



GAMLINGAY PARISH COUNCIL

Minutes of a virtual Meeting of the Finance and General Purposes Committeeⁱ held on Tuesday 23rd June 2020 at 7.30pm.

Present: Chair P Webb, councillors S Martin, A Foster, S Jones and C Smith. Clerks L Bacon and K Rayner.

16. **Resolved.** To receive apologies for absence from J Newman – noted resignation will be considered at full council.
 - a. **Noted** - To receive declarations of interest from councillors on items on the agenda, to receive written requests for dispensations for disc losable pecuniary interests (if any) and to grant any requests for dispensations as appropriate.
None.
17. **Resolved** to approve and sign the Minutes of the F&GP meeting held 26th May 2020 and to note the Full Council minutes of 9th June 2020 and to consider any matters arising. New bank accounts – Unity Trust current account and Nationwide Savings both being processed. Both accounts comply with requirements of Annual Investment Scheme regarding rating. Recent resignation of councillor will mean application will need amending. Hard copy of all councillors signatures and some ID checks required – completion of opening will take some time as paperwork will need to be circulated.
18. To receive any representations from Members of the Public and Press relating to items of business on this agenda during a ten-minute Open Forum. **None.**
19. **Finance:**
- 19.1 **Resolved** the following:
 - i. Payment vouchers 42-49
 - ii. Bank reconciliations April and May 2020 – noted not yet produced as previous financial year accounts need to be produced first – delay due to Covid -19.
 - iii. Application for financial assistance from Gamlingay Allotment Gardeners Association toward fence replacement. Agreement with GAGA is that it uses allotment rental income to pay for all repairs/renewals. Clause covering “damage, trespass and theft” covers fencing. Council does not budget separately for allotment maintenance. AF – would like to see copy of GAGA accounts. Estimate £850 for replacement of 25 posts which have decayed/damaged by storm. Insurance will not cover – unknown when damage took place, was not reported. Resolved to offer one off goodwill contribution of £413 – this is the remainder of the establishment sum for the allotments under Section 106 agreement. In future GAGA will be fully responsible for all expenditure on repairs and renewals on both allotment sites as per the agreement, funded from allotment rent. Accounts to be requested.
 - iv. **Noted** – Annual Direct debit, standing order and signatories review. Clarification provided on which payments are monthly, quarterly, annual and variable.
20. **General purpose**
 - i. **Noted** Neighbourhood Plan – update (KR/SM). Covid -19 regulations permitted, the consultation could go ahead after approval of the plan by Full council in July. A separate meeting dedicated to the NHP may be required.
 - ii. **Note** – Risk assessment templates for Covid -19. Noted will be completed following latest government advice. To enable both clerks to attend the office together, a Perspex screen may be required as desks are face to face and unable to be reconfigured. SJ to provide information on supplier and cost.



- iii. **Note** – Christmas lights, contractor cannot provide installation this year. LB to seek alternative but acknowledged that display may not be possible – consequence of Covid -19 business interruption. Noted that County Council Attachments license was not in place for last Christmas and may not be able to be submitted/completed.
- iv. Cycle project suggestions – report on possible locations. **Resolved** to submit preferred route of Little Heath to Park Lane (to link Clopton Way to start of Greensand Ridge.)
21. **Recreation spaces/community buildings**
- i. **Noted** Eco Hub – to note latest update on potential reopening. Currently September.
- ii. **Noted** Rospa report and works required - update. Grounds man has already undertaken or planned many of the identified actions. Contractors identified to quote to secure concrete cubes, repair paths and play equipment. Skate item, cantilever swing and youth hang out (all wooden items) may need removal and replacement as past useful life/beyond economical repair. Cantilever swing identified as high risk by ROSPA (splits in wood) – grounds man has hazard taped this item off and will try to remove tyre swing, although playground is currently closed. Playground working party identified snake rope swing as next item on “wish list” when Section 106 monies are available. Noted that there may be the need to remove items for safety reasons, with delay until new ones can be provided. Agreed to target equipment at younger age group since plaza area now provided for older children/teens.
- iii. **Noted** request for use of tennis courts by fitness group and response. Recreation field can be used free of charge by groups of up to 15 if other users/nearby residents are not inconvenienced/obstructed in any way. Continued closure of other formal play spaces.
22. **Cambridgeshire County Council and South Cambridgeshire District Council items**
- i. **Noted** Latest update for parish and community groups SCDC
- ii. Mobile warden scheme. Recommendation from working group on options to deliver service. Report and recommendation were discussed in detail. Agreed that hardship/reserve fund would be needed – suggested this should cover the equivalent of 5 members not able to pay. Funding bid to be submitted for full cost recovery of scheme for two years based on 1 Warden and 1 deputy employed by GPC for suggested number of hours, supported by volunteers with additional clerk hours in year 1 for initial set up of scheme. Additional funding required for equipment (hardware, software, PPE, mobile phones) and mileage, home working allowance and general expenses. Estimated initial membership to be 20, but rising. After year 2, SCDC may provide further funding but not guaranteed. Income from membership will cover some costs but further funding will likely be required to continue full service. Resolved to submit bid for 2 years funding for parish council managed mobile warden scheme for approximately £25k. Clerks to calculate more precise estimates of cost for bid.
23. **Publications and communications**
- i. **Note** Gazette deadlines and submission ideas – Millbridge Meadows report (KR). Two members of one household have contacted council separately to express concern about maintenance (specifically need for grass cutting) on Millbridge meadows. A detailed history, explanation of landscaping plan incorporating ecological enhancement and an invitation to join the “Friends of” group was sent, but a further message has been received in response and it appears the invitation has not been taken up. Agreed that KR will provide a succinct response. SM noted that a recent Facebook post on this topic elicited many complimentary and supportive comments about the parish council’s maintenance of the area.



- 24. Staff and Councillor matters
 - i. **Noted** Staff working practices- update on any changes. No changes. Currently the clerks are continuing to work from home except for one alternate day each per week in the office. Library manager and grounds man continue to work as detailed at last meeting.
- 25.. Routine Correspondence – **Noted** available in the office.
- 26. Items for the next meeting – replacement contractor for playground steps.
- 27. **Noted** Dates of next meetings: -Planning and Full Council Tuesday 14th July 2020. next F and GP 28th July 2020.
- 28. Record Closure time of meeting. 20.31

Signed.....

Dated.....

ⁱ This meeting will be recorded