

WEST WRATTING PARISH COUNCIL

Draft Minutes of the Parish Council Meeting which included the AGM held on Monday 13th May 2024 at 8pm in the Village Hall.

Those present were: Cllrs. S. Chandler, L. Chandler, P. O'Donovan, J. Harvey, E. Parsons, Dist.Cllr G Harvey & 14 parishioners.

1. Election of Officers
 - 1.1. *Chairman* – Cllr O'Donovan proposed Cllr S Chandler, seconded by Cllr J. Harvey and agreed by the Council. Cllr Chandler then signed the Declaration of Acceptance.
 - 1.2. *Vice Chair* – No proposals were made for a Vice Chairman. In the event of the chair being absent one of the councillors will volunteer to preside for that meeting.
2. Chairman's Welcome.
3. Apologies and reasons for absence: County Cllr Batchelor was on holiday and sent his apologies.
4. To make any declarations of interest – Cllr L. Chandler declared an interest under Finance, item 18.1.
5. Minutes of the last meeting of the Council, 11th March 2024: These were approved and signed by Cllr S Chandler as Chairman.
6. To review delegation arrangements to committees and working groups, review their terms of reference and appoint members.

The following committees and working groups were constituted as described in the [Terms of Reference document](#), which was approved by all Councillors.

 - 6.1. *Planning Committee*: Cllrs. Harvey, O'Donovan, L.Chandler, S Chandler, Sisse McCall.
 - 6.2. *Finance Working Group*: Cllrs.O'Donovan, Parish Clerk, Clive Parry.
 - 6.3. *Small Assets Working Group*: Cllrs L Chandler & E Parsons.
 - 6.4. *Sports Pavilion Working Group*: Cllr Parsons, S Chandler.
 - 6.5. *Village Hall Working Group*: M.Davey, T.Bonfield, Cllr S Chandler. M Davey wishes to make some changes to the Terms of Reference Document.
 - 6.6. *Road Safety and Highways Working Group*: M Davey, T Bonfield, Cllr L Chandler.
 - 6.7. *Documents Working Group*: Cllr S Chandler.
 - 6.8. *IT Working Group*: Cllr S Chandler.
7. Review and adoption of appropriate [Standing Orders](#) and [Financial Regulations](#): Both were re-ratified at this meeting.
8. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. The Clerk advised that there are none.
9. Review of representations on or work with external bodies and arrangements for reporting back. The Village Hall Management Committee and Sports Pavillion Club Committee meetings will be attended by members of the relevant working groups. Meetings organised by SCDC will be attended where possible by a Councillor.
10. Review of inventory of land and other assets including buildings and office equipment.

The Schedule of Assets with values of individual Parish assets was shown. M Davey queried the valuation given for some of the items, specifically the Pavillion's value which had been raised using the new insurance valuation. This has now been checked with the internal auditors

and changes will be made to correct that error. It was pointed out that the telephone box should be added to the assets list.

11. To review and approve risk assessment and risk management arrangements.
Entries in the Risk Register have been updated but the overall policy needs to be discussed properly by the Parish Council later in the year. This was agreed and will be scheduled.
12. Confirmation of arrangements for insurance cover in respect of all insurable risks: It was agreed that Council will use the same Insurance Company this year but will look into whether there are any alternatives that may have lower premium.
13. Review of the Council's and/or staff subscriptions to other bodies: CAPALC, Challenge, CPRE, Age UK. It was agreed that CAPALC, Challenge and Age UK should be supported but the subscription to CPRE needs to be reviewed.
14. Review of the Council's complaints / grievance procedure: It was agreed that a policy is not required.
15. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation. Includes publication scheme and GDPR: Cllr S Chandler has written webpages describing the PC's and individual Councillor's obligations. He asked all Councillors to complete and return a signed copy of a self-training checklist.
16. Review of the Council's policy for dealing with the press/media: It was agreed that a policy is not required by WWPC.
17. Review of the Council's employment policies and procedures: It was agreed that these are missing and work must be scheduled later in the year to write them.
18. Finance
 - 18.1. Authorised payments:
 - £ 196.20 HMRC 4th qrt. PAYE (chq. 1282) paid
 - £ 100.00 Land Registry (Village Hall) (chq. 1283) paid
 - £ 40.00 Land Registry (Sports Pavilion) (chq. 1284) paid
 - £2,551.98 Clean Councils Insurance renewal Policy No.100723637BDN/LCO00924 (chq. 1285)
 - £ 200.00 Age UK re Village Warden scheme (cheq.1286)
 - £ 279.95 CAPALC affiliation fee for 2022/23 (chq.1287)
 - £ 523.50 Mrs J Richards Apr/May salary (chq.1288).
 - £ 10.00 Mrs J Richards purchase of photocopy paper (2 packs) (chq. 1288)
 - £ 6.00 Mrs J Richards for 8 2nd class postage stamps (chq. 1288)
 - £ 45.00 J.Dockerrill (Running Total) payroll services Inv.1923 (chq.1290)
 - £ 163.20 First Rescue Training & Supplies Ltd. Defib, adult & child pads. (chq.1291)
 - £ 360.00 William Knowelden Garden Services. Inv.WKGPC2401 (chq.1292)
 - £ 117.60 RoSPA Inv. 78745 for 2024 Inspection report (chq. 12930)
 - 18.2. Monies received:
 - £13,624.00 SCDC Precept for 2024/25. Policy is now to pay full years precept in May.
 - £ 70.00 d'Abo Tennis Club contribution to upkeep of recreation ground.
 - 18.3. Summary of bank balances as at 13/05/2024
 - Lloyds A/C: £32,531.66
 - High Interest Account: £16,737.22
 - Total £ 49,268.88 Less accrual £424.70 = £48,844.18
 - 18.4. Signatories for cheque signing: A third person needs to be added to the two existing signatories. Cllr John Harvey was proposed, which was agreed after taking a vote.
19. Internal audit documents for signature:
 - 19.1. Minute agreement for Certificate of Exemption letter to External auditors – This was agreed and the letter and Certificate of Exemption form were signed.
 - 19.2. Statement of Accounts – This was agreed and the form was signed.
 - 19.3. Bank reconciliation – This had been distributed, agreed and the form was signed.

19.4. Annual Return 2023-24 – To approve the Annual Governance Statement.

Each of the assertions in section 1 was read out and discussed, with the chair explaining his understanding of the guidance in [the Practitioners' Guide](#). Votes were taken on whether each answer should be Yes or No with a majority decision. This led to two of the 'No' boxes being ticked.

19.4.1. It was agreed that the response to assertion 1 should be No because WWPC did not have a properly worked out budget when the precept was decided at the January 2024 PC meeting. Now that we understand the budget needs to be updated in time for that meeting we will ensure that happens for 2025.

19.4.2. It was agreed that the response to assertion 5 should be No because the risk register was not reviewed as part of a risk assessment by all Councillors. This will be carried out during 2024.

19.5. Annual return 2023-24 – To approve the Annual Accounting Statement.

19.5.1. This was approved and the Annual Accounting Statement signed.

19.5.2. It was suggested by the Chairman that the total bank balance of £49k may be larger than recommended by NALC, so during 2024 the finance working group should identify earmarked purposes for those reserves

20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Dates of Parish Council meetings before the next AGM are: 8th July 2024, 9th September 2024, 11th November 2024, 13th January 2025, 10th March 2025, 12th May 2025 were agreed and to keep the starting time as 7.30pm.

21. Co-option of 2 new Parish Councillor(s) – Applications received from Paul McKenna and Caughlin Ryder for the two vacancies on WWPC. This was moved forward as Cllr Parsons had to leave the meeting. A vote was taken to appoint Paul McKenna and Caughlin Ryder to fill the two vacancies on the Parish Council, which was agreed and both signed the Register of Interests documents and the Declaration of Acceptance forms and were invited to join the other Councillors.

22. Public Participation Session – The Chairman invited questions and observations from members of the public present.

22.1. Query as to why West Wratting was unaware of the possible Solar Park development.

The Chairman responded saying he attended the presentation held in Balsham and wrote an item about the meeting which went into Challenge. There is nothing more to report at present. The Council will invite the proposed developers to give a presentation to the parish. These solar parks do not have to go through South Cambs Planning but are dealt with by the Secretary of State (as described [here](#)). The proposal requires leasing of land from four different landowners. It was pointed out by an attendee that we should not assume that everyone in the village is against the proposed solar park.

22.2. An enquiry regarding the West Wratting Sports Pavillion Club (WWSPC) concerning their difficult financial state, due mainly to WWFC losing their Junior football teams. The Chairman said that a joint article by him and Chair of the sports pavillion club has been proposed for Challenge to seek the views of parishioners about whether the PC, and hence parishioners via their council tax, should give the SPC some financial assistance; however publishing such an article first needs to be discussed and agreed by the PC. There needs to be some thought on how to raise money through events, etc.

22.3. Cobby McCall said that the Precept always needs to be increased taking the rate of inflation into account. He also asked if he could put an item in Challenge for volunteers to join his team who keep the footpaths, hedges and litter under control. This was agreed.

22.4. Cllr Phil O'Donovan asked Dist Cllr G Harvey how he might help expedite a solution to flooding in The Causeway. Dist Cllr said that he would do what he could.

23. Motion. Chair proposes adoption of the [new code of conduct](#) based on the Local Government Association Model Councillor Code of Conduct 2020. That is to be used by all councillor's for 2024, including those new by co-option. A vote was taken and agreed.

24. Planning

24.1. Status of Applications

24.2.

Reference	Descr.	Address	Proposal	WWP C	SCDC
24/0192/FU L	H d'Abo	Mines Park Chapel Road, W.Colville	Erection of country house, 2 staff dwellings, barn with parkland assoc. site works etc.	5/2/24	26/2/24
Ccc/22/057/ FUL	Wilbraham Chalk pit	Gr.Wilbraham	Temp.use of land, erection of canopy, 2 portable buildings.	21/2/2 4	6/3/24

24.3. Update on Solar Farm proposal: Covered under Public Participation Session.

24.4. Cllr Phil O'Donovan requested of the Parish Clerk a contact in South Cambs Environmental Health so that the PC could ensure that Lambs Yard was being prepared for development in a manner that met all pertinent H&S conditions.

25. Village Hall: Confirmation of Tim Bonfield & Martin Davey acting as representatives on the VHMC and their report. This was agreed.

25.1. Subsidence cover: The Parish Clerk has passed to the Chairman of the Village Hall a quote from their insurers but no decision has yet been made.

25.2. Boundaries between Village Hall & Boreham development: The Chairman wrote to the developers who replied that a report carried out by their engineers should be available in mid-June to be passed onto our surveyor. Also there is a need to know where the boundaries are going to be. Apologies were received for the work already done which should have been given approval by the Parish Council.

26. Recreation Ground & Pavilion:

26.1. Safety inspection report from RoSPA: The inspection has been recently carried out with minor comments such as more bark required round equipment and this is in hand. The trolley finger guard on the zip wire needs replacing and Cllr L Chandler is looking into this for replacement. Cllr McKenna was asked if he would like to join Cllr L Chandler on the Small Assets working group, to which he agreed.

26.2. Sports Pavilion financial position: This was discussed under Public Participation Session and there is nothing further to add at present.

27. Traffic Issues & Speed Restriction Equipment

27.1. Six Mile Bottom Road pavement: Cllr. L Chandler had received a letter from Susan Rooke (Principal Active Travel Officer) from Cambs County Council to say that the need for a proper pavement on Six Mile Bottom Road had been added to Tier 2 of the transport proposals database. She explained that DTSA funding is allocated annually around January.

- 27.2. Speed signs equipment: A new battery is required for one of the speed systems at a cost of approx.. £90. This was agreed.
- 27.3. LHI application: Martin Davey said this application is now in the process of being looked at, with the results coming out in March 2025. He asked that the cost to the Parish Council, already discussed, be earmarked when the budget was set out.
- 28. Report by District Cllr. Harvey & County Cllr. – distributed & on web site.
Cllr Harvey reported that a food waste programme is being developed using small vehicles to collect food waste.
- 29. Any other business: None
- 30. Private Session
 - 30.1. Motion: Exclusion of the Public and Press Proposed, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for agenda item 30.2 on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Agreed.
 - 30.2. Discussion of Clerk Salary 2023/2024.

The next parish council meeting will be held on Monday 8th July 2024 at 7.30pm.

Signed

Chairman.....

