of it's availability. Contractor replacing the windows has asked if we'd like an accessible opening window in the large hall? Plans sent to Cllrs on 14.5.2020. After discussion resolved not to have opening window in large hall as there is air conditioning there.	PA PA PA PA
0107/20	Fun Day/Christmas Lights	a) Fun Day: Cllr Rose reported the recent sponsored race night raised £640.00 towards Fun Day which unfortunately will have to be cancelled this year due to the pandemic. Grateful thanks to all of the sponsors. b) Christmas Lights. Whilst the lights will be put out, it is still undecided whether we will be able to have a switch on event. Government guidelines will be followed at the time.	
0108/20	Correspondence	Clerk reported that Cllr P Clark had told her that Sisco garage was closed. He offered to and has now taken over the weekly check of the defibrillator there and at the Parish Hall. It was agreed that in the event that Sisco re-opened Cllr Clark would continue to cover the weekly check of the defibrillator. Cllr Dent reported that the Summer Show has had to be cancelled this year due to the pandemic.	
0109/20	Date of next meeting	Next meeting: Tuesday 16 th June 2020 at 19.00 Meeting closed at: 20.47	

Appendix a

Payments	May 2020	NET	VAT	£
Booking clerk	Booking clerk duties			104.60
Cleaner	Hall cleaning			218.00
Clerk	Clerk duties incl. home wkg all.			764.53
Inland revenue	Staff tax & NI			216.84
Handyman	Handyman duties			240.00
LGSS	Clerks pension			254.48
Total				1798.45