

STILTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 26 May 2020 held remotely on Zoom at 7.30pm.

Present:

Councillors: Angus (Chair), Ayres, Bull, Darnell, Dorling, Gilden, J Leonard, O Leonard and Shailer.

Clerk: Lawrence

Others: Julie Gilies (Pavilion Administrator,) Tim Alban (District Councillor) and a member of the public joined the meeting too.

PC78/20 APOLOGIES FOR ABSENCE

There were no apologies.

PC79/20 DECLARATIONS OF INTEREST

There were no declarations made.

PC80/20 PUBLIC PARTICIPATION

The member of the public raised issues regarding traffic/speeding through the village.

Councillor Alban briefed the PC on the LHI bid, challenges facing the District Council and grass cutting throughout the village.

PC81/20 MINUTES

Resolved That the minutes of the Parish Council meeting held on Tuesday 28 April 2020 be confirmed as a correct record and will be signed by the Chairman when Council meets again in person.

PC82/20 MEETING TIMINGS

The Clerk highlighted that Standing Orders state that meetings should last no longer than 2 hours 30 minutes.

PC83/20 ANNUAL PARISH COUNCIL MEETING

Resolved

That the Annual Parish Council meeting be deferred until May 2021 - Councilor Angus shall remain Chairman and Councilor Bull as Vice-Chairman of the Parish Council until May 2021.

PC84/20 FINANCIAL REPORT

The Clerk provided a budget update alongside the previously circulated April bank reconciliation and May's wage report.

Resolved

Expenditure for May (see below) was approved.

Type:	To:	Reason:	Amount:
BACS	Fergusons	Village Maintenance	1,481.65
S/O	Businesswatch	Alarm/CCTV monthly maintenance/historic costs	138.39
BACS	Staff wages	Clerk, Pav Administrator, Caretaker salaries	2,312.66
BACS	HMRC	Employee tax/NI and employer NI	313.69
BACS	NEST	Employee/employer pension contribution	54.16
BACS	Julie Thompson	Cleaning at Pavilion and PR	90.00
BACS	Working Turf	Pitch maintenance	873.01
S/O	EON	Pavilion Electricity	194.13
S/O	EON	Pavilion Gas	195.3
S/O	BT	Pavilion phones	35.40
S/O	IONOS	Website hosting and emails	10.79
S/O	Barclays	Account charges	0
S/O	Public Works Loan Board	Pavilion loan	9,819.89
BACS	HDC	Rates for Pavilion	674.00
BACS	HDC	Rates for Parish Room	197.00
BACS	J Lawrence	Ink cartridge	35.00
BACS	J Lawrence	Zoom Yearly charge	71.94
S/O	Business Waste	Pavilion bin emptying	33.48
BACS	J Gillies	McAfee Virus Protection for Pav Admins laptop	7.99
BACS	ROSPA	Annual Inspection cost	189.60
BACS	BT	Final bin for Parish Room phone and broadband	305.49
BACS	K T McPartlin	Tank emptying	120.00
BACS	Julia Tufnail	Internal Audit	330.00
BACS	Anglian Water	Parish Room water bill for Feb/March	16.62
		Monthly total:	17,500.19

COUNCILLOR ALBAN LEFT THE MEETING**PC85/20 APPROVAL OF AUDIT REPORT**

Council noted the IA report for the year ended 31 March 2020 and members completed the assertions on Section 1 of the Annual Governance Statement

Resolved

PC85/20.1 The Annual Governance Statement was approved and will be signed in due course by the RFO and Chairman (as set out by PKF Auditors)

PC85/20.2 The Accounting Statement to be approved via email confirmation subject to re-stating of the Asset Register for 2018-19 and final adjustments

PC85/20.3 The period for the Exercise of Public Rights was set by Council for

Monday 15 June 2020 to Friday 24 July 2020

PC85/20.4 The Annual Return was approved for submission to PKF (external auditors) upon completion of the updated Accounting Statement

PC85/20.5 Members approved the re-appointment of Julia Tufnail as IA and agreed the 6-monthly IA check at a cost of £200 at the end of September 2020.

PC86/20 FINANCE, GENERAL PURPOSES AND COMMUNICATIONS COMMITTEE

Chair of the Committee updated the PC on the date of the next FGPC meeting as 07/07/20, Stilton VE Day 75 celebrations, VJ Day plans, the website/potential pen pictures and Stilton Covid-19 support for residents.

PC87/20 HUMAN RESOURCES, POLICIES AND PROCEDURES COMMITTEE

Councilor Bull outlined priority issues (including establishing a Freedom of Information Policy) and recommended adoption of the Pavilion Health and Safety policy.

PC88/20 SPC HEALTH & SAFETY POLICY FOR THE PAVILION

Resolved

Policy adopted by Council.

PC89/20 AMENITIES MANAGEMENT COMMITTEE

The Chairman of the Committee outlined priority issues and made recommendations from the May AMC committee meeting.

Resolved

PC89/20.1 The Clerk to update the Business Watch Security list and present to the next PC meeting on 09/06/20

PC89/20.2 Timings of large events to finish at 12 midnight with cleaning to follow and a lock-up time of 1am latest - approved

PC89/20.3 That wedding hirers or other full-day hirers pay a full day's fee of £600 + VAT - approved

PC89/20.4 Charging hirers a security fee at weddings, for large parties after 11pm and other events at the Pavilion Administrator's discretion with Kanazawa Security to provide the service – approved (subject to due diligence/2 other comparable quotes)

PC89/20.5 That floor cleaning after all large events (subject to the Pavilion Administrator's discretion) to be included in quotes - approved

PC89/20.6 Marquee fees to be quoted for on an individual basis by the Pavilion Administrator - approved

PC89/20.7 Cutlery and Crockery be charged for as Small (60) or Large (120) with respective costs of £50 and £100 (exclusive of VAT) - approved

PC89/20.8 New regular hirer's of the Pavilion to pay a month's deposit (held on account) before classes commence - approved

PC89/20.9 The Pavilion Administrator to organise a Wedding Fair (post lock-down) - approved

PC89/20.10 2 sanitary bins to be provided by Business Waste at a monthly cost of £4.75 + VAT per bin (from re-opening) - approved

PC89/20.11 Purchases for the Pavilion to be approved including a shower plate removal tool (£5 + p&p,) disinfectant/descaler cleaner (£16.95 + p&p,) Thermapen (£55 + p&p,) Velcro dots for notice board (£4.99,) 2 fire buckets (£7.95 each,) COSHH notice (£3.99) and laminating pouches (£10) – total £111.83 – approved.

PC90/20 PAVILION RISK ASSESMENT

Deferred until next PC meeting on 09/06/20 – members to inform the Pavilion Administrator of any additions/changes they would like to see.

PC91/20 PAVILION/SKATEPARK CLOSURE

Resolved

The Pavilion and Skate Park are to remain closed until the end of August 2020.

PC92/20 FERGUSONS CONTRACT

Resolved

Extending the scope of the current contract was approved by Council to come into effect on 01/06/20.

PC93/20 PLAY AREAS

Resolved

PC93/20.1 Council approved a £10,000 contribution toward the new play area from the Capital account (following the submission of an application for funding from the Cambridgeshire Community Fund.) **2 members voted against.**

PC93/20.2 Council approved as information the Playground Report by the Playground Sub-committee.

PC93/20.3 A Parish Council report to be drawn up by Councillor's Angus, Bull, J Leonard and Shailer to be presented for approval to the next PC meeting on (alongside the current Playground Report with a traffic survey addendum and result of planning application information for the Glebe land potential site) with suggestions on how the PC moves forward with the new play ground

PC93.20.4 The Clerk to research submitting planning permission for the play area and feed back to members at the next PC meeting on 09/06/20.

THE PAVILION ADMINISTATOR (JULIE GILLIES) LEFT THE MEETING

PC94/20 SPEEDWATCH AND LOCAL HIGHWAYS IMPROVEMENTS (LHI)

The Speedwatch Coordinator reported on current situation and this year's LHI bid. Proposals for a 2021-22 bid were suggested.

Resolved

PC94/20.1 The LHI bid for 2021-22 committing £1,000 contribution from the PC to introduce a 40mph buffer zone upon entering the village from Norman Cross roundabout was approved

PC94/20.2 Branches needing removal from a Yew tree for the LHI bid 20/21 to enable placement of the movable vehicle sign was approved.

PC95/20 TREES

Resolved

The Clerk to apply for 10 free Native Oak saplings from Cambridge and Ely XR for planting in the community.

Next meeting Tuesday 9 June 2020 at 7.30pm