

Minutes of the meeting of Wimblington Parish Council held on Tuesday 16th June 2020 by 'zoom' video conference call, at 7.00 pm.

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

Number	Title		Action
0110/20	Apologies for Absence	Cllr Rose; Cllr Crawford;	
0111/20	Absentees		
0112/20	Chairs Additional items	There were none	
0113/20	Declarations of interest	i)declaration: None ii)written dispensation requests: There were none iii)dispensation grants: There are none	
0114/20	Public Participation	Mr Harrington advised Cllrs that there has been comment lodged with FDC, for planning application F/YR20/0475/TRTPO by someone purporting to be a resident, but in fact he is not resident, rather a tree preservation group.	
0115/20	Confirmation of minutes	RESOLVED – that the minutes of meeting held on 19 th May 2020 were correctly recorded and that they be signed as being a true record. Proposed: Cllr. P Clark; Seconded: Cllr Dent. All in favour by show of hands.	
0116/20	Fenland District Council	Cllr Davis reported that	
0117/20	Cambridgeshire County Council	a) Cllr. Gowing sent a written report: 'Coronavirus: As we come out of lockdown and into recovery the County Council is setting up an outbreak control plan. Member Engagement Board. This Board will be set up with the powers of Public Health and is to deal with outbreaks and communications during recovery. It will meet monthly but with the ability to meet as soon as there is an outbreak that needs the Board to act and communicate. (It is anticipated it will not need to meet for any minor outbreaks, but likely for major ones). The Board will also concentrate on communications around prevention. During Covid-19 lockdown CCC have worked extensively with their Farms Estate supporting tenants that have faced issues with their markets. The Potato market in particular has suffered with the closure of food outlets and restaurants. In Swaffham. All PCs are now meeting remotely using Zoom. A lot of Parishes are considering LHI Bids. Also, many are heavily involved in assisting their village population through the current crisis, e.g. time-banking, village hubs etc'	
0118/20	Other Matters	a) VE day & VJ day planters/Street Pride planters – Clerk reported that as per decision at previous meeting these had both now been ordered. Delivery is scheduled for this week. Not to be sited until hall windows have been replaced. Street Pride planters: Cllr Dent asked for permission to place one on the verge by the bench at the Parish Hall, the second to go next to the bench on the triangle near Eaton Estate entrance. Permission was granted, proposed: Cllr Davis; Seconded: Cllr Hennen. All in favour by show of hands. Cllr Dent & Wright abstained. b) WPC web site – clerk had requested information from 'CouncilSpace' which appears to provide everything we need. Clerk had e-mailed the company, but to date there has been no response. After discussion clerk to arrange zoom meetings with Hugo Fox and Vision ICT and forward costs again to Cllrs. c) Speeding concerns – further to an e-mail from resident and after discussion at previous meeting. Clerk asked when the MVAS data will be published as MVAS is now working again. After discussion resolved to publish data once easing of lockdown commences and pressure can be put onto the Police to hold speed camera checks. Proposed: Cllr Davis; Seconded Cllr P Clark. All in favour by show of hands. Also, Cllr Davis asked Cllr Gowing to re-visit/ask Cambs. County Council again for extra 30mph signs along main road through village.	PA PA JG

0119/20	Payments	a) The members to consider the following: accounts for payment:				
		Payments		NET	VAT	£
		Staff salaries June	*Including pension, tax & NI			1807.41

		<table><tr><td>SLCC membership</td><td>Annual subscription</td><td></td><td></td><td>161.00</td></tr><tr><td>Fenwinds</td><td>Floor refurb deposit</td><td>4780.00</td><td>956.00</td><td>5736.00</td></tr><tr><td>Npower</td><td>Street light electricity #1 April</td><td>224.78</td><td>44.96</td><td>269.74</td></tr><tr><td>Npower</td><td>Street light electricity #2 April</td><td>44.06</td><td>8.81</td><td>52.87</td></tr><tr><td>Npower</td><td>Street light electricity #3 April</td><td>29.68</td><td>5.94</td><td>35.62</td></tr><tr><td>Fabric's northeast</td><td>VE & VJ day planters</td><td>1660.00</td><td>332.00</td><td>1992.00</td></tr><tr><td>Southern electricity</td><td>Hall electricity Feb - April</td><td>114.74</td><td>5.73</td><td>120.47</td></tr><tr><td>Wave</td><td>Hall water</td><td></td><td></td><td>8.93</td></tr><tr><td>Wave</td><td>Cemetery water</td><td></td><td></td><td>8.79</td></tr><tr><td>Wave</td><td>Pavilion water</td><td></td><td></td><td>1.71</td></tr><tr><td>Supreme Windows</td><td>Hall windows deposit</td><td>595.00</td><td>119.00</td><td>714.00</td></tr><tr><td>Avanti gas</td><td>Hall gas May</td><td>55.50</td><td>2.78</td><td>58.28</td></tr><tr><td>Mr Hart</td><td>Burial plot refund</td><td></td><td></td><td>157.50</td></tr><tr><td>Parkfield</td><td>Rent received from UKPN</td><td></td><td></td><td>10.23</td></tr><tr><td>Swift Fire & Safety</td><td>Hall risk assessment</td><td>295.00</td><td>59.00</td><td>354.00</td></tr><tr><td>Swift Fire & Safety</td><td>Remedial works to Fire safety</td><td>492.00</td><td>98.40</td><td>590.40</td></tr><tr><td>CGM</td><td>Grass cutting May</td><td>237.00</td><td>47.40</td><td>284.40</td></tr><tr><td>Fen Leisure Play</td><td>Repairs turnstile</td><td>332.65</td><td>66.53</td><td>399.18</td></tr><tr><td>Blounts</td><td>Hall floor covering deposit</td><td>2128.50</td><td>425.70</td><td>2554.20</td></tr><tr><td>Npower</td><td>Street light electricity #1 May</td><td>202.88</td><td>40.58</td><td>243.46</td></tr><tr><td>Npower</td><td>Street light electricity #2 May</td><td>44.28</td><td>8.86</td><td>53.14</td></tr><tr><td>Npower</td><td>Street light electricity #3 May</td><td>30.68</td><td>6.14</td><td>36.82</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> <table><tr><td colspan="5">Invoices paid by Barclaycard</td></tr><tr><td>Vital signs</td><td>Gas shut off sign for hall</td><td>2.46</td><td>0.49</td><td>2.95</td></tr><tr><td>Amazon</td><td>Fire exit door signs for hall</td><td>12.42</td><td>2.49</td><td>14.91</td></tr><tr><td>Madeby Ltd</td><td>Extra sticky labels for defibs</td><td>6.96</td><td>1.39</td><td>8.35</td></tr><tr><td>Thompson & Morg</td><td>Hall hedge plants</td><td></td><td></td><td>48.46</td></tr><tr><td>Value Products Ltd</td><td>Disposable gloves for cleaner</td><td>18.95</td><td>0.79</td><td>19.74</td></tr></table> *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. Hennen, all in favour. Clerk reported that as her printer has broken down, payments cannot be made until the replacement arrives, as each payment has an associated print off. Delivery scheduled for 20-22 June. All agreed.	SLCC membership	Annual subscription			161.00	Fenwinds	Floor refurb deposit	4780.00	956.00	5736.00	Npower	Street light electricity #1 April	224.78	44.96	269.74	Npower	Street light electricity #2 April	44.06	8.81	52.87	Npower	Street light electricity #3 April	29.68	5.94	35.62	Fabric's northeast	VE & VJ day planters	1660.00	332.00	1992.00	Southern electricity	Hall electricity Feb - April	114.74	5.73	120.47	Wave	Hall water			8.93	Wave	Cemetery water			8.79	Wave	Pavilion water			1.71	Supreme Windows	Hall windows deposit	595.00	119.00	714.00	Avanti gas	Hall gas May	55.50	2.78	58.28	Mr Hart	Burial plot refund			157.50	Parkfield	Rent received from UKPN			10.23	Swift Fire & Safety	Hall risk assessment	295.00	59.00	354.00	Swift Fire & Safety	Remedial works to Fire safety	492.00	98.40	590.40	CGM	Grass cutting May	237.00	47.40	284.40	Fen Leisure Play	Repairs turnstile	332.65	66.53	399.18	Blounts	Hall floor covering deposit	2128.50	425.70	2554.20	Npower	Street light electricity #1 May	202.88	40.58	243.46	Npower	Street light electricity #2 May	44.28	8.86	53.14	Npower	Street light electricity #3 May	30.68	6.14	36.82						Invoices paid by Barclaycard					Vital signs	Gas shut off sign for hall	2.46	0.49	2.95	Amazon	Fire exit door signs for hall	12.42	2.49	14.91	Madeby Ltd	Extra sticky labels for defibs	6.96	1.39	8.35	Thompson & Morg	Hall hedge plants			48.46	Value Products Ltd	Disposable gloves for cleaner	18.95	0.79	19.74	
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0120/20	Risk Management and Health & Safety	Further to minute 0110/18 a) To review policies/procedures. Full village risk assessment still awaiting some details. Standing orders – Contingency for if clerk suddenly has to/leaves the meeting -	PA/MD																																																																																																																																																	
0121/20	Planning	Planning: The clerk reported that the following planning applications had been received for comment: a) F/YR20/0274/F - Erect a single storey 2/3-bed dwelling at land East Of 12 Norman Way - change of application – objected 9.6.2020 as previously F/YR20/0459/F - Installation of a new external door to porch involving removal of existing gates at St Peters Church – <i>no objections</i> F/YR20/0475/TRTPO - Works to 1 x Lime Tree (T1) and 1 x Willow Tree (T2) covered by TPO 04/2013 at 29 Norfolk Street – <i>no objections</i> F/YR20/0324/F - Erect 3 x dwellings (2-storey 3-bed) and associated works involving the demolition of existing building at Land to The North Of 45 King Street – <i>no objections</i>	PA																																																																																																																																																	

0122/20	Highway matters/Street lighting/Transport	a) Street lights reported: FPC3 Blue Lane – reported ET attended but light is working. New UMS arrived contract to be renewed in August b) Footpaths and highways issues: Cllr Hennen reported that there is still an overgrown hedge on 13/15 Eastwood End., Cllr Davis will contact CCC c) LHI bid 2021/22. After discussion resolved to apply for weight/lorry restrictions to each end of Fullers Lane. Clerk reported that the initial application form has been sent to Cambs. County Council on 3.6.2020 d) MVAS data. See 0118/20c above.	PA
0123/20	War Memorial playing field	a) WMPF – Cllr Dent reported that all is well at the moment. b) extra CCTV camera/broadband. Further to minute 0306/19b, Clerk had received a further quote to add an additional camera to the top of the lamp post just inside the field at cost of £950.00. It would be connected to the current system to allow clear visual of the gates/entrance. Cllr Clark had received a quote for a Wi-Fi Router from 3 Mobile, which is the best offer at the moment. Cost would be £22.00 per month for a 2-year contract. £0 up front the £22 per month - £264.00 per annum. This offers: 4G Broadband with Unlimited Data; Home Wi-Fi hub; Connect up to 64 devices; Wi-Fi antenna compatible; Includes 4 ethernet ports. After discussion resolved to add new camera and internet/wifi Proposed: Cllr P Clark Seconded: Cllr Hennen. c) play area repairs/teen shelter report. Clerk reported that the turnstile has now been repaired and is back in situ. Handyman is assessing difficulty in repairing & powder coating the affected metal areas of the teen shelter and a quote has been sought from FLP to completely replace the damaged parts. Cllr Davis said that the teen shelter is approx. 15 years old and was moved from under the willow tree to the play area. As it is probably not worth repairing look at costs of replacing with more age appropriate equipment. To go on next agenda with costs. Clerk has received report that people are still taking their dogs into/through the playing field, so a new/extra 'no dogs' sign to add our own text had been sourced at a cost of £7.49 net for 12"x8" 3mm thick vinyl. 24"x16" cost of £23.69 net. Suggested wording: Playing field; Strictly no dogs allowed; Offenders will be prosecuted; CCTV area. After discussion resolved to add to next agenda for approval. Clerk to order.	PA PA PA PA
0124/20	Parkfield	a) Cllr Dent said there was nothing new to report. Parkfield management is still awaiting Gov guidelines for opening date. Cricket may commence but no date set yet as severe restrictions will still apply.	
0125/20	Cemetery	a) Refund – Clerk explained that a refund for a cremated remains plot was needed as a couple had died within weeks of each other and the family wished them to be buried together in the same plot. The refund would be as originally paid - an amount of £157.50. After discussion resolved to approve the refund. Proposed: Cllr Davis Seconded: Cllr Dent	
0126/20	Parish Hall	a) hall floor replacement. Clerk reported that goods have arrived in readiness. Floor covering has been chosen and ordered. Work should start on 6th July. b) Fire Risk Assessment /Remedial work options – had been forwarded to Cllrs on 2.6.2020 for consideration. A number of medium risk items had been identified as per appendix b, and several items have already been corrected. Quotes for a new internal fire door have been sought. Approximate cost of linking our fire alarm to monitoring would be an initial cost of around £350.00 for the equipment then £1 per day - £365.00 per annum monitoring cost. Quote to install emergency lighting in kitchen; ladies & gent's toilets and five exterior lights is £1379.75. After discussion resolved to action as in table appendix b - see attachment. Proposed Cllr P Clark; Seconded: Cllr Dent Clerk reported that the gas safety check had been completed and hall boiler had been serviced that day. Engineer reported that the boiler needs a replacement valve to stop the hot water coming on when it shouldn't Clerk had today received an e-mail from NALC with a suggested 'return to opening' risk assessment link. Clerk suggested that this template be used before the hall is re-opened. Also received today, a letter from FDC with advice about re-opening, mostly for licenced (bar) premises. However, one relevant point advised completing a risk assessment relevant to Covid 19 including: signage requirements; - including social distancing; hygiene information; entry/exit routes; pick up/drop off instructions. After discussion resolved not to open hall at the moment until after all work is completed and it would be safer to do so. Proposed: Cllr Davis Seconded: Cllr Dent	PA PA PA
0127/20	Allotments		
0128/20	Fun Day/Christmas Lights	: Cllr Rose was unable to attend, but had e-mailed that there was nothing to report. a) Fun Day: Events proposed: b) Christmas Lights: Events proposed:	

0129/20	Correspondence	Cllr P Clark asked whether 'help in Wimbo' could have a top up to the grant for volunteers' expenses, Cllrs agreed to top up with £100. Proposed Cllr Davis; Seconded: Cllr Dent. He also asked whether tables could be temporarily stored at the pavilion, whilst social distancing measures are in place, to enable safe re-opening of the Anchor Inn. There would be 4 flat pack tables. All in agreement Cllr Wright is about to do a BHS course re lost ways so will be able to report. Information afterwards, also there is to be an edition of Wimblington News published.	PA
0130/20	Date of next meeting	Next meeting: Tuesday 14 th July 2020 at 19.00 Meeting closed at: 21.00	

Appendix a*

Payments	June 2020	NET	VAT	£
Booking clerk	Hall steward duties			104.60
Cleaner	Hall cleaning			174.40
Clerk	Clerk duties incl. home wkg all.			825.90
Handyman	Handyman duties			192.00
Inland revenue	Staff tax & NI			249.01
LGSS	Clerks pension			261.50
Total				1807.41

Appendix b

Risk assessment conclusion	WPC response	To be done	
no evidence available to confirm if organisations using the venue have any persons who have received formal training in the correct and safe use of fire extinguishers etc.	Hirers sign to agree fire safety responsibility		Done
There is no documentary evidence that confirms regular testing of the fire alarm system;	Current checks to be adapted	Joanne will adapt her form, keep in excel on WPC tablet so can forward to assessor	
There is no documentary evidence that confirms regular testing of the emergency lights		As above	
There is no documentary evidence that confirms regular visual inspections are being carried out of Fire extinguishers		As above	
There is no documentary evidence that confirms regular visual inspections are being carried out of Fire doors		As above	
There is no documentary evidence that confirms regular visual inspections are being carried out of escape routes		As above	
There is no documentary evidence that confirms regular visual inspections are being carried out of Fire signs		As above	
The Fire Log Book on the premises contains records only of routine maintenance visits, and training records. Should show inspection dates and tests.		As above	
The mains electrical intake boards are located in an unidentified cupboard in the hall.		Paul will use sign we already have to identify risk.	Done
There was no evidence available, at the time of this fire risk assessment, to confirm if there is a defined Policy relating to use of portable electrical appliances by organisations using the venue.	Policy part of booking Terms & conditions that all personal equipment used in hall MUST be PAT tested		Done
The mains gas intake to the building is clearly identifiable outside the front of the premises. However, there is no clear indication inside the premises of the location of the emergency mains gas shut-off valve	Paul to fit sign if there is a cut off valve inside the hall	Sign ordered.	
Use of a Powder extinguisher in kitchen could create substantial difficulties	TO BE DISCUSSED	Remove to hall	
There was no evidence of remote signalling of fire alarm activations	TO BE DISCUSSED	Proposed to install Cllr P Clark Sec Cllr Dent all in favour to add to monitoring	
There was no clear evidence of emergency lighting in the toilets or the kitchen.	Swift Fire?	Quote requested - No	
There is no emergency light on the outside of the Fire Exit from the hall for disabled persons	TO BE DISCUSSED	Quote requested – 1 for each exit	
The doors separating the hall from the corridor are not sufficiently fire-resisting	TO BE DISCUSSED	Quote requested	
Intumescent strips & cold smoke seals are not inserted into any of the existing fire doors (or the door frames). The existing fire doors are installed using only two hinges.	Would be dealt with if replaced as above	Quoted requested – would be done at same time as above	
The swing-door from the entrance lobby to the corridor, fails to close fully within the door frame	Would be dealt with if replaced as above	As above	

There is evidence that fire doors can be held open by hooks, or simply left open with no closers fitted. There is evidence that the shutter, protecting the hall from the kitchen, can be left open.	TO BE DISCUSSED – new 'Fire doors keep closed' signs attached to doors	Get quote.	
There is some damage to the fire-rated glass in the swing-door from the entrance lobby to the corridor.	Would be dealt with if replaced as above	Quoted requested – would be done at same time as above	
There are a number of holes in the wall between the Ladies toilet and the hall, that could enable fire to spread from one area to the other.		Paul to repair	
There was evidence of combustible material breaching the suspended ceiling tiles in the hall.	Blounts to replace	e-mailed for replacement	Done
There are no 'Keep Shut' signs on the doors to the hall, or to the small meeting room	Large hall TO BE DISCUSSED	Small room to be fitted with signs.	Done
No 'Fire Exit Keep Clear' fitted at the time of this fire risk assessment, on outside of all Fire exit doors		Clerk to purchase, Paul to fit	Done