

Minutes of the Annual meeting of Wimblington Parish Council held on Tuesday 13th May 2025

Present: Cllr. M T Davis (Chairman) Mrs P Amos (Clerk), Cllr. Abbott; Cllr. Campbell; Cllr. Clark; Cllr. Best; Cllr. Dent; Cllr. Johnson; Cllr. Hennen;
4 members of the public.

Number	Title & Agenda item no.		Action
061/25	Election - 1	There is no election in this year.	
062/25	Election of chairman and vice-chairman - 2	The election took place for chairman: Cllr. Maureen Davis would like to continue as chairman and was unopposed. Proposed: Cllr. Dent; Seconded: Cllr. Johnson. M Davis was elected as chairman unanimously. All in favour by show of hands. The election took place for vice-chairman: Cllr Paul Clark would like to continue as Vice-chairman and was unopposed. Proposed: Cllr. Best ; Seconded: Cllr. Hennen. Cllr Clark was elected as vice-chairman unanimously. All in favour by show of hands.	
063/25	Apologies - 3	None.	
064/25	Chairs Additional items - 3a	<i>Any items for consideration, which the Chairman deems urgent by virtue of the special circumstances to be now specified:</i> <i>A resolution under section 1(2) of the Public Bodies (Admission to meetings) Act 1960 states that if publicity would be prejudicial to the public interest by reason of the special confidential nature of the business to be transacted, it must be proposed if any such item should be discussed in Committee - Item to be discussed at the end of the meeting.</i>	
065/25	Absentees	Cllr Harding	
066/25	Declarations of interest - 4	i)declaration: None ii)written dispensation requests: There were none iii)dispensation grants: There were none	
067/25	Public participation - 5		
068/25	Contact roles - 6	Councillor contact roles were agreed as: Michele Abbott – Finance committee, Speedwatch, Neighbourhood plan, Anglian Water Reservoir Representative John Best – Parish Hall, Flag marshal; Street Lighting. Glen Campbell – Draft Policies. Paul Clark – Vice Chairman, Defibrillators, Finance Committee, Security. Maureen Davis – Chairman, Planning, Finance Committee, Burnthouse Windmill Panel, Police Councillors Representative, Neighbourhood Plan, Anglian Water Reservoir Representative. Julie Dent – Parkfield, War Memorial Playing Field, Cemetery. Judith Harding – Stonea, Finance committee, Anglian Water Reservoir Representative Chris Hennen - Hook, Finance committee, Web site, Ransonmoor Windmill Panel. Angela Johnson – Planning, Neighbourhood Plan, Local Nature Restoration Scheme, Parish Paths/ROW Whilst affirming that each Cllr was happy to continue with their responsible roles as last year, Cllr Campbell declined any of his. The Chairman asked him what roles he would like to consider and he said he would have to think about it. The Chairman reminded him that these were shared roles and that all Councillors should share the workload. Chairman then asked that he give her some indication as to what he would like to do, at which point Cllr Campbell raised a topic about which he had asked for an informal discussion to take place, either before or after the meeting. This was not an agenda item so could not be discussed at this point. There was then a heated discussion and Cllr Campbell asked for an apology from the Chairman, who he said had been rude to him. The Chairman refused to apologise and said she felt she had not been rude. Cllr Campbell then called for a motion to remove the Chairman from the meeting saying she had rolled her eyes at him. He put forward his motion which was not seconded. The meeting continued with the Chairman in position. Subsequent to the full meeting of Council, an informal meeting was held with The Chairman, the Vice-Chairman, the Clerk and Cllr Campbell in attendance. A discussion took place clearing up a misunderstanding about Cllr Campbell's role as a member of the Finance Committee and his role as policy editor of the Draft Financial Regulations.	

069/25	Confirmation of minutes - 7	RESOLVED – that the minutes of meeting held on 8 th April 2025 were correctly recorded and that they be signed as being a true record. Proposed: Cllr. Best ; Seconded: Cllr. Dent. All in favour.	
070/25	Fenland District Council - 8	Cllr Davis said that the only thing to report was the election of the new District Councillors. Our new County Councillor is Mr C. Thornhill.	
071/25	Cambridgeshire County Council 9	Cllr. Thornhill had been invited to attend the meeting but the Clerk had received no response. The Chairman reminded members that the invitation was at short notice as Mr Thornhill had only been elected on 2 May 2025.	
072/25	Clerks report - 10	Clerk has been advised that as from April 2027 all waste (Parish Hall) will have to be separated into food waste, recycling and general. FDC will advise nearer the time. Domestic food waste separation will come into force from April 2026. Clerk had received a reply from Lloyds bank regarding the statements showing that we are not protected by the FSCS deposit scheme. They have now confirmed in writing that we are covered by the scheme. Regarding the decision not to make a donation to Ely foodbank, they did ask why and have replied saying that the title of the Charity is misleading and in reality, is East Cambs and Fenland and they are in the process of changing the name. March foodbank is the largest branch now of the whole charity. Last year they supported 30 adults and 35 children in Wimblington with a 13% rise from last year. Find out whether we can donate just to March branch. Clerk has contacted March Museum asking whether they would like our old village sign, they then asked for its dimensions and we await their reply. PPL have advised of a consultation which aims to have a better pricing structure. In future we will probably have to record the number of attendees at each event and have them available for inspection by PPL. Clerk has been advised that there were no visitors to May CAB outreach session. For next agenda. Clerk has ordered replacement battery and pads for the defibrillator at the Golden Lion Stonea ready for their expiry date. LGA 1972 S137	PA
073/25	Other Matters - 12	a) Parish Nature recovery plan: To be addressed when volunteers come forward and National guidelines are available. b) LHI bid 2025/6 - review feasibility study - forwarded to Cllrs on 2.4.2025. After discussion resolved to approve the proposed works as in the schedule. Proposed: Cllr. Dent Seconded: Cllr. Abbott c) Banking - movement of money; bank signatories - further to replies from Cllrs, money has been moved from Lloyds to our Nat West account to keep the levels of FSCS cover adequate: Lloyds Bank signatories have been verified in writing. In addition to the clerk, signatories are Cllr Davis, Cllr. Dent, Cllr. Hennen, Cllr. Abbott. Cllr Wright has recently been removed as a signatory. Nat West have confirmed in writing that signatories are the clerk, Cllr Davis and Cllr Dent. Unity Trust bank have confirmed in writing that the signatories are Cllr Davis, Cllr Dent and the clerk. d) Church clock - old mechanism disposal: Clerk has been contacted by Ely diocese saying that the old Church clock mechanism, is no longer wanted at March Museum. They ask whether we have any suggestions regarding its disposal or would like to store it ourselves. The new vicar has been asked for his comments and a notice has been displayed at the Church for 30 days. It could be offered to another church who may be able to use the mechanism. After discussion suggestions were: to tell the Diocese that we have no use or storage for it, so to please do whatever is best for them with the mechanism. e) Second external hard drive: Further to internal auditor's request to view our risk register, chairman suggested that we have a second external hard drive, for clerk to back up all docs and swap weekly with chairman, as a failsafe, should the clerks become damaged. Quotes were forwarded to Cllrs on 2.5.2025. After discussion resolved to purchase 2 external hard drives. Proposed: Cllr Davis. Seconded: Cllr. Best. Cllr Hennen will find the best ones available and forward information to the clerk to purchase. LGA 1972, section 226 f) Village sign - anything on the top?: Stainless Metalcraft have asked whether we want anything on top of the 'roof' part of the sign. After discussion resolved to have a small scroll on the top Proposed: Cllr Best Seconded: Cllr. Johnson	PA <

		<table><tr><td>Citizens advice</td><td>Outreach service Feb/March</td><td></td><td></td><td>110.00</td></tr><tr><td>R Nicholas</td><td>Hall emergency plumbing</td><td></td><td></td><td>50.00</td></tr><tr><td>Giff gaff</td><td>Pavilion data</td><td>8.34</td><td>1.66</td><td>10.00</td></tr><tr><td>Zurich insurance</td><td>Annual premium</td><td></td><td></td><td>3633.84</td></tr><tr><td>Idverde</td><td>Grass cutting April</td><td>584.47</td><td>116.89</td><td>701.36</td></tr><tr><td>Information CO</td><td>Annual fee</td><td></td><td></td><td>47.00</td></tr><tr><td>Soc Local C'l clerks</td><td>Annual subscription</td><td></td><td></td><td>190.00</td></tr><tr><td>038/25a</td><td>Fenwinds</td><td>80.00</td><td>16.00</td><td>96.00</td></tr><tr><td></td><td>Legra audit svc</td><td></td><td></td><td>190.00</td></tr><tr><td></td><td>Grahams bin clean</td><td></td><td></td><td>15.00</td></tr></table>	Citizens advice	Outreach service Feb/March			110.00	R Nicholas	Hall emergency plumbing			50.00	Giff gaff	Pavilion data	8.34	1.66	10.00	Zurich insurance	Annual premium			3633.84	Idverde	Grass cutting April	584.47	116.89	701.36	Information CO	Annual fee			47.00	Soc Local C'l clerks	Annual subscription			190.00	038/25a	Fenwinds	80.00	16.00	96.00		Legra audit svc			190.00		Grahams bin clean			15.00	
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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. Best ; Seconded: Cllr. Abbott: all in favour. All invoices checked and initialled against payments list by Councillors on a rotating basis, having been checked by the clerk, then countersigned by bank signatories. Clerk reported that the first part payment of precept of £33,584.00 has been transferred into our bank on the 1st April 2025. Also, that the annual payment of £2500.00 has been made to Wimblington Events group.																																																			
075/25	Annual Governance Statement - 14	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. Councillors countersign monthly bank reconciliations and check all invoices against payment schedule, which will be countersigned by 2 bank signatories. Quarterly Finance report to Full Council with Summary and if requested, detailed income expenditure reports to Cllrs. Surplus to running costs money is invested in the best high interest rate accounts that could be found. Standing orders, Financial Regulations are awaiting todays review and the General reserves policy is up to date. Earmarked reserves were updated/agreed at the Finance meeting. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. The internal auditors report was forwarded to Cllrs. on 12.5.2025, chairman asked if it could be taken as read. All members in agreement by show of hands. Items which the clerk believes should be addresses from the report are: Fidelity insurance to be increased to £85,000.00 from 25,000.00 See Arnold Baker 9.8; Loss of Gross revenue increased to £30,000? (hall income over year was £30,428); Precept demand and budget to be put on web site; Minute that reserves levels are identified at the budget meeting; Amend General reserves policy to show a working figure to be maintained - ie 3-12 months running costs - £30,000.00; Possibly have an aged debtors policy Yes; Possibly change level of working from home allowance, but Council to buy all stationary see Arnold Baker 9.26; Investment strategy to be adopted; Minute that bank reconciliations have been independently checked; Minute rights pf public rights access to the accounts: - these will be published on 4th June and minuted in the June minutes. b) Annual Governance Statement – was read out to the meeting by the elected Chairman - internal control: resolved to tick ‘yes’ to sections 1-8. Section 9 is N/A. Internal audit had been forwarded to Cllrs on 12.5.2025 - see above and suggested actions to be taken as above. The statements 1-8 were read out individually. Proposed: Cllr. Hennen; Seconded: Cllr. Abbott. The Annual Governance Statement had been signed and dated by the clerk and the Chairman then signed 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 with supporting notes on 8.5.2025	PA																																																		

		(ii) approved the Accounting Statements by resolution – resolved to approve the accounting statement. Proposed: Cllr Best: Seconded Cllr. Dent. Statements were signed and dated by the Chairman presiding at the meeting. Change the date on supporting notes c) Internal auditor 2025/26: Clerk asked Cllrs. that if all are happy with the work of the internal auditor, are they happy to engage her for the following year. After discussion resolved to continue with the current auditor for the next Financial year. Proposed: Cllr. Clark Seconded: Cllr. Best	PA PA
076/25	Risk Management and Health & Safety - 15	To review policies/procedures: a) To review Standing Orders, Financial Regulations, Cemetery Fees : Cemetery fees to be discussed at 081/24. New Financial regulations became available on 17th March 2025 and Standing orders available on 2nd May and have been compared to the previous regulations by Cllr Davis, Cllr Campbell and the clerk. Any changes deemed necessary were marked and the updated document forwarded to all Cllrs on 12.5.2025. After discussion resolved to continue review of new Standing Orders to go to June meeting and, new Financial regulations approved with hard brackets . Voted by show of hands 5 for 3 against. Proposed Cllr. Hennen : Seconded: Cllr. Davis. b) To review other policies/procedures – Risk register. Forwarded to Cllrs on 23.4.2025. and 1.5.2025. After discussion resolved to adopt as read. Proposed: Cllr Best seconded: Cllr. Johnson c) To review insurance - insurance policy and link to a you tube information video forwarded to Cllrs on 22.4.2025. After discussion resolved to increase cover as suggested at 075/25a Proposed: Cllr. Hennen Seconded: Cllr. Johnson d) Cyber insurance: Further to insurance investigation Councillors had gained information from various sources. Quotes are still awaited, but those that had arrived ranged between £211.68 and £1146.80. After discussion resolved to ask other clerks via SLCC what they do.	PA PA PA PA

077/25	Planning - 16	Planning: The clerk reported that the following planning applications had been received for comment: a) None	
078/25	Highway matters/Street lighting/ Transport - 17	a) Street lights reported: None b) Footpaths and highways issues: Cllr Hennen asked why King St has been resurfaced but Eastwood End has not been addressed. Cllr Davis said that there is far more work to be done on Hook Rd than just resurfacing. We have been chasing the pipe repair. Also regarding the low pressure outage last week, straw bales had been put along Woodman's Way ditch and near the pumping station. Anglian Water had put the bales out to reduce water contamination form the broken pipe. The straw has now been removed. Community payback	
079/25	War Memorial playing field - 18	a) RoSPA report: Received 28.4.2025. Various small works will be addressed by the handyman, anything outside of his scope will be forwarded to a professional company - to be assessed. Onlineplay have been asked to quote to repair the zip line and small rocker and possibly the turnstile, although they had replaced the bearing in 2020. Clerk will address anything not addressed by the handyman when he has finished his list.	
080/25	Parkfield - 19	No report.	
081/25	New Cemetery/ Churchyard - 20	a) Fees. FDC fees (with whom WPC have always aligned their fees) have increased again this year by an average of 17% with the lowest increase by 3% and the highest by 33.3%. Overall last year expenditure at the Cemetery was approximately (because grass cutting is now charged as one fee, not divided into areas) £3,050.31 and income was £10,735.00. After discussion resolved to increase fess overall by 2.5% Proposed: Cllr. Hennen Seconded: Cllr. Abbott.	PA
082/25	Parish Hall - 21	a) cleaners hours: Due to the new toilet roll holders which do not need attention now during the week, having increased the cleaners hours last year as the hall is so heavily used, there now appears to be no need for a midweek visit. Should we now reduce the cleaners hours back to the original time of 4 hours per week? After discussion resolved to keep the hours at 6 hours per week to include a mid-week visit to check all is ok. Proposed: Cllr. Clark. Seconded: Cllr. Best.	PA
083/25	Correspondence - 22	Cllr Johnson was visited by bridge lane residents as they are upset by the last planning committee meeting, approving most of the village applications. The agricultural shed which has to be made smaller and a further application has been made to keep the concrete pad. They will write to planning committee, Cllr Davis said that usually, in the case of approval of	

		an application by the Planning Committee against officers advice to refuse, the only way to appeal is by a judicial review which is very expensive. One application will come back as a referral. Cllr Johnson advised said she had advised them to write to District Council planning section. As per clerks report, the Clerk has had ongoing emails from the Ely food bank who understands the situation, but did ask whether we would pledge a donation for the future, Do Councillors want this to be an agenda item for 6 months' time? – After discussion resolved not to commit to a donation in six months' time. The clerk to contact the March branch to see whether we can donate directly to them. Cllr Hennen advised that Cllr Johnson has completed a 26.1 mile walk for McMillan Cancer charity raising a lot of money. £1760.00. Congratulations were given by all.	PA
084/25		<i>Confidential item – To exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: “that the public be excluded from the meeting for items which involve the likely disclosure of exempt information as defined in the paragraph 1 of Part 1 of the Schedule 12 A of the Local Government Act 1972 (as amended) as indicated. Proposed: Cllr. Davis. Seconded: Cllr. Dent</i> Point from internal auditors report regarding clerk's home working allowance. After discussion resolved to separate off working from home allowance and itemise all other reimbursements with available invoices, but to keep the level of re-imbursement at the same rate overall. Proposed: Cllr Hennen; Seconded: Cllr Best Clerk had received an enquiry about burial plots by a staff member. Upon receiving the price for both plots - £1158.00 they asked whether, if they bought 2 side by side burial plots, they could be paid for in instalments? After discussion resolved not to allow part payments/instalments Proposed: Cllr. Clark. Seconded: Cllr. Abbott	PA
085/25	Date of next meeting - 24	Next meeting: Tuesday 11th June 2025 19.00 at Wimblington Parish Hall. Meeting closed at: 21.11	

Appendix a

	May 2025	NET	VAT	£
Inland revenue	Staff tax & NI			
Handyman 1	Handyman duties			
Clerk	Clerk duties incl. home wkg all.			
Hall steward	Hall steward duties			
Cleaner	Hall cleaning			
Caretaker/ Handyman 2	Caretaker and Handyman duties			
Total				3273.57