



## GAMLINGAY PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on Tuesday 27<sup>th</sup> October 2020 at 7.30pm.

Present: Chair P Webb, Councillors S Martin and C Smith, A Foster and H Gould. Clerks L Bacon and K Rayner.

42. To receive **apologies for absence and 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

43. To **approve the Minutes** of the F&GP meeting held 22<sup>nd</sup> September 2020 and to consider any matters arising.

Agreed

To note the Full Council minutes of 13<sup>th</sup> October 2020.

Noted

44. 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 present

45. **Finance:**

- i. Payments to be approved 167- 178

Approved. Three additional payments required- GCC Ltd- room hire for staffing committee re Gamlingay Guardians meeting-£14.34 , Handyman cover-B Giddings £60, D2D Distribution- delivery of Neighbourhood Plan executive summaries-£474- Agreed.

- ii. Bank reconciliations July and Aug – inspected and signed by Chair.

Noted

- iii. Grant applications for consideration: Cambridgeshire SAR, MAGPAS, WI, Shrievalty Trust (Bobby Scheme)

Discussed applications in terms of suitability and availability of grant funding. **Agreed to award Cambs SAR-£200 for bike accessories, £100 to MAGPAS, WI grant agreed at £570 , Shrievalty Trust (Bobby Scheme) a further £50 from Crime Prevention budget.**

- iv. To consider quotation for remedial works at Millbrook Meadows

Further to ROSPA inspection- list of jobs referred to John Cobb (original contractor for pathways)- **Agreed to accept quotation for works** from maintenance budget. Steps to steppingstone crossing point- request J Cobb to see if there is anything that can be done to reduce step on recreation field side as very high. Pea shingle is topped up periodically (Clerks to action)

#### 47. General purpose

- i. To note installation of solar studs Station Road (community transport S106 funded)

Installed last Thursday- positive comments received from members of the public. Some leaf fall may need to be swept up in autumn in order for solar charge panels to work effectively. Handy man to be advised (Clerks)

- ii. Remembrance parade – to note final arrangements for 2020

Clerk to write brief risk assessment and it was agreed that ministers taking the event to express requirements for social distancing if there is a significant number attending. Attendance should be less as Scouts and guides not attending this year due to Covid restrictions.

- iii. Streetlighting – to note update on attachment license and delivery of speed signs.

Attachments license has been received at last, signs to arrive tomorrow, batteries will need charging prior to potential test by Speedwatch first week in November. Clerk to post on facebook concerning new signage.

- iv. Neighbourhood plan – update on consultation.

SM advised deadline 30<sup>th</sup> October, a trickle of responses to date. Consultation sessions -good steady attendance, people are coming out in safe numbers to discuss the plan. Good general feedback from residents which is encouraging. KR advised few formal responses from landowners/agents, and some feedback from SCDC received which will be discussed at next Steering Group meeting. Formal responses to the consultation and summary will be prepared for a future meeting.

#### 48. Recreation spaces/community buildings

- i. Eco Hub – request/offer from GCC to improve appearance of wildflower mound outside Kier suite.

**Agreed** the management of the mound will be up to GCC Ltd, to be reviewed annually. Clerks to inform grass cutting contractor.

- ii. Playground – update on delivery and installation of new equipment  
Has been ordered 10<sup>th</sup> October. Delivery and installation should be within 8-10 weeks- noted.

- iii. Grass cutting review meeting. To consider awarding further extension to current grass cutting contract.

Letter from contractor was distributed to councillors for consideration, prior to the meeting. Clerk read out sections relating to economies of scale and reducing fuel/carbon use in management of contract- currently cut other areas for other parties too at present. Proposal for existing price to be held with 1% uplift per annum for three years. CS- very good quality, last tender, issues with submissions from other parties and Buchan's good value for money. Clerk advised review meeting still required as numbers of cuts and management methods still need to be discussed. **Resolved- in principle to offer a three-year extension to the contract, subject to detailed review of current programme (now and annually), with 1% uplift per annum.**

- iv. Gamlingay Allotment Gardeners Association annual accounts to note  
Noted

#### 49. Gamlingay Guardians

- i. To approve recommendations from staffing committee on scheme documentation, advertisements for paid positions, arrangements for interviews, recruitment of volunteers and leaflets.

Discussed the leaflet and Logo-E Surry blue logo V2 was approved. Council thanked ES for kind contribution on logo and design services for free to assist the scheme- it was greatly appreciated. Discussed the flier to go to every household- agreed to remove the pricing detail as could put off those who can't afford it and there is a hardship scheme available for those with limited spare resources. Discussed fee amount for couples and clerk to investigate whether there could be a per household fee (check with SCDC funders). HG advised that groups of residents in a local area could perhaps band together regarding costs. Job descriptions- HG and KW helped to define this further. Agreed separate sections for Head Guardian and Deputy Guardian would be clearer. Agreed that the posts should be based in the home (remove reference to working in the parish council office), due to confidentiality issues. Advert to be amended and Job description (Clerk). Adverts to be posted locally-noticeboards, facebook, and Solution Gamlingay.SM suggested reference to equal opportunities employer. Job to signpost to PC policies on equal opportunities by way of inclusion of website address -**agreed.**

**With amendments -Job description, advert, scheme outline, guardian volunteer pack, Logo, and design package and flier were all agreed. Thanks to ES for support.** Clerk advised 3 expressions of interest, 6 volunteers signed up and one client already. 9<sup>th</sup> November potential shortlisting date. If outstanding candidates are identified, interviews in person may not be required. HG to recommend a nomination for County Hero scheme at next Full Council meeting (for consideration).

50. **Cambridgeshire County Council and South Cambridgeshire District Council items**

- i. Latest update for parish and community groups. SCDC weekly bulletin circulated by email.

Zoom meeting next Wednesday (SCDC) Clerk to send round to Councillors for their interest.

51. **Publications and communications**

- i. Any items

Speed signs, Guardians, playground equipment for December Gazette.

52. **Staff and Councillor matters**

- i. To note staffing committee minutes 21.10.2020

Noted-discussed under item 49 (i)

53. **Routine Correspondence – available in the office.**

Noted

54. **Items for the next meeting – budget 2021-22**

F&GP open to all Councillors for first precept proposal meeting. Need new member of F&GP due to resignation, finance training needed to join- consideration for next Full Council meeting.

55. **Dates of next meetings: -Planning and Full Council Tuesday 10<sup>th</sup> November 2020, F and GP 24<sup>th</sup> November 2020**

56. **Record Closure time of meeting**

8.29pm

Signed.....Dated .....