

WANSFORD PARISH COUNCIL

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MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD IN THE WANSFORD COMMUNITY HALL ON MONDAY 17th NOVEMBER 2021 AT 15.00 Hrs

Present: Cllr J Stannage – Chairman
Cllr R Clarke
Cllr G Garner
Cllr T Pearson
Cllr V Thorley
Mrs M Lewis – Parish Clerk

No members of the public were in attendance.

Item		Action:
Item N° 1	Chairman's Welcome	
21(11E)1	The Chairman welcomed all Councillors present and introduced Mrs Lewis to Council members as the newly appointed Parish Clerk and Responsible Financial Officer.	
Item N° 2	Apologies for Absence	
21(11E)2	Apologies for Absence were received from Cllrs Johnson and Handley and their reasons for absence were accepted. The Chairman reminded Councillors of the correct procedure to inform of absences from Parish Council meetings, this being to contact the Parish Clerk direct who would, in turn, present apologies and the reasons to Councillors to decide if their absence was reasonable.	All
Item N° 3	Declarations of Interest	
21(11E)3	The Chairman reminded Councillors of their obligation under the Codes of Conduct to declare personal and pecuniary interest. Reference was made to those individual Declarations made by Wansford Parish Councillors that appear on the Peterborough City Council website. All Councillors present declared no personal and pecuniary interest.	
Item N° 4	Budget for 2022/2023	
21(11E)4	A spreadsheet of all annual costs for budgeting was presented to Councillors. The Chairman proposed that Councillors give consideration and discussion to each item in sequence, as listed in that spreadsheet. 4.1 Clerk's Salary: The Chairman informed Councillors that the Clerk's salary was calculated on the basis of National Joint Council	

Signed: Date:
J Stannage, Chairman

	<p>rates working 5 hours for 52 weeks of the year. The salary incorporated an anticipated increase of 1.75% for the period April 2022 to April 2023. The Chairman confirmed that the salary also incorporated holiday pay. The proposal made by the Chairman was supported by all Councillors present.</p> <p>4.2 Clerk’s extra hours for work on the WPC website and Training: Discussion took place over extra payment that may be needed for the training of the new Clerk and dedicated time to update the Parish Council’s website, as well as to look into a possible website replacement. It was noted that the Clerk’s actual salary payment for the last year was considerably less than the 2021-2022 budget due to the duties of the Clerk’s role having been shared by Councillors for several months.</p> <p>4.3 Clerk’s Expenses: £600 was budgeted for postage, telephone, stationery, etc.</p> <p>The Chairman proposed, and all Councillors agreed, that the total budgeted costs for the Clerk would be rounded up to £7,500.</p> <p>4.4 Councillors’ Training & Expenses: The Chairman proposed, and all Councillors agreed, that the sum of £200 be budgeted for training but nothing be budgeted for expenses as it was anticipated that no expenses would be incurred.</p> <p>4.5 Litter Warden: The Chairman informed Councillors that the autumn leaves would be cleared by Peterborough City Council. After some discussion, the Chairman proposed, and Councillors agreed that no monies would be budgeted for a Litter Warden for 2022/2023.</p> <p>4.6 Internal Audit Fees: After discussion of the fees, the Chairman proposed, and Councillors agreed, that the budgeted amount would be increased by £50 from the previous year to £200.</p> <p>4.7 External Audit Fees: After discussion of the external audit fees, the Chairman proposed, and Councillors agreed, that the budgeted amount would be £300.</p> <p>4.8 Bank Charges: Whilst initially it was felt that bank charges should be included in the budgeting, after discussion it was agreed that no amount would be attributed to these as no such charges had been received in the past. The Chairman formalised this by proposing that nothing would be budgeted for bank charges and all Councillors agreed.</p> <p>4.9 Community Hall Keeper Honorarium: After some discussion it was agreed that there should be a notional amount made available for the Community Hall but that it be recorded as a grant instead of an honorarium. The Chairman proposed an amount of £200 for the grant and all Councillors agreed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>4.10 Community Hall Expenses: The Chairman proposed and all Councillors agreed that there would be no monies budgeted for Community Hall Expenses.</p> <p>4.11 Christie Hall Lease: After discussion, the Chairman proposed that the sum of £3,130.34 be budgeted for the Christie Hall Lease and</p>	<p>Clerk</p>

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	<p>this amount took into consideration the sum of £600 which was expected to be paid as a reimbursement by the Christie Hall Management Committee. All Councillors agreed.</p> <p>4.12 CHT Defibrillator: There is a 5 years agreement in place for the provision of the defibrillator. The Chairman proposed and Councillors agreed that the sum of £250 would be budgeted for our next financial year.</p> <p>4.13 Play Area Inspections and Maintenance: There was a period of discussion on the amount to be budgeted for the Nene Close Play Area and the Chairman proposed that the amount of £1,000 be budgeted and all Councillors agreed.</p> <p>4.14 Grants & Contributions</p> <p>4.14.1 Burial Grounds: The Chairman proposed and all Councillors agreed that £2,000 would be budgeted for Wansford Parish Burial Ground.</p> <p>4.14.2 Production of Living Villages Newsletter: The Chairman proposed and Councillors agreed that the sum of £200 would be paid as a contribution from WPC on condition that Living Villages agreed that the Parish Council can continue to use that publication to inform the parish of the work of the Council.</p> <p>4.14.3 Church Floodlighting: There was some discussion about the recent change in the usage of the church which had become more commercial. It was acknowledged that electricity costs were rising and that the usual amount budgeted as a contribution to the cost of floodlighting the church be increased from £120 to £150. Therefore, the Chairman proposed the sum of £150 and all Councillors agreed.</p> <p>4.15 Subscriptions & Insurance</p> <p>4.15.1 CAPALC, Nalc & SLCC Affiliation fees: After discussion, the Chairman proposed that the sum of £400 be budgeted for these membership and affiliation fees. All Councillors agreed.</p> <p>4.15.2 WPC All Risks Insurance: It was anticipated that the premium for the 'all-risks' insurance with Zurich Assurance would likely increase and therefore the Chairman proposed the sum of £800 be budgeted for this and all Councillors agreed.</p> <p>4.16 Miscellaneous</p> <p>4.16.1 Projects: It was noted that PCC had not yet invoiced WPC for the cost of the 20 mph restriction road signs and for this reason the amount budgeted last year must remain (£3,000). This was proposed by the Chairman and all Councillors agreed.</p> <p>A discussion followed about speed cameras. There was a suggestion that an additional speed camera be purchased as, when our only speed camera was moved to a new location in the parish, traffic returned to speeding in that road. A new camera would cost £3,600. The Chairman proposed and all Councillors agreed that £6,000 be budgeted for these items.</p> <p>4.16.2 Election Expenses: A discussion took place about the cost of Election Expenses charged by Peterborough City Council which would</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>likely be £500. The Parish Council elections would take place in the next financial year and, therefore, the Chairman proposed and Councillors agreed that the sum of £500 be made available.</p> <p>4.16.3 Unexpected expenditure: After some discussion the Chairman proposed, and all Councillors agreed, that the sum of £2,000 be budgeted for unexpected expenditure.</p> <p>4.16.4 The grand total for all outgoing costs and expenses came to £24,830.</p> <p>4.17 Income</p> <p>4.17.1 Net Precept: There was some discussion as to whether or not the net precept of £13,000 included the 75% church grant of £1,500 and the Chairman undertook to seek clarification on this. It was noted that if the net precept did not include the church grant of £1,500 then there would be a £1,500 overspend. NB: Clarification has since been made and the church grant of £1,500 is not included in the net precept. The amount of £13,000 has since been revised to £11,600.</p> <p>4.17.2 Christie Hall Rent: It was noted that no rent was received from the Christie Hall.</p> <p>4.17.3 75% Church Grant/Parish Watch: Please see 4.17.1 above.</p> <p>Parish Clerk's Note: The Chairman has since confirmed that there was no church grant incorporated into the net precept.</p> <p>4.17.4 Reclaimed VAT: There would be no income from reclaimed VAT</p> <p>4.17.5 Bank Interest: Bank interest amounted to only £2 per annum.</p> <p>4.17.6 PCC (CIL) Payment: It was noted that there would be no PCC CIL Payment.</p> <p>4.17.7 D Lamb: It was noted that no payments would be received from Cllr Lamb.</p> <p>4.17.8 Grants for Projects: It was noted that no project grants would be received.</p> <p>4.17.9 The Chairman reported that the Barclays Parish Council account had a balance of £34,370 as at 29 June 2021 which was an increase year on year of approximately £3,000.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
Item N° 5	Finance	
21(11E)5	<p>5.1 Payments: The Chairman reported receipt of an invoice from Leander Architectural for payment and supply of two road signs. The new road signs would be 'finger' posts considered to be less intrusive in a village environment.</p> <p>5.2 The Chairman proposed, and Councillors agreed, that the invoice amounting to £3,328 (inclusive of VAT) be paid. A cheque was written at the Meeting and signed by two Councillors. The Parish Clerk would update records to reflect this payment and post the cheque with a covering letter, which the Chairman agreed to write.</p>	<p>Clerk</p>

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	5.3 The Chairman informed Councillors that an invoice from PCC amounting to £1,500 was expected for the removal of road signs and the installation of the two “finger” posts.	Clerk
Item No. 6	Matters for Consideration	
21(11E)6	<p>Cllr Clarke proposed, and all Councillors agreed, that the following items be discussed at the Parish Council’s meeting scheduled to be held on Monday, 13th December 2021 and be added to its Agenda:</p> <p>6.1 Compliance: to review WPC’s responsibilities to ensure compliance with Standing Orders, Financial Regulations, Publication Scheme: https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme</p> <p>6.2 Communication: How we communicate absence from meetings; how can we work on a paperless basis; to have an update on the status quo of the Parish Council website.</p>	<p>Clerk</p> <p>Clerk</p>
Item No. 7	Date of Next Normal Meeting	
21(11E)7	It was agreed that the next meeting of the Parish Council will take place on Monday, 13 th December 2021 at 19.30 hrs in the Community Hall.	All

The meeting closed at 16.45 hrs

Signed: Date:
J Stannage, Chairman