

Minutes of the meeting of Wimblington Parish Council held on Tuesday 14th May 2019 in the small room of the Parish Hall, Addison Road Wimblington at 7.00 pm.

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

Number	Title		Action
0241/19	Election	The clerk reported that the number of candidates seeking election was nine, therefore the Election on 2 May was uncontested	
0242/19	Election of chairman and vice-chairman	The election took place for chairman: Cllr Maureen Davis was unopposed. Proposed: Cllr Crawford; Seconded: Cllr Hennen. M Davis was elected as chairman unanimously. The election took place for vice-chairman: Cllr Rose was unopposed Proposed: Cllr Hennen; Seconded: Cllr. Clark. Cllr Rose was elected as vice-chairman unanimously.	
0243/19	Apologies for Absence	Cllr. John Gowing	
0244/19	Absentees	None	
0245/19	Chairs Additional items	None	
0246/19	Declarations of interest	i)declaration: There were none. ii)written dispensation requests: There were none iii)dispensation grants: There are none	
0247/19	Public participation	None	
0248/19	Contact roles	Councillor contact roles were agreed as: John Clarke - Ransonmoor Windmill Panel, Website, Finance committee, Policies Paul Clarke – Flag marshal, street lighting, Pauline Crawford – Church Maureen Davis - Finance Committee; Burnthouse Windmill Panel, Street lighting, Fun da 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	
0249/19	Confirmation of minutes	RESOLVED – that the minutes of meeting held on 9 th April 2019 were correctly recorded and that they be signed as being a true record. Proposed: Cllr. Rose; Seconded: Cllr. Dent. All in favour.	
0250/19	Fenland District Council	Cllr Davis reported that at this moment elections have meant that little has happened. There are 10 independents; 2 liberals, 1 green and the rest of the councillors are Conservative.	
0251/19	Cambridgeshire County Council	Cllr. Gowing could not attend.	
0252/19	Other Matters	a) Time bank: Cllr Harding reported that she will present information at the next meeting, Funding will be available in November. b) Affordable rural housing. Cllr Davis reported that she and the clerk had met with Cambs ACRE, and Cambs Housing Society who had recognised 4 different sites which may be usable for affordable rural housing. After discussion it was decided that the space behind/next to Hassocks Way was the most suitableCambs Housing Society will now liaise with the owners of the land who have already indicated that they are happy to sell some of their land for affordable housing, for 15 – 20 houses as a rural exception site. c) insurance – clerk reported that 2019/20 will be the 4 th year of a 5- year agreement with Zurich. This year's fee is shown in the payments. d) Village name sign, Old Station Way – Cllr Davis asked the meeting whether a village name sign with speed limit, at the new white village gates on Old Station Rd should be placed, so as to give meaning to the gates and draw attention to the fact that drivers are entering a village. Costs have been sought. CCC estimate £2500 - £3000.00, but an independent quote just to supply a sign was approx. £275.00 without installation. After discussion members asked the chairman and clerk to arrange at the most favourable terms, but to spend no more than £3000.00. Proposed: Cllr J Clarke; Seconded: Cllr Crawford e) solar panels – the clerk had forwarded to Cllrs on 8.5.19, a list of 3 quotes to install solar panels to the Parish Hall. Funding of £5000.00 has been granted from Ransonmoor fund	PA

		towards the project. After discussion resolved to employ quote number 1. Proposed: Cllr J Clark. Seconded: Cllr Dent Clerk reported that she had e-mailed the wayleaves team at open reach, supporting Mr Morris who had contacted the PC about the ongoing problem he has with BT/broadband service.	
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0253/19	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>1649.20</td></tr><tr><td>Zurich insurance</td><td>Annual insurance fee</td><td></td><td></td><td>2925.77</td></tr><tr><td>Jays cleaning</td><td>Hall floor deep clean and seal</td><td></td><td></td><td>196.83</td></tr><tr><td>CAPALC</td><td>Annual subscription</td><td></td><td></td><td>500.68</td></tr><tr><td>Playsafe</td><td>Rospa reports</td><td>151.00</td><td>30.20</td><td>181.20</td></tr><tr><td>CGM</td><td>Weed & feed at Cemetery</td><td>65.00</td><td>13.00</td><td>78.00</td></tr><tr><td>Zurich</td><td>N’hood watch equipment ins #</td><td>50.00</td><td>6.00</td><td>56.00</td></tr><tr><td>I Cooper</td><td>Internal audit</td><td></td><td></td><td>200.00</td></tr><tr><td>CGM</td><td>Grass cutting whole village</td><td>569.17</td><td>113.83</td><td>683.00</td></tr><tr><td>Cambs bin cleaning</td><td>Hall bins</td><td></td><td></td><td>12.50</td></tr><tr><td>Information Comm</td><td>Data protection fee</td><td></td><td></td><td>40.00</td></tr><tr><td>Yu energy</td><td>Hall gas</td><td>88.32</td><td>4.42</td><td>92.74</td></tr><tr><td>FDC</td><td>Hall waste bins April – June</td><td></td><td></td><td>125.42</td></tr><tr><td>FDC</td><td>Church waste bins April - June</td><td></td><td></td><td>125.42</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>Amazon</td><td>Ink cartridges for chair</td><td>43.92</td><td>8.78</td><td>52.70</td></tr><tr><td>Amazon</td><td>Smoke alarm for hall</td><td>8.25</td><td>1.65</td><td>9.90</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> *See appendix a for salary breakdown  = Previously approved by Chairman or at previous meeting All payments to be made - Proposed: Cllr Harding; Seconded: Cllr Hennen; all in favour. # As per previous agreement, half of the cost of insuring shared NHW equipment paid for by Wimblington Parish Council, the other half by Doddington PC	Payments		NET	VAT	£	Staff salaries *	Including pension, tax & NI			1649.20	Zurich insurance	Annual insurance fee			2925.77	Jays cleaning	Hall floor deep clean and seal			196.83	CAPALC	Annual subscription			500.68	Playsafe	Rospa reports	151.00	30.20	181.20	CGM	Weed & feed at Cemetery	65.00	13.00	78.00	Zurich	N’hood watch equipment ins #	50.00	6.00	56.00	I Cooper	Internal audit			200.00	CGM	Grass cutting whole village	569.17	113.83	683.00	Cambs bin cleaning	Hall bins			12.50	Information Comm	Data protection fee			40.00	Yu energy	Hall gas	88.32	4.42	92.74	FDC	Hall waste bins April – June			125.42	FDC	Church waste bins April - June			125.42						Invoices paid by Barclaycard					Amazon	Ink cartridges for chair	43.92	8.78	52.70	Amazon	Smoke alarm for hall	8.25	1.65	9.90						
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0254/19	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. All members in agreement by show of hands - Internal audit completed in 2, 6 monthly audits. Chairman countersigns monthly bank reconciliations. The internal auditors report was read out to the meeting. 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 Rose Seconded: Cllr Harding. The Annual Governance Statement was signed and dated by the clerk and the Chairman. c) 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 7.5.19. and hard copy at the meeting. (ii) approve the Accounting Statements by resolution – resolved to approve the Accounting statement. Proposed: Cllr Hennen; Seconded: Cllr Rose. All in favour. (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.																																																																																																					
0255/19	Risk Management and Health & Safety	Further to minute 0110/18 a) To review policies/procedures. Cllr Clarke is working on a whole village risk assessment. To review Standing Orders, Financial Regulations, Cemetery Fees and other Council documents: Cemetery fees to be discussed at 0257/19 below. Standing Orders & Financial Regulations – e-mailed to Cllrs to be discussed at next meeting	PA																																																																																																				

0256/19	Planning	Planning: The clerk reported that the following planning applications had been received for comment: F/2005/19/CW – Proposed extension to existing shed to create enclosed storage for ‘finished goods’ (style to match existing) and expansion of yard area for the storage of ‘raw material’ (including extension of palisade fence and litter catch fence) at Recyplas, Unit 1, Eastwood Industrial Estate, Eastwood End – <i>no objections</i> <i>Cllr Davis abstained from the discussion and voting as she is a member of Fenland District Council’s Planning Committee.</i>	PA
0257/19	Highway matters/Street lighting/Transport	a) Street lights reported: None. The clerk reported that she had received a revised quote from Npower of approx. £6,000.00 p.a., the second quote has arrived, but it is found to be difficult to compare, as the 2 companies who have quoted have estimated different usage and have quoted in very different ways. However, an attempt at a comparison has been made and this information e-mailed to Councillors Davis; J Clarke & Hennen on 10.5.19. UK power networks have also been contacted asking them to confirm that the 3 MPAN numbers which were on our UMS certificate are in fact correct, as having asked FDC for confirmation that 2 of them are actually our street lights, it seems that 2 are for switches and control systems. UK Ppower Networks have yet to reply. Chair asked with members permission, if it proves that the quotes are correct, can we liaise with FDC to pay them for the electricity, but have our own maintenance contract. After discussion resolved to approach FDC for costs and keep members informed of UK power networks reply. b) Footpaths and highways issues: None. Cllr Rose reported that Street Pride and then the payback team have cleared Woodmans Way c) New trees – planting positions: Cllr Clarke suggested in the new affordable housing area. Cllr Crawford suggested one in the hedge line in front of the hall. Clerk reported that as yet the trees are too small to plant out, they have been potted on and some may be ready in the Autumn.	
0258/19	War Memorial playing field	a) WMPF – the clerk reported that the second cut of the season had also been collected which has greatly improved the field’s appearance. Also, that G Tuck had offered to replace the destroyed drain pipe free of charge, for which Parish Council are extremely grateful. Letter of thanks to be sent. b) WMPF – Due to the end of year accounts the clerk had not had time to study the ROSPA report, however at a quick glance there are several items to be addressed, Clerk to get updated quote for roundabout flooring and any other risk items. Proposed: Cllr Hennen; Seconded: Cllr Rose. Clerk reported that quotes are being sought for repair of pavilion roof. Clerk advised that vandals had pulled the wooden cover to one of the windows and suggested bricking up the windows which are not used. The Clerk is already gathering quotes for repairing the damage caused by damp on the corner of the building. It was felt that this work and the bricking up of the windows could be done by the same company but that it was now an urgent matter. All agreed. Cllrs asked clerk and Chair to decide once quotes come in so that the repairs could be expedited without waiting until the next meeting. Clerk to get quotes to install CCTV. Cllr Wright will monitor any footage when needed. Cllr Hennen will also look at systems. c	PA PA PA PA
0259/19	Parkfield	Parkfield – a) Cllr Dent reported that nothing new to report.	
0260/19	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 £185.00 to £190.00; Exclusive rights of burial increased from £670.00 to £740.00; Exclusive rights of interment of ashes increased from £185.00 to £190.00; interment fee for adult burial increased from £815.00 to £900.00; interment fee for cremated remains increased from £220.00 to £250.00. All above fees for residents, 100% increase for non-residents. Included in the burial fees above is the gravediggers fee, which is usually credited to Funeral directors’ invoices as they supply the gravedigger themselves. The clerk had sent income and Expenditure reports for the Cemetery to Councillors on 7.5.19. After discussion resolved to use FDC’s increases except for Exclusive rights of burial, increase from £670 to £690; interment fee for adults increase from £815 to £835 Proposed: Cllr Hennen; Seconded: Cllr P Clark. b) Levelling/re-seeding: Clerk reported that the owners of the 2 graves who had received letters asking for them to be cleared had in one case partially removed items, but had re-seeded themselves, a further letter has been sent asking them to remove the items from the foot of the grave. In the other case a further letter has been sent as none of the items have yet been removed. Whilst delivering the letter the clerk had spoken to the owner who	PA

		after some discussion has promised to reduce the items and only use the headstone space, whilst saving to buy a memorial headstone. Once this is done levelling and re-seeding will go ahead. Clerk to get quote for plinth for one grave. Clerk reported that CGM have done the weed & feed treatment.	PA
0261/19	Parish Hall	a) Toilets refurbishment: the clerk had forwarded the comparison of 2 quotes (third yet to be received) to Cllrs. On 10.5.19 for refurbishment of the ladies toilets. After discussion resolved to employ quote 1 but with 2 new hand basins. Proposed: Cllr. Davis; Seconded: Cllr. Rose The Chairman reported that the large hall floor had been deep cleaned and sealed. The clerk reported that in consultation with Cambs Fire service, the number of people allowed in the large hall is: 110 standing; 100 seated cinema style, but with no more than 7 seats to one aisle (or 14 row with an aisle either side) and 80 seated at tables. The Clerk would ensure that this was reflected in the hall booking forms and on the website	PA
0262/19	Allotments		
0263/19	Fun Day/Christmas Lights	a) Fun Day: Cllr Rose reported the recent sponsored race night raised just over £800.00 towards funds. Grateful thanks to the sponsors – Corrine Turner floristry; Skylark garden centre; Mark Turner; Jays cleaning services; Mackie's Mutts; March Electrical services and Upchurch Motor Services, 70 people attended and all had a great evening, with Fish & Chips supplied by Stotts of March. A grant has been sought from Fisher Parkinson towards the Fun day. The fund-raising quiz at Parkfield this Sunday will be in aid of the Fun day. 15 stalls already booked. b) Christmas Lights. The bacon buttie morning held on 13th April raised a wonderful £700. 80s night is planned for June 22nd with 80's games and licenced bar.	PA
0264/19	Correspondence	The clerk had received a letter from East Anglia's Children's Hospices asking for support. After discussion resolved to give £250.00 donation. Proposed: Cllr Rose Seconded: Cllr. Clark. Cllr Dent reported a street pride litter pick this Saturday. Cllr Rose reported that the Flag pole not working and is getting quotes to repair. Cllr Davis read out complaint regarding speeding. After discussion resolved to reply saying we cannot do anything more. After discussion we may organise ticket event for VE day in May 2020. To be discussed at next meeting. Cllr Davis reported that the owners of a Bridge Lane bungalow has had a static caravan brought to site, installed electricity, then a mobile caravan arrived and now there are 20 scrap vehicles now on site all for personal use. Environmental health and enforcement officers have inspected, but all is within the law. This is being monitored by FDC.	PA
0265/19	Date of next meeting	Next meeting: Tuesday 11th June 2019 at 19.00 Meeting closed at: 21.25	

Appendix a

Payments		NET	VAT	£
Booking clerk	Booking clerk duties April			98.55
Cleaner	Hall cleaning April			164.80
Clerk	Clerk duties incl. home wkg all.			770.33
Inland revenue	Staff tax & NI			216.84
LGSS	Clerks pension			398.68
Total				1649.20