

## MINUTES OF WERRINGTON NEIGHBOURHOOD COUNCIL MEETING TUESDAY 17<sup>th</sup> May 2022

**PRESENT:** Pauline Fury, Martin Greaves, Ivan Hammond, Vince Moon, Bill Mercer, Geoff Smith, Sally Weald, Tony Forster

**WARD COUNCILLORS:** Cllr Sandra Bond, Cllr Judy Fox, Cllr John Fox

**APOLOGIES:** Cllr Bryan Tyler, Cllr Steve Lane, Roger Proudfoot, Howard Fuller, Carole Fuller, Roger Sale

1. **WELCOME AND APOLOGIES:** Vince Moon thanked everyone for coming to the meeting. He congratulated those Councillors newly re-elected and those who helped with the election.
2. **OPEN PUBLIC MEETING:** There were no members of the public in attendance.
3. **SECRETARY'S REPORT**
  - 3.1 **Minutes of 11<sup>th</sup> April 2022:** Approved as a true record and there will no matters arising
  - 3.2 **Correspondence**

An invitation has been received from the Footpath Group to walk from Peakirk to Deeping St James section on Monday 23<sup>rd</sup> May at 2pm. Werrington is the start of the proposed waymarked route. Sally, Vince and Geoff have received an invitation to the Ken Stimpson Jubilee event on 25<sup>th</sup> May but are unable to attend. Pauline has been asked to attend in their place and Sally will follow up the invitation.
  - 3.3 **Annual General Meeting 2022:** In addition to the usual reports, Sally and Geoff have been working on a presentation to celebrate 50 years of WNC. Roger will present an environment report. There have been five award nominations and these were discussed and approved including two individuals and three from Ken Stimpson. There are no nominations for the Environment nor Werrington Award. Pauline will arrange for fruit juice, small cakes and cups.
  - 3.4 **Membership:** End of term of form of Ivan Hammond, Martin Greaves, Sally Weald and Geoff Smith. Forms were distributed. Three nominations have been received for the two vacancies.
  - 3.5 **Underpasses:** Davids Lane is due to be painted in May using the £1000 Tesco money.
  - 3.6 **Scarecrow Festival:** Sally will enter a scarecrow on the Green by the plinth – the WI have already claimed the Village Sign for a Jubilee display
  - 3.7 **Meeting's schedule:**

Sally said that for her to continue as Secretary there has to be a radical review of the workload. She said the same last year and there has been no difference. She pointed out that each meeting takes at least ten hours or more to arrange, attend and minute and questioned if the outcome of each meeting warranted this kind of time investment on everyone's part. She pointed out that a Parish Council would be paying over £150 for each meeting based on those hours! She also pointed out that the Council seemed to expect detailed minutes and there were simpler ways of record the information, for instance using a table. Following a discussion it was agreed:

    - Reduce the number of meetings to 5 meetings and the AGM (still a meeting every two months)
    - Simplify the minutes using bullet points where possible. Members have to accept only the important points will be recorded.
  - 3.8 **Armed Forces Covenant:** The statement in Appendix A was agreed and will be put on the website. It was agreed that an Armed Forces Champion will not be appointed.
4. **HONORARY TREASURER**

Geoff presented in report seen in Appendix A.  
An amount of £4.60 has been raised via EasyFundraising.  
Whilst the WCA has guidelines on the amount of money they will allocate, it is known that they are encouraging applications so an approach will be made for the plaque and the insurance (due in a few weeks) to see what they might fund.
5. **ENVIRONMENT GROUP REPORT**

In the absence of Roger, there was no formal report.

Sally said that he had concerns about the quotations for the signage previously discussed as the metal one at £900 was quite expensive. He would make enquiries about sustainability of the cheaper oak version. Comments made as follows:

With this being a lot of money could it be better used elsewhere? Answer: There is a lot of Environment money that needs spending immediately. There are no other pending projects to spend the money on and, if there were, then there are other funding options available (Waitrose can be reapplied to in October and Loxley Co Op has asked if we want to apply again this year!)

What is the long term commitment to the meadow? Answer: this has already been ongoing for five years or more. The wild flower sowing has been successful, more so if the risings are removed but of course with every year the vegetation clearance has to start again. There remains a long term commitment especially with the pending mental health money coming from Loxley Co Op in the Autumn.

There was support for Roger to go progress his quotations

## **6. 50<sup>th</sup> ANNIVERSARY CELEBRATIONS**

Geoff will put together a photographic display for the library coffee morning on Sat 4<sup>th</sup> June. This will then be transferred to the Annual General Meeting and onto the carnival.

Geoff presented a report about the options for the Anniversary plaque on The Green on the Neighbourhood Council plaque and this is seen in Appendix C. After a discussion about the style and costing, the consensus is the green option B.

## **7. PLANNING REPORT:**

Nothing has been heard about the flats nor Werrington Centre.

A large cedar is being removed in Crester Drive. Roger has requested information and an objection will be made. There is also a further extension application at another property in Crester Drive with potential tree work which is being reviewed.

John Fox asked if progressing the Parish Council had been set aside as Newborough Parish Council has so much funding that could achieve so much in Werrington. Sally said, as has been agreed for a long time, there is not the political support nor funding to achieve the required petition (*added after the meeting: the signatures of 7.5% of the population are required on the petition submitted to the City Council*). The Neighbourhood Plan may provide a stepping step towards this it has been suggested that the petition requirement is removed if the Neighbourhood Forum makes the application. A Parish Council and a Neighbourhood Plan cannot be promoted at the same time as there is confusion and the political implications surrounding a Parish Council may jeopardise any Neighbourhood Plan. The feeling is that the Plan is the more achievable at this stage so the idea of a Parish Council must be put to one side.

Sally also advised that the funding has been reapplied for but with challenges it still hasn't been agreed and only provides 7 days consultancy. There are seven major documents that need to be in place and work is progressed on most of them. A Neighbourhood Forum report has to be made at the AGM and it was agreed to arrange a Steering Group meeting after that.

## **8. WARD COUNCILLOR'S REPORTS**

### **Judy Fox:**

- Gym equipment has finally been installed. An issue has been corrected and rest of equipment will be checked. Litter has been reported but has been cleared.
- Bill said that the local litter pickers should be acknowledged but PE4 wombles had an award at last AGM

### **John Fox:**

Matt Gladstone visited Werrington seeing Werrington Centre, Sports Centre KSCS fields, Hodgson Centre, the communal areas at Wainwright being used as dumping grounds ending up in the Village and At Last. W=He was very impressed with all the work being done and was felt to have been worthwhile to raise the Werrington issues with him. A similar visit will be made to Gunthorpe.

Work has been undertaken at Hodgson Centre as part of the PCC health and safety commitment.

Barriers have been installed at Rushton Avenue with shrouded locks and permanently shut gates.

**Sandra Bond:** The trees felled in Coniston Road are not being removed. She's being told its because of cost. There are concerns of antisocial gatherings of last year being repeated.

The barrier at Campbell Drive has been installed with large bollards at the Ambleside Drive entrance

## **9. ANY OTHER MATTERS: None raised**

## **10. POLICY REVIEW**

- The following policies were reviewed with the main points highlighted.

- Risk Assessment, Safeguarding, Equality, Data Protection, Health and Safety
- Parish Council templates are used which are then added to reflect a specific requirement, often requested by funders
- Need to bear in mind that Neighbourhood Council do use tools and 'employ' people to do work such as Street Arts and volunteers on the village sign.
- Roger also uses the Rivercare Risk Assessment and Insurance. People need to be reminded of the policy existence hence the annual review and they are on the website. Expectations for contractors are standard practice.
- Geoff strongly suggested that the Risk Assessment should be sent to the Insurers for comment, approval and to demonstrate good practice. Sally having worked for Zurich said only send this if the Insurers request it as they will not be interested and if they were, could well demand unnecessary changes. It is down to them to ask for information and not for their customers to offer.

#### **11. DATE OF NEXT MEETING:**

AGM	TUESDAY 7 <sup>th</sup> June 2022
POST AGM MEETING	Monday 18 <sup>th</sup> July 2022

### **APPENDIX A: ARMED FORCES COVENANT**

#### **Werrington Neighbourhood Council Armed Forces Covenant Statement**

The Armed Forces Covenant is a promise between the nation, the government and the Armed Forces community, ensuring that those who serve and have served in the Armed Forces, and their families, are treated fairly and are not disadvantaged by their service. The covenant covers all serving personnel, regular and reservists, and their families, as well as bereaved families, veterans and cadet adult volunteers. Peterborough City Council is a signatory to the Armed Forces Covenant bringing together local authorities, and other public sector organisations, charities, businesses, communities, individuals and the military in a pledge of support between local residents and the Armed Forces community.

Werrington Neighbourhood Council undertakes to:

- Support the principles outlined in the Peterborough City Council's Armed Forces Covenant
- Consider where possible these aims can be supported in relation to our activities
- Assist where possible in the promotion of the Covenant, signposting to Armed Forces support services and the promotion of Armed Forces events through meetings, website and social media.

For more information about the Armed Forces Covenant and local support and information for the Armed Forces then please follow this link.

**APPENDIX B: TREASURER'S REPORT**



**ANNUAL STATEMENT OF ACCOUNTS**  
**YEAR-ENDING 31st DECEMBER, 2021**

**CURRENT ACCOUNT**

OPENING BANK BALANCE carried over from 31<sup>st</sup> December 2020 = £ 5,047.42\* + CASH-IN HAND (CIH) = - £ 12.70  
 THE CLOSING BANK BALANCE as at 31<sup>st</sup> December 2021 = £ 9,769.12\* + CASH-IN HAND (CIH) = £ 59.42  
 (\* inclusive of amounts held in trust for other groups, residual CLF allocations and other grants/donations)

**INCOME & EXPENDITURE 2021**

**1. BANK ACCOUNT**

**A. EXPENDITURE DETAILS**

	£	p
SUBSCRIPTION ( WCA )	5	00
INSURANCE PREMIUM	297	92
STREET ART HIRE	376	63
ENVIRONMENTAL PROJECTS ( ROGER PROUDFOOT )	1,800	90
BANK TRANSFER ( CASH-IN-HAND - SEE PAYMENTS BELOW )	250	00

**B. INCOME DETAILS**

	£	p
INSURANCE PREMIUM DONATION (WCA)	595	84*
COMMUNITY ARTS PROJECT ( UNDERPASS MURAL )	3,500	00
JUST GIVING DONATIONS ( HOUR IN TOTAL )	746	31
TESCO GRANT ( DAVID'S LANE UNDERPASS MURAL )	1,000	00
WCA ( CAMBS CC ) - WEBSITE FEE REIMBURSEMENT	50	00
RBG KEW DONATION - GROW WILD PROJECT	500	00
CLLRS J & J FOX - GCYC DONATION	60	00
WAITROSE DONATION	1,000	00

TOTAL EXPENDITURE = £ 2,730 . 45 [A]      TOTAL INCOME = £ 7,452 . 15[B]

CREDIT BALANCE : Income less Expenditure [ B -A ABOVE ] = £ 4,721.70\* (\* AS AT 31<sup>ST</sup> DECEMBER 2020)

**2. CASH PAYMENTS**

**A. EXPENDITURE DETAILS**

	£	p
DEFICIT CARRIED OVER FROM PREVIOUS YEAR	12	70
AGM REFRESHMENTS ( COUNCIL MEETINGS )	12	00
POSTAGE	3	40
PRESENTATION + AWARDS	38	80
EXAMINERS HONORARIA PURCHASES	25	50
PRINTING	29	99
STATIONERY ( PAPER BAGS - NETWORK RAIL EVENT )	13	19
GOOD CITIZENSHIP YOUTH AWARD - CASH PAYMENT	50	00
GOOD CITIZENSHIP YOUTH AWARD - SHIELD ENGRAVING	5	00

**B. INCOME DETAILS**

	£	p
TRANSFER FROM CURRENT ACCOUNT	250	00

TOTAL EXPENDITURE = £ 190.58 [A]      TOTAL INCOME = £ 250.00 [B]

BALANCE : Income B LESS Expenditure A [ B minus A ABOVE ] = £ 59.42\* (\* AS AT 31<sup>ST</sup> DECEMBER 2021)

TOTAL CURRENT ACCOUNT CREDIT BALANCE as at 31<sup>st</sup> DECEMBER 2021 CARRIED FORWARD TO 2022 = £9,769.12\*  
 [\* NOTE : THIS SUM DOES NOT INCLUDE CASH-IN-HAND ]

SEE OVERLEAF FOR A SCHEDULE OF THE RING-FENCED AMOUNTS INCLUDED IN THE ABOVE SUM\*

**ADDITIONAL ACCOUNTS**

THE FOLLOWING EXTANT ACCOUNTS ARE **NOT INCLUDED** IN THE TOTAL CURRENT ACCOUNT BALANCES SHOWN ABOVE.

1. THE WERRINGTON VILLAGE SIGN ACCOUNT : 2021 Opening Balance = £67.05 Interest received = £0.12 Closing Credit Balance = £ 67.17
  2. MISCELLANEOUS ACCOUNT : 2021 Opening Balance = £6.93 Interest received = £0.12 Closing Credit Balance = £ 7.05
- TOTAL ADDITIONAL CREDIT BALANCE ( 1 + 2 ABOVE + c/f to 2022 ) = £ 74.22      OVERALL TOTAL FUNDS C/F TO 2022 = £ 9,902.76

**DECLARATION**

I hereby declare that to the best of my knowledge and belief that these accounts represent a true and fair view of the Werrington Neighbourhood Council's present financial position for the year ending 31<sup>st</sup> December 2021.

Signed :   
GEOFFREY R SMITH MRSPh  
HONORARY TREASURER

Signed :   
RICHARD COLLINGRIDGE  
INDEPENDENT EXAMINER

Dated : 11<sup>th</sup> May 2022

Dated : 11<sup>th</sup> May 2022

**HONORARY TREASURER'S REPORT WNC MEETING - 17<sup>TH</sup> MAY 2022**

**AGENDA ITEM 5 - TREASURER'S REPORT**

Since our last meeting Richard Collingridge ( our Independent Examiner ) has completed his examination of our 2021 year-end accounts and has duly signed them off - an advance copy of my Annual Statement is shown here and will be featured in my report to the AGM. Richard has also confirmed that going forward he will be happy working with Howard after my retirement from this post.

Currently ( as of today's date ) there is a total of **£6,257.01** in our bank account. A 'Just Giving' payment from Sally of £4.60 has been received into our account today. The latest full details of the ring-fenced amounts was provided by me at our last meeting. Our cash balances have all now been used up by the purchase of the Auditor's Honoraria totalling £30 ( some of this is owed to me and will be added to AGM expenditure in due course ) and I have also sent him a letter of thanks on our behalf with copies provided to Vince and Sally.

**SUMMARY OF RING-FENCED AMOUNTS**

TOTAL CREDIT BALANCE IN CURRENT ACCOUNT  
AT YEAR-END 31-12-21 = £ 9,769.12

**DETAILS OF RING-FENCED AMOUNTS [ Included in the above Bank Balance ] :**

1. WERRINGTON NEIGHBOURHOOD WATCH CLUSTER GROUP = £ 851.63\* (\* AS AT 31-12-21)

2. SPECIFIC PROJECTS

- 2.1 CO-OP COMMUNITY FUND DONATION = £ 399.64
- 2.2 COMMUNITY ARTS PROJECT ( UNDERPASS MURAL ) = £ 3,500
- 2.3 WCA INSURANCE PREMIUM GRANT = £ 297.92
- 2.4 WAITROSE DONATIONS = £ 1,453
  - 2.4.1 CARRIED OVER 2018 = £155
  - 2.4.2 CARRIED OVER 2020-21 = £298
  - 2.4.3 NEW DONATION 2021 = £1,000
- 2.5 RBG KEW DONATION ( GROW WILD ) = £ 5.83
- 2.6 JUST GIVING FUNDED MURAL REPAIRS = £ 369.68
- 2.7 WCA ( CAMBS CC ) - WEBSITE FEE REIMBURSEMENT = £ 50
- 2.8 TESCO GRANT ( DAVID'S LANE UNDERPASS MURAL ) = £ 1,000

TOTAL AMOUNT [ 2.1 - 2.8 ] = £ 7,927.70

3. GENERAL - NOT CURRENTLY ASSIGNED\* AND CAN BE RE-ALLOCATED

TOTAL AMOUNT AVAILABLE [ IN WHOLE OR PART ] = £ 800 [\* PREVIOUS VILLAGE SIGN RENOVATION FUND ]

TOTAL OVERALL RING-FENCED AMOUNT [ ABOVE ITEMS 1 + 2 + 3 ] = £ 8,727.70

**APPORTIONMENT**

TOTAL CREDIT BALANCE IN CURRENT ACCOUNT AT YEAR-END 31-12-21 = £ 9,769.12  
 TOTAL RING-FENCED AMOUNT AS AT 31-12-21 = £ 8,727.70  
 BALANCE REMAINING IN GENERAL ACCOUNT = £ 1,041.42

GEOFFREY R SMITH MRSPh  
HONORARY TREASURER

APPENDIX C: 50<sup>th</sup> ANNIVERSARY

WERRINGTON NEIGHBOURHOOD COUNCIL  
PROPOSED 50TH ANNIVERSARY PLAQUE

16-05-22 vers



EXISTING  
BRICK  
PLINTH ON  
THE  
GREEN



ROAD FACING SIDE



14 inch diameter

12 inch diameter

SUGGESTED SIZE AND LOCATION

THE PLAQUE SIZES ILLUSTRATED ABOVE  
ARE APPROXIMATELY 12" (305mm)  
AND IN OUTLINE 14" (350mm) IN DIAMETER

KEY TO PRICES SHOWN BELOW

CAST BRONZE ALUMINIUM OTHER ( e.g. RESIN )

DETAILS INITIALLY REQUESTED

I am therefore contacting you to seek some initial information to take to our members based on the provision of a blue bronze plaque of the lower size which I believe is 14". As an indication of the lettering required we would be looking at the title 'Werrington Neighbourhood Council' around the top of its perimeter with the wording along the lines of 'In celebration of 50 years of service to the Werrington Community and its Environment. 1971 - 2021. Unveiled by [ to be confirmed ] on [ to be confirmed ] 2022'. It would therefore be very helpful if you could initially give us an approximation on cost and delivery timescale as soon as possible please. We can then make a decision on how and when we proceed.

SUBSEQUENTLY AMENDED DETAILS

I am therefore contacting you to seek some initial information to take to our members based on the provision of a bronze plaque of approximately 12" ( 300mm ) in diameter. As an indication of the lettering required we would be looking at the title 'Werrington Neighbourhood Council' around the top of its perimeter with the wording along the lines of 'In celebration of 50 years of faithful service to the Werrington Community and its Environment. 1971-2021'. The colour initially considered is that of the blue ( which seems to be the standard one for commemorative plaques of this nature as often used by Civic Societies ) but we would be interested to know if you supply these plaques in any other colours e.g. dark green. It would therefore be very helpful if you could initially give us an approximation on cost and delivery timescale as soon as possible please. Also what fixings are used to brickwork. We can then make a decision on how and when we proceed.

SUMMARY OF QUOTATIONS RECEIVED [ FIVE SUPPLIERS APPROACHED ]

COMPANY	DATE RECEIVED	PRICES *	DELIVERY TIME	CARRIAGE	REMARKS
1. LEANDER ARCHITECTURAL	03-04-22	£865* £360*	6-8 WEEKS	£24.50	Further advice not received despite reminders.
2. ANGLIA SIGN CASTING LIMITED	03-05-22	£590.74*	3 WEEKS ( MAX )	INCLUSIVE	Proof supplied + alt colours MY PREFERENCE - SEE OVER
3. SIGNS OF THE TIMES	03-05-22	£825* £326*	NOT STATED	£16.50	350mm diam. Many colours
4. THE SIGN MAKER	03-05-22	£700.60 VAT included	NOT STATED	INCLUSIVE	
5. WARD SIGNS	04-05-22	£942* £485* £360*	4-6 WEEKS	£17.50	Painted in 2 Colours

[ \* VAT not included ]

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MY PREFERENCE TO DATE  
ANGLIA SIGN CASTING LTD £590.74\* VAT to be added to this 3 WEEKS ( MAXIMUM ) CARRIAGE INCLUSIVE  
Proof supplied - shown below with our initial suggested information on it. Fixing information not as yet supplied but would be requested before any order is placed. Other colour examples shown below - my preference is more towards example B.



B



C



D

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