

WENTWORTH PARISH COUNCIL



Clerk: Mrs Julie Peck, Mandalay, Church Road, Wentworth, CB6 3QE
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Chairman: Mr David Lee, Leemeadow, 3 Main Street, Wentworth CB6 3QG
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NOTICE OF MEETING: Annual Meeting of Wentworth Parish Council
TIME: 7.30 pm
DATE: 14th May 2025
VENUE: Wentworth Village Hall

MEMBERS 4
VACANCIES 1
QUORUM 3

Attendees: Councillor Lee (DL), Councillor Ashdown (BA), Councillor Bass (CB) County & District Councillor Dupre and two members of the public

MINUTES

- 14052025/1 Election of Chairman and Declaration of Acceptance of Office to be signed**
CB proposed and BA seconded that DL should be elected as Chairman for the coming year. Motion carried unanimously. DL signed Acceptance of Office witnessed by Clerk as Proper Officer of the Council.
- 14052025/2 Election of Vice -Chairman and Declaration of Acceptance of Office to be signed**
DL proposed and CB seconded that BA should be elected as Vice-Chair for the coming year. Motion carried unanimously. BA signed Acceptance of Office witnessed by Clerk as Proper Officer of the Council.
- 14052025/3 To receive and record apologies for absence**
Apologies received from Councillor Edwards (DE) and District Councillor Inskip (MI).
- 14052025/4 To receive Members declaration of interest**
None received
- 14052025/5 To sign and approve minutes of last meeting:**
Parish Council Minutes from 5th March 2025 DL proposed, and BA seconded that the minutes should be signed as true record of the meeting. Motion carried as unanimous.
- 14052025/6 To receive District and/or County Councillor's reports**
District and County Councillors Reports were received (LD).
LD left
- 14052025/7 Open forum for public participation**
There were none.
- 14052025/8 To review and approve the Standing Orders**
NALC Model Standing Orders updated 2025 adopted. Approval was agreed unanimously.
- 14052025/9 To review and approve the Financial Regulations, Internal Financial Controls, New Financial Years Assurances and Signatories for 2025/26**

The Council reviewed and confirmed that the Financial Regulations updated March 2025 be adopted, Internal Financial Controls and New Financial Years Assurances remain unchanged. Motion carried unanimously.

Review of the Signatories for 2025/25 carried out and approved. Motion carried unanimously.

14052025/10 To review and approve the Standards and Code of Conduct for Members

Approval was agreed unanimously.

140525/11 To review and approve all Council Policies

Approval was agreed unanimously.

14052025/12 AGAR 24/25: Annual Internal Audit Report 2024/24 to be received and noted

The Annual Internal Audit Report had been completed by independent appointed auditor Gillian Barnes. The Council reviewed and noted the Annual Internal Audit Report (page 4 of the AGAR)

14052025/13 Consider and approve Internal Audit Review 2024/25

The Council reviewed the Internal Audit Review with the recommendation that an IT Policy be adopted as well as a Financial Risk Assessment (templates in NALC Practitioners Guide 2025). Also noted that Parish Councils do not need to appoint a Data Protection Officer. Agreed. Motion carried unanimously.

140525/14 AGAR 24/25: Annual Governance Statement to be approved and signed

Approval was agreed unanimously. The Annual Governance Statement was then signed by Chairman and Clerk.

14052025/15 AGAR 24/25: Accounting Statements to be approved and signed

The Clerk had calculated, completed, and certified the Accounting Statements as Responsible Finance Officer (RFO) to the Council. Approval was agreed unanimously. DL as Chairman then signed the Accounting Statements.

14052025/16 AGAR 24/25: The Certificate of Exemption to be approved and signed

Approval was agreed unanimously that the Certificate of Exemption should be approved by the Council. DL as Chairman then signed the Certificate of Exemption. – **emailed to external authority 16.05.25**

14052025/17 AGAR 24/25: Note dates for the period for the exercise of public rights under Accounts & Audits Regulations 2015

The Council noted that the Clerk/RFO had set the dates for the period for the exercise of public rights; from Tuesday 3rd June 2025 to Monday 14th July 2025. This period included the first 10 working days of July as required by the Accounts & Audit Regulations 2015

14052025/18 Planning:

To Consider: none

To Update: none

14052025/19 Council Business:

- a) ROSPA Safety Inspection – There were mostly low risk issues raised in report including emptying bin and monitor wood for decay. It was agreed to monitor the tunnel area for low soil coverage and spread more to cover top edge where necessary. The fence would be monitored when grounds maintenance takes place to secure rail. New posts were installed last year and these were still sound. Cut back the exposed membrane under zipwire to avoid trip hazard as this is only a weed prevention barrier. Rake over the bark under the swing to optimum level. **BA agreed to empty bin and put in new bag. DL would monitor as part when carrying out grounds maintenance/grass cutting.**
- b) Playpark land – Community Infrastructure Levy (CIL) meaningful proportion payment to the sum of £5059.94 had been received from ECDC. It was agreed unanimously that this money would be used to purchase the playpark land from the landowner in addition to reserves from financial year 2024/25 budget. The fees associated with the purchase has already been included in budget for 2025/26. **Clerk to contact landowner and let him know the Council was in a financial position to buy the land for the agreed sum of £7,000 and would instruct Solicitors on confirmation.**
- c) Streetlighting Maintenance Renewal – a review of new maintenance agreement from K&M Lighting was agreed unanimously as good value. **Clerk to sign an agreed term of 3 years from 1st June 2025.**
- d) Grant request from Ely Foodbank -It was agreed to review a donation in next financial year CB proposed and BA seconded. Motion carried.

- e) Community Payback – Following email received from Probation Services asking if the Parish Council can make use of community payback services it was agreed for Clerk to contact Probation Service and arrange a visit to discuss possible pavement clearing works on Church Road and re-painting of village gate signs. **Clerk to email Probation Service and request visit to discuss**
- f) Roadwatch–statistics received from mobile speed indicator installation on Church Road indicate Wentworth has a speeding problem with 85th percentile speed of 35 mph and 20% over 35 mph. The various options proposed by Roadwatch were discussed and agreed unanimously to continue to collect data (another batch due end May 2025) and apply for LHI grant in Autumn for 2026/27. Residents would be approached at the next Coffee, Cake & Catch-up event with a show of data to gain feedback and interest.

14052025/20 Finance

- a) To approve bank Reconciliation up to 30th April 2025. DL proposed and BA seconded to approve bank reconciliation. Motion carried unanimously.
- b) Payments:

March			
Lloyds Bank	Service Charges	£4.25	BACS
K&M Lighting	Maintenance	£21.20	BACS
Red Shoes Accounting	Payroll Services	£46.80	BACS
St Peter's Church	Hall hire	£33.00	BACS
D Lee	Grounds maintenance	£200.00	BACS
Julie Peck	Clerk Salary	£330.86	BACS
Julie Peck	ICO fee reimbursement	£55.00	BACS
April			
Lloyds Bank	Services Charges	£4.25	BACS
CAPALC Ltd	Annual Subscription	£164.55	BACS
Julie Peck	Clerk Salary	£332.15	BACS
K&M Lighting	Maintenance	£21.20	BACS
D Lee	Grounds Maintenance	£200.00	BACS
ROSPA	Playpark Inspection	£96.00	BACS
Scribe	Subscription	£185.76	BACS

- c) Direct Debits: None
- d) Income

March			
K Wallis	Rent	£275.00	BACS
Lloyds Bank	Interest	£8.62	BACS
April			
ECDC	Precept	£5250.00	BACS
HMRC	VAT Reclaim	£242.21	BACS
Lloyds Bank	Interest	£8.82	BACS

14052025/21 Correspondence (Information only not for discussion)

- a) Email received from Red Shoes Accounting (payroll service provider) advising of increase in fees to £14.50 p/m from 1st April 2025
- b) ECDC has completed council tax re-bill following clerical error and all parishioners have received revised bills.

14052025/22 Diary Dates – Date of Next Meeting 25th June 2025 7.00 pm

Meeting Closed at 9.00 pm

J Peck

Julie Peck

Clerk & Responsible Finance Officer

Wentworth Parish Council

15th May 2025