

**MINUTES OF THE PARISH COUNCIL LIAISON MEETING  
HELD AT 6PM, ON  
WEDNESDAY, 25 NOVEMBER 2020  
VIRTUAL MEETING VIA ZOOM**

**Present:**

Councillor Irene Walsh	Chair
Parish Cllr Chris Burbage	Bretton Parish Council
Sylvia Radouani	Clerk, Bretton Parish Council
Parish Cllr Jason Merrill	Bretton Parish Council
Parish Cllr Henry Clark	Peakirk Parish Council
Parish Cllr Joan Pickett	Ailsworth Parish Council
Parish Cllr June Bull	Orton Longueville Parish Council
Parish Cllr Keith Lievesley	Ufford Parish Council
Parish Cllr Margaret Long	Thorney Parish Council
Parish Cllr Neil Boyce	Castor Parish Council and Co-opted Scrutiny Member
Parish Cllr Phillip Thompson	Deeping Gate Parish Council
Parish Cllr Jane Hill	
Diane Templeton	Deeping Gate Parish Council
Parish Cllr Richard Clarke	Clerk, Deeping Gate Parish Council
Parish Cllr Susie Lucas	Wansford Parish Council
Parish Cllr Vince Moon	Bainton and Ashton Parish Council
John Haste, Clerk	Werrington Neighbourhood Council Castor and Glinton Parish Councils
Steve Harknett	
Elaine Matthews	Community Connector
Matt Oliver	Think Communities Manager
Peter Carpenter	Head of Think Communities
Paulina Ford	Acting Corporate Director, Resources
David Beauchamp	Senior Democratic Services Officer Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for Absence were received from James Hayes, Bretton Parish Councillor and Co-opted Member of the Adults and Communities Scrutiny Committee

**2. MEDIUM TERM FINANCIAL STRATEGY 2021/22 PHASE ONE BUDGET CONSULTATION**

The Acting Corporate Director, Resources delivered a presentation on Peterborough City Council's Phase One Budget Proposals for 2021/22. Presentation slides may be found in Appendix 1.

The Parish Council Liaison meeting debated the presentation and in summary, key points raised and responses to questions included:

- Concerns regarding streetlight dimming in rural areas were noted.

- The pandemic had restricted plans to let out office space in Sand Martin House although the arrival of a Government in Hub in Peterborough could provide opportunities in this area.

### **3. THE COMMUNITY CONNECTOR ROLE IN RELATION TO PARISH COUNCILS**

The Community Connector gave an introduction to his role in relation to parish councils covering topics including:

- Supporting the delivery of Think Communities and helping communities to support themselves and each other.
- Much of this work took place in urban areas of the City that were largely unparished.
- Community Connectors brought together community actors to strengthen local communities.
- Another aspect of the role was supporting the COVID-19 Hub. Residents could contact the hub and be directed to relevant services and community initiatives.
- The Community Connector acted as a point of contact for queries from parishes regarding Think Communities and coordinated appropriate responses, taking into account best practice and links with other stakeholders. Information was shared between parished and unparished areas, e.g. on scam prevention.

The Parish Council Liaison meeting debated the report and in summary, key points raised and responses to questions included:

- Members raised concerns that recruiting only two Community Connectors might be insufficient.
- The positions had been advertised widely. A Community Coordinator would be appointed for all of Cambridgeshire.
- Members praised the Think Communities initiative and felt it was key that parishes were at the heart of its delivery, e.g. via the Good Neighbours Scheme and the John Clare Countryside Project.

### **4. RESPONSE TO THE COVID-19 PANDEMIC**

The Think Communities Manager delivered a presentation on Peterborough City Council's response to the COVID-19 pandemic. Presentation slides may be found in Appendix 3.

The Parish Council Liaison meeting debated the report and in summary, key points raised and responses to questions included:

- Carers of all ages were being linked to appropriate professional support.
- It was agreed that the head of Think Communities would liaise with Healthwatch and the Young Carers' Partnership Board to ensure that both young and older carers were receiving the support they required.
- Needs assessments for people with disabilities were conducted on a case-by-case basis.
- Members suggested that Peterborough's COVID-19 infection rate might be higher due to the high levels of testing in the City.
- The quality of the data on the pandemic was constantly improving. The Public Health team could provide further information.

#### **ACTIONS AGREED:**

- Presentation slides to be distributed to Parish Councillors.

- The Head of Think Communities to liaise with Healthwatch and the Young Carers' Partnership Board to ensure that both young and older carers were receiving the support they required.

## **5. FUTURE FORMAT OF PCC – PARISH COUNCIL LIAISON AND ROLE OF SCRUTINY COMMITTEE COOPTEES**

The Chair delivered a presentation on the future of the Parish Council Liaison meeting. Presentation slides may be found in Appendix 2.

The Parish Council Liaison (PCL) meeting debated the report and in summary, key points raised and responses to questions included:

- CAPALC's consultation showed support for the continuation of quarterly PCL meetings via Zoom.
- The John Clare Countryside Project could be a standing item on PCL agendas.
- Having Parish Councillors on Scrutiny Committees was invaluable. Consideration should be given as to how to better integrate the co-opted Members in PCL meetings.
- Co-opted Members would require support to facilitate discussions in breakout rooms regarding upcoming Scrutiny topics.
- Concerns were raised regarding Rural vs. Urban Parish Councillors in the new format. PCL was a meeting for all parishes but Scrutiny co-optees were appointed to represent the rural perspective.
- Concerns were raised that Scrutiny Members only saw Committee papers a week before the meeting, making it difficult for them to facilitate discussions at PCL. In response, it was suggested that the timing of PCL meetings be adjusted accordingly. Some recurring themes for Scrutiny would not require prior preparation.
- The current system of Scrutiny co-optees replaced the Scrutiny Commission for Rural Communities. At least one Parish Councillor was appointed to each Committee to represent the rural area.
- The Chair concluded that further work was needed to develop these ideas. The key aim was to ensure Parish Councils benefitted as much as possible from the Co-optee's role, without putting them under undue pressure.

### **ACTIONS AGREED:**

- The Chair to raise Attendees' concerns with officers that parish councils were not being sufficiently consulted on Council policies.
- Officers to meet with the Chair and Scrutiny Parish Council Co-opted Members to discuss the future format and ensure Co-opted Members were sufficiently supported.

CHAIR

6pm – 7.28pm

## **Appendix 1 - Budget Consultation Presentation Slides**

## Our Finances- Overview



- **Low Council Tax Base**, restricting the Councils ability to raise local taxes



- **Low government funding** in comparison to service need and population of Peterborough



- **Fast growing population** teamed with an increase in demand for services and the complexity of care and support required



- Already provide **services at a low unit cost**, demonstrating efficiency and value for money.



- Delivered **millions of pounds worth of savings** annually



- **Low resilience**, with **virtually non-existent levels of usable reserves** forecast by the end of the financial year, as outlined in section 6 the robustness statement.



- **C-19 Impact** - £38.9m of additional costs in 2020/21



- **'Peterborough City Council takes action'**- a challenge that we cannot meet without government support, Discussions continue with MHCLG

# Context for MTFS – Phase One

Current year – 2020/21:



**C-19 pressures of £38.9m**



**Additional income of £27.9m received to date**

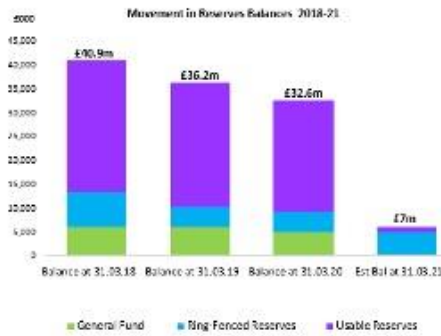
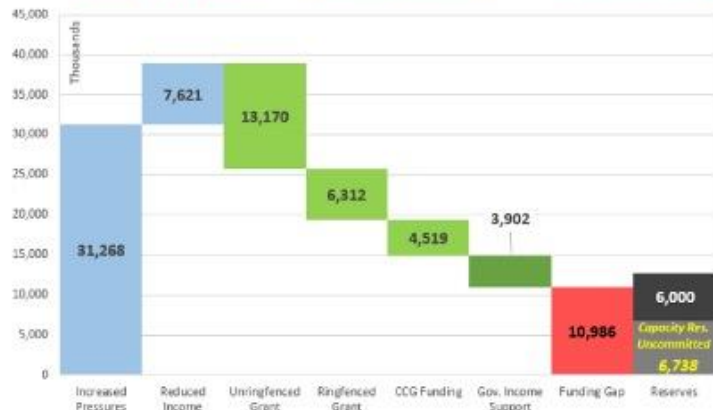


Peterborough City Council has a **£11m funding gap** in 2020/21



Without additional funding this gap will deplete reserves to an **unsustainable level**.

An increased **funding gap £11m** = **£38.9m pressure** less **£27.9m funding**



Insurance Reserve £3.5m  
 City College £1.1m  
 Other ringfenced reserves £1.0m  
 General Fund £1.5m

3 Resources Directorate - Financial Services



## The Support provided throughout C-19

**944** Food parcels provided

**3,721 tonnes** of additional residential waste collected  
 13% more than normal

**2,522,000** BINS EMPTIED

**1,544 SHIELDED PEOPLE** supported with food, shopping, prescriptions, emotional wellbeing and home help

**790** requests for **HELP**

**150 ROUGH SLEEPERS ACCOMMODATED** with 3 meals a day

**£32m** business grants to **2,652** small, rural, retail, leisure and hospitality businesses

**4,500** flytips DEALT WITH

**2712** BENEFITS CLAIMS PROCESSED

**45 MILLION M<sup>2</sup>** OF GRASS VERGES AND OPEN SPACE CUT

**60,000** STREET LITTER & DOG BINS EMPTIED

**£40m** of business rates relief to **1,310** retail, hospitality and leisure providers

**87** local businesses received **£1.32m** of discretionary support grants

**97% OF SCHOOLS FULLY OPENED** 4th highest in the country

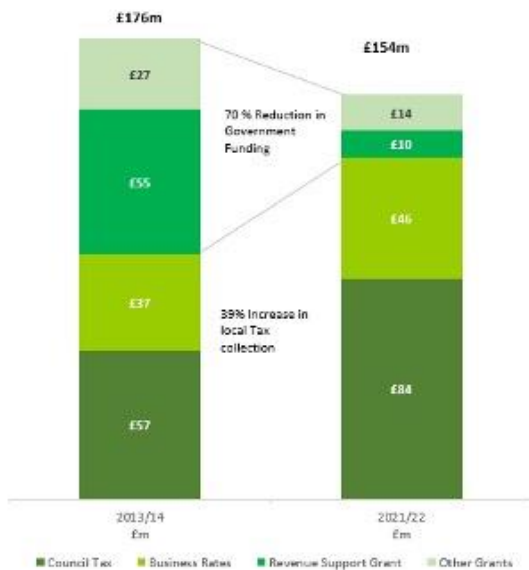
**8,481** people received hardship funding totalling **£1.6m**

4 Resources Directorate - Financial Services



# The Councils Core Funding

Change in Funding from 2013/14 to 2021/22



- The Council has seen a 70% reduction in the level of grant funding received since 2013/14
- Over this period has relied on Council Tax increases and Business Rates growth to bridge the funding gap.
- But this has only partially achieved this, leaving a **£18m** difference
- This is a significant reduction in funding, and to illustrate the scale of the challenge the £18m is the equivalent of almost **180%** of the Councils current level of RSG or would require a **further 22% increase in Council Tax** to meet this.

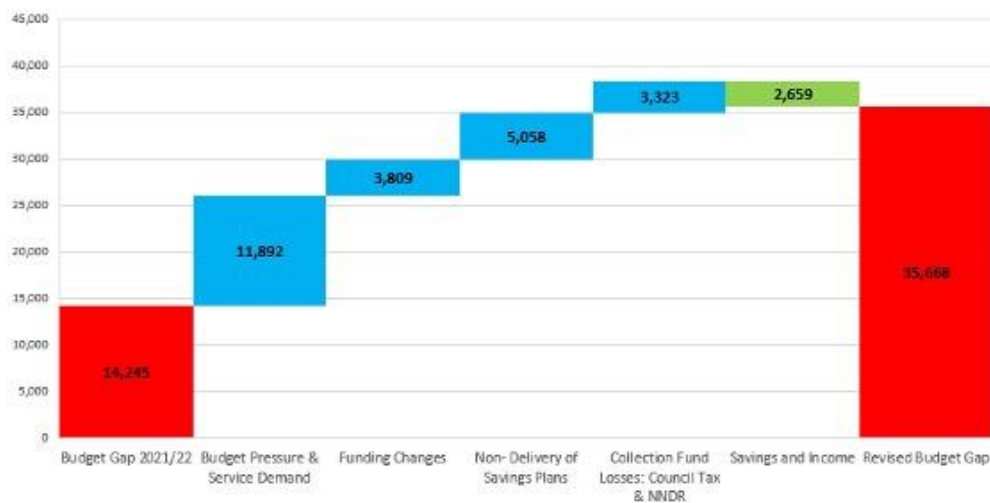


## 2021/22 Budget Position

Each of the 'building blocks' that make up the chart below are covered in detail in more detail in following slides. These blocks illustrate the structure of the MTFS.

Estimated 2021/22 MTFS budget gap

Existing budget gap **£14.2m** + pressures **£24.1m** - new savings **£2.7m** = revised budget gap of **£35.7m**





# Budget position over the MTFS

	2021/22	2022/23	2023/24
	£000	£000	£000
<b>Budget Gap from 2020/21 MTFS</b>	<b>14,245</b>	<b>14,808</b>	<b>14,609</b>
Budget Pressure & Service Demand	11,892	12,649	15,168
Funding Changes	3,809	3,515	3,165
Non- Delivery of Savings Plans	5,058	4,978	4,978
Collection Fund Losses: Council Tax & NNDR	3,323	3,323	3,323
<b>Revised Budget Gap</b>	<b>38,327</b>	<b>39,273</b>	<b>41,243</b>
Savings and Income	(2,659)	(2,659)	(2,659)
<b>Budget Gap</b>	<b>35,668</b>	<b>36,614</b>	<b>38,584</b>

## Funding changes - Collection Fund

### C-19 Impacts on Collection Fund:

Council Tax & NNDR income base is estimated to be lower than forecast within the MTFS as a result of:

- Reduced collection rates,
- increased levels of LCTS recipients,
- slower housing growth
- knock-on impact on the economy

### Revised estimates on collection – pressure **£3.089m**:

- **£1.3m** (1.5%) reduction in Council Tax base
- **£1.0m** (2.0%) reduction in NNDR income base
- an additional **£1.5m** required for the provision of bad debts

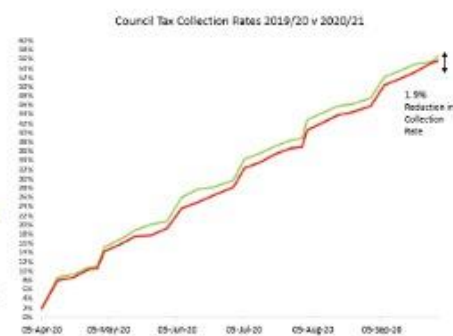
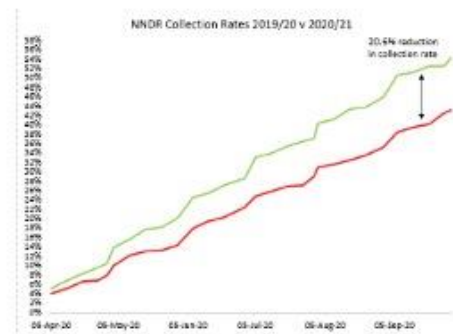
### Collection Fund deficit from 2020/21:

Estimated none collection on:

- NNDR is £14.6m - PCC share at 49% = **£7.2m**
- Council Tax £3.4m - PCC share at 80.3% = **£2.8m**
- PCC share of the deficit made 'good' over the next 3 years = **£3.323m**

### Further C-19 impact on Collection Fund?

- There are currently 8,046 working age LCTS recipients, an increase of 365 (4.6%) since March.
- Increases in LCTS further reduce Council Tax income to PCC



## Non-delivery savings (existing MTFs)

Directorate	Total identified £000	Green £000	Amber £000	Red £000
Business Improvement and Development	251	118	133	-
Chief Executives	421	421	-	-
Customer and Digital Services	239	159	-	80
Funding	4,286	4,286	-	-
Governance	180	180	-	-
Place and Economy	2,639	2,434	205	-
Resources	5,842	2,328	340	3,174
Capital Financing	993	548	445	-
People and Communities	7,042	1,889	3,349	1,804
Public Health	1,049	699	350	-
Cross Directorate	2,355	82	2,273	-
<b>Total</b>	<b>25,297</b>	<b>13,144</b>	<b>7,095</b>	<b>5,058</b>

**Red RAG'd Savings Plans assumed undeliverable. These have been impacted by the effect of C-19 and the economy and include:**

- Managing Adult Social Care costs and demand
- Rental income expected as a result of leasing further floor space at Sand Martin House
- Home to School transport
- Business support

**Green** and **Amber** RAG'd savings are assumed deliverable

## Pressures- headlines



- **Adult Social Care**- investment into the social care market to ensure vital services continue by providing support to providers to cover the additional costs of PPE, NLW increases and additional beds



- **Children's Family Safeguarding**- continuing to support the family safeguarding programme, supporting families to make more permanent positive changes.



- **Children's Placements**- Pressure resulting from a rise in the number of children in care



- **Aragon**- a rise in cost base required to sustain current levels of service in the long-term



- **Pay award- 2.75%** – This was agreed in August and was higher than the level assumed within the Council budget.



- **Increase in sundry bad debt provision** - due to the economic impact of the Covid-19 pandemic

Full details of all proposals are available within the MTFs and Budget consultation document

## Savings- Headlines



- **Brown Bin fee increase**- to increase the current subscription from £45 to £50 per year, with a £25 charge for second bin.



- **Corporate Property** related savings including a reduction in security costs, a review of commercial rents and a reduction in the core property contract.



- **Peterborough Highway Services** savings identified as a result of changing street lighting across the city, adapting intervention standards and a review of fees and charges.



- **ICT savings** as a result of bringing the contract back in house and sharing ICT services with Cambridgeshire CC.



- **Capital Financing** - following amendments to the council's capital programme- resulting in lower borrowing requirement and lower associated revenue costs.

*Full details of all proposals are available within the MTFS and Budget consultation document*

*11 Resources Directorate - Financial Services*



## Staffing Implications



- In order to deliver Phase One of the Budget it is anticipated that there will be less than 5 FTE reductions.
- It is always the aim to minimise compulsory redundancies and the impact on our service delivery. This will be achieved, wherever possible, by seeking redeployment opportunities, the deletion of vacant posts, restrictions on recruitment (considering service delivery), natural wastage / turnover and reducing or eliminating overtime, (providing service delivery is not compromised).



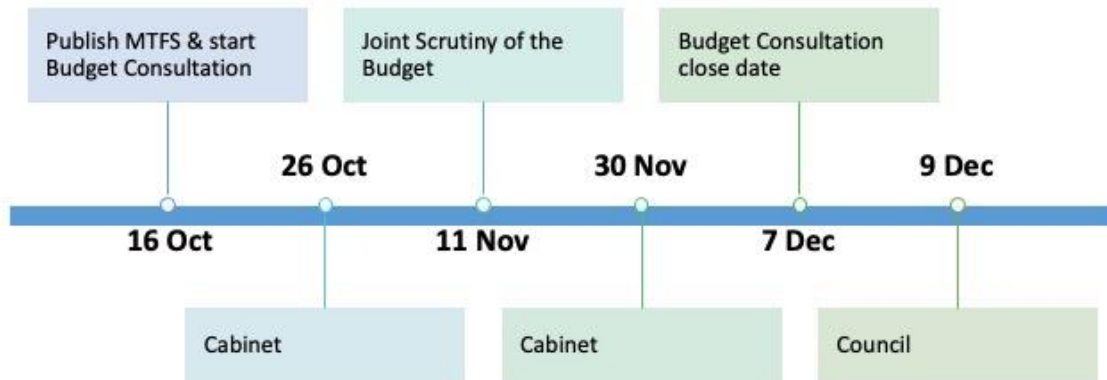
- Where staff are affected, the Council will seek voluntary redundancies as appropriate to minimise compulsory redundancies and where this is unavoidable, appropriate outplacement support will be considered.

*12 Resources Directorate - Financial Services*



# Timescales for MTFS 2021/22- Phase One

*Full details of all proposals are available within the MTFS and Budget consultation document*



# Peterborough Parish Liaison

25 November 2020

Clr Irene Walsh

Chair of Peterborough Parish Liaison and Cabinet Member for Communities

## Future of Parish Council Liaison Meetings

Feedback from CAPALC survey

Overwhelmingly supportive of:

- Parish Council Liaison Committee
- Parish Conference
- Co-option to scrutiny committees
- Quarterly meetings
- use of Zoom for meetings

# Future meetings

## Agenda items

John Clare Countryside Nature Recovery Project: Richard Astle

Detailed discussion featured around the forward agenda items to scrutiny committees

[1. Growth, Environment and Resources Scrutiny Committee](#)

- Parish Council representative: Cllr Keith Lievesley

[2. Adults and Communities Scrutiny Committee](#)

- Parish Council representative: Cllr James Hayes and Cllr Neil Boyce

[3. Children and Education Scrutiny Committee](#)

- Parish Council representative: Cllr Susie Lucas and Cllr Dr Dharshana Sridhar

[4. Health Scrutiny Committee](#)

- Parish Council representative: Cllr June Bull

Plus additional item from Forward Plan

# Community Connector Role

## Overall Role in PCC:

- To support the delivery of the Think Communities approach, by engaging with and supporting communities to build on their strengths and local assets so they can support themselves and each other; and by promoting community integration

## Role relating to Parish Councils

- To act as a point of contact for Parish Councils' enquiries regarding Think Communities priority areas
- Coordinate appropriate support relevant to the enquiry, eg. by linking with other stakeholders, sharing examples of best practice.
- Sharing with Parish Councils relevant experience, news and opportunities from the Think Communities team in Peterborough

*Steve Harknett*

*Think Communities Community Connector*

Email: [parishcouncil@peterborough.gov.uk](mailto:parishcouncil@peterborough.gov.uk)

# Covid Response Update

Peterborough Parish Council Liaison  
25 November 2020

**Elaine Matthews**  
Think Communities Area Manager

## Case rates, deaths and admissions continue to increase in UK

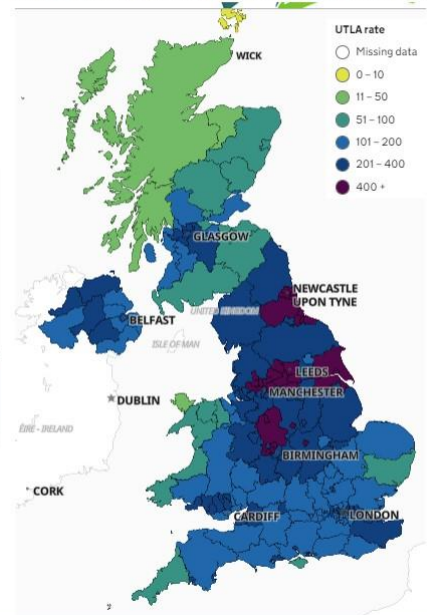
Highest rates to north of England  
Seven-day rolling rate of new cases by specimen date ending on 12 Nov 2020

### UK Summary

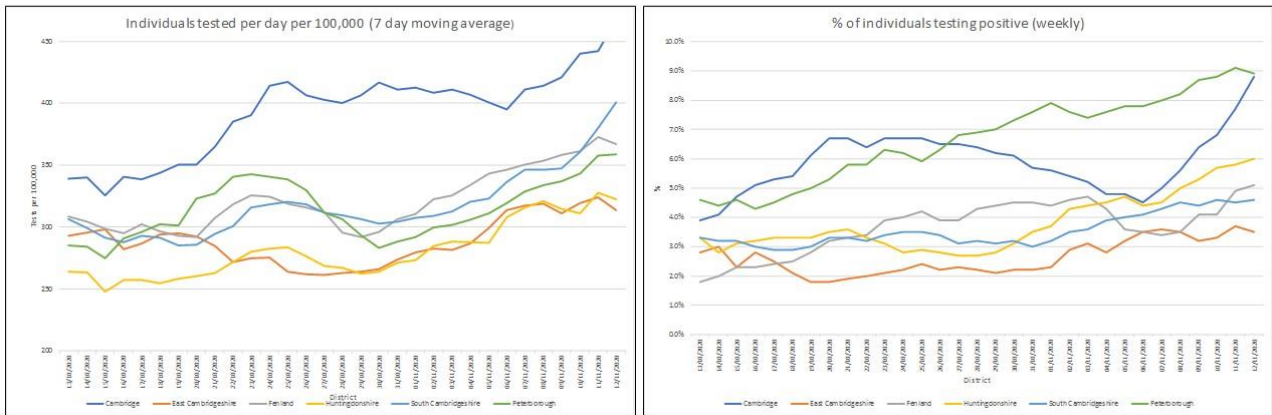
The latest R number is estimated at **1 to 1.2** with a daily infection growth rate range of **+1% to +3%** as of 13 November 2020.



Source: Coronavirus.gov.uk – 18 November



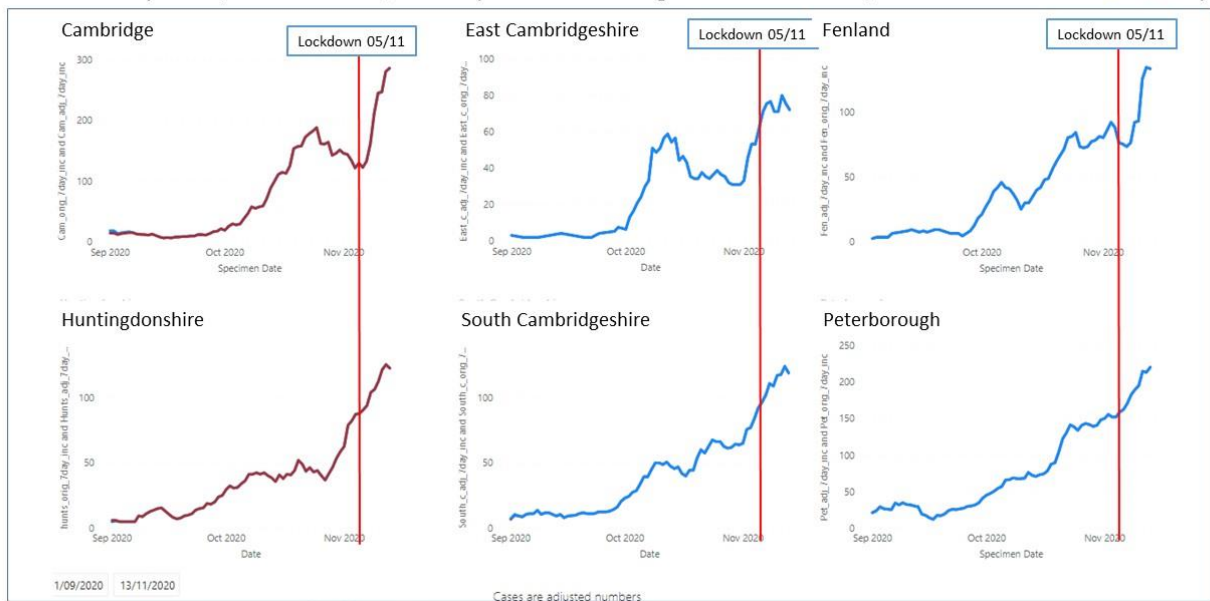
## Testing rates highest in Cambridge but recent increases in other areas. Positivity continues to increase in Cambridge and Peterborough (9%)



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### Impact of pre-lockdown social surge seen in the last 10 days

Incidence rates per 100,000 – data to 13/11. Early indicator of changes to incidence rates, data will be added to last few days.

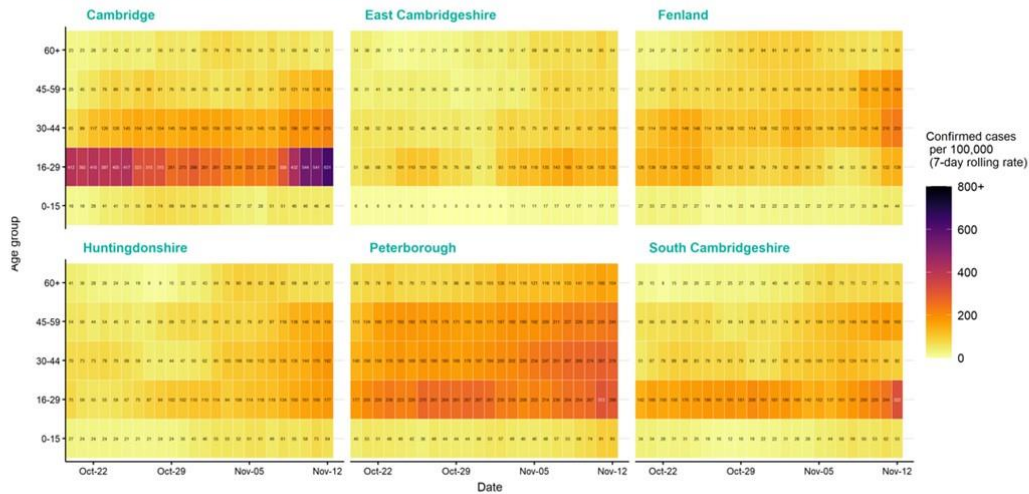


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# High rate in student age apparent in Cambridge and wide spread across ages in Peterborough

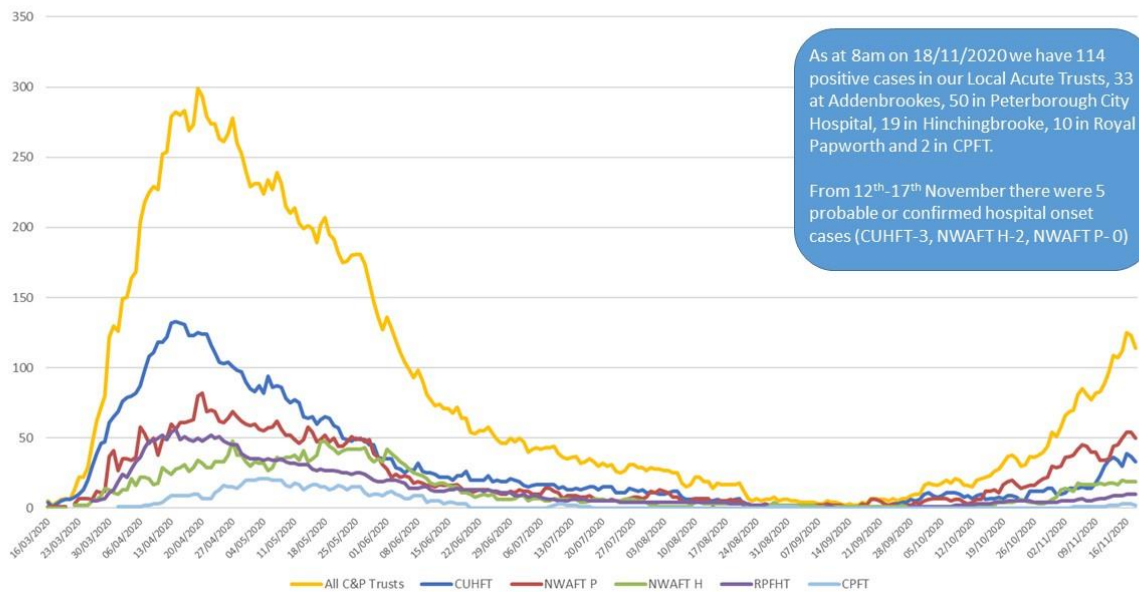
## CAMBRIDGESHIRE LOCAL AUTHORITIES Age-specific confirmed case rate



Source: Case data from SGSS. Produced by Outbreak Surveillance Team, PHE  
Contains National Statistics data © Crown copyright and database right 2020

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## Recent increases in patients in hospital with Covid-19



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Source: Cambridgeshire & Peterborough Clinical Commissioning Group

## Key areas of current concern

Peterborough
<ul style="list-style-type: none"><li>• Increasing all age incidence</li><li>• Increasing incidence in 60+ year olds</li><li>• Potential increase in Pakistani population</li><li>• High positivity rates (9.0%)</li><li>• Household clusters</li><li>• Multiple early years, primary and secondary school cases (single, clusters and outbreaks)</li><li>• Care home cases – mainly single cases</li><li>• Upward trend in hospital admissions in PCH, occupancy 97.3%</li><li>• Increasing Covid-19 mortality</li></ul>

## Peterborough Response

- Targeted multi-agency action plan
- Four broad themes: (i) outbreak management and prevention; (ii) community engagement and communications; (iii) find, test, trace, isolate and support; (iv) business support and compliance
- Supported by:
  - growing team of marshalls (team of 20 on duty at any point, 7 days per week, 9am to 9pm)
  - targeted community engagement work (65+, BAME, working age, young people)

## Other support

- Walk-in test centre at Gladstone Park
- Finalising Lateral Flow Testing programme
- 'No reason not to self-isolate' – national hardship fund, local support scheme
- Practical help for Clinically Extremely Vulnerable
- Targeted support for Carers
- Supporting the arrangements for mass vaccinations
- Winter Support Grant – c.£750k for families 1/12/20 to 31/3/21
- Business support grants

Think Communities  
Peterborough Local Hub



## Think Communities: Peterborough Local Hub

- Established 2nd April 2020 to support with immediate needs of vulnerable, non-shielded individuals in relation to Covid-19.
- Developed over time to support all residents, including clinically extremely vulnerable, as the Think Communities way of working, linking residents with the community offer across Peterborough; resolving through referral to appropriate contacts an urgent need for food or financial support; identifying need and gaps in provision with a view to developing longer term resolution.
- Invaluable referral routes and relationships established and developed with key partners; Voluntary sector, community groups, faith sector, businesses, housing associations, and internally with Early Help, ASC, amongst others.

## Think Communities: Peterborough Local Hub

### Referrals

- During November, a total of 113 contacts were received (approx. 28 calls a week), an increase of 17 calls compared to October (96 contacts).
- There have been an increased number of calls from clinically extremely vulnerable (CEV) residents, especially during the second and third weeks of lockdown, likely to be linked to our CEV residents receiving their letters from Government.
- The Hub have also been supporting an increased number of CEV residents who have not yet received their letters from government but in the interim require guidance and support with shopping.
- The Hub continues to support vulnerable residents, including those who are self-isolating and who are in need of financial advice as they are struggling to pay bills or buy food.
- This month, there have been an increased number of disabled clients calling the Hub for support.
- The team will be focussing on practical support for carers and those who are accessing the Winter Support Grant.

## Thank You Communities!

The hub have worked with a huge number of volunteers, voluntary, community, parish and faith sector groups who are all working hard on a voluntary basis to make sure people who needed help and support got it.

Including hot meals, food parcels, delivery of medication, house maintenance, befriending, online youth clubs, transport.

The examples of those who have selflessly have given their time to support the most vulnerable people in the city is countless.



## Media and Comms for Christmas

A revised and updated communication plan which is to support behaviour change and a new normal way of living until such time as mass vaccination has time to take effect.

This has already started on the theme of "Don't Invite Covid Home" (Use Covid Common Sense this Christmas) (Stop Covid in its Tracks)

**Please share and support these campaigns**

**Thank you all  
for your support  
during this difficult time.**