

MINUTES of the Annual Meeting of GREAT PAXTON PARISH COUNCIL held on Monday 15th May 2017 at Great Paxton School, Mount Pleasant, Great Paxton.

PRESENT: Councillors Mrs J Addison, G R Addison, P Goodyer, Mrs J Peters, S Peters and R Widdowson.

IN ATTENDANCE: County Councillor Julie Wisson and seven Members of the public.

1. ELECTION OF CHAIRMAN

It was proposed by Councillor Mrs J Peters, duly seconded by Councillor P Goodyer and

RESOLVED

that Councillor W Bond be elected Chairman of the Parish Council for the ensuing year.

2. APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor Mrs J Peters, duly seconded by Councillor P Goodyer and

RESOLVED

that Councillor Mrs J Addison be appointed Vice-Chairman of the Parish Council for the ensuing year.

(Councillor Mrs Addison signed the Statutory Declaration of Acceptance of Office.)

In the absence of the Chairman from the meeting, the Vice Chairman took the chair.

Councillor Mrs J Addison in the Chair

3. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received on behalf of Parish Councillors David Beattie and Wayne Bond and from District Councillors Mrs B E Boddington and R J West. There were no declarations of interests nor requests for dispensation.

4. COMMENTS AND OBSERVATIONS FROM MEMBERS OF THE PUBLIC & DISTRICT AND COUNTY COUNCILLORS

As contributions had been received from the County Councillor and the public during the earlier Annual Parish Meeting, no further comment was considered to be necessary.

Councillor G Addison raised concern about the height of a neighbour's hedge at the bottom of his garden and the impact this was having on natural light entering his own property. Although not a matter over which the Parish Council had any jurisdiction, the Clerk undertook to find out what steps could be taken to address the nuisance.

5. MINUTES

The Minutes of the meeting of the Parish Council held on 13th March 2017 were approved as a correct record and signed by the Chairman.

6. ALLOCATION OF RESPONSIBILITIES

After a review of the issues/areas currently under consideration by the Parish Council, it was

RESOLVED

that responsibility be allocated to the following Councillors for specific areas of the Council's business –

- | | | |
|-------|-------------------------|---------------------------|
| i. | Saxon Green | - Councillor D Beattie |
| ii. | Cycle Path Project | - Councillor D Beattie |
| iii. | Recreation Ground | - Councillor G Addison |
| iv. | Parish Paths & Trees | - Councillor S Peters |
| v. | Highways | - All Councillors |
| vi. | Planning & Building | - All Councillors |
| vii. | Facebook Page | - Councillor P Goodyer |
| viii. | Parish Magazine Liaison | - Councillor Mrs J Peters |
| ix. | Speed watch | - Councillor Mrs J Peters |

7. COUNCIL CONSTITUTION AND POLICIES/PROCEDURES

In the absence of any significant change to Council documents over the past year, the Council

RESOLVED

- a) that the following Council policies and procedures be adopted for the ensuing year -
- i. Standing Orders
 - ii. Code of Conduct For Members
 - iii. Openness & Transparency Code 2014
 - iv. Risk Assessment
 - v. Inventory of Assets (Submitted as part of the Annual Review)
 - vi. The Complaints Procedure
 - vii. Freedom of Information 2000 and Data Protection Act 1998 – Procedure for responding to requests for information under the Acts
 - viii. Press & Media Procedure
 - ix. Equal Opportunities Policy Statement
 - x. Health & Safety Policy
 - xi. Safeguarding Policy; and
- b) that, having had the opportunity to review new Model Financial Regulations as recommended by the National Association of Local Councils (copies of which had been circulated in advance to Councillors), the new Regulations be adopted with immediate effect.

8. INTERNAL AUDIT REPORT

The Clerk reported that the Council's Internal Auditor had confirmed that all control objectives had been achieved during the financial year 2016/17 'to a standard adequate to meet the needs of' the Parish Council, that payments had been properly supported by receipts, expenditure had been authorised as appropriate and VAT accounted for. Having expressed their satisfaction with the services of the Internal Auditor, it was

RESOLVED

that the appreciation of the Parish Council be conveyed to the Internal Auditor for her assistance in completing the Annual Return and that she be invited to undertake the task again in 2017/18.

9. ANNUAL GOVERNANCE STATEMENT

(a) Annual Governance Statement 2016/17

Having received a copy of the Annual Return for the year ended 31st March 2017 (which included the conclusions of the Internal Auditor) and considered and responded 'yes' to each of the accounting statements in turn, the Parish Council

RESOLVED

that the accounting statements be agreed and the Vice-Chairman and Clerk/Responsible Finance Officer be authorised to sign the Return on behalf of the Parish Council.

(b) Accounting Statements 2016/17

RESOLVED

that the accounting statements for 2016/17 be approved and the Vice-Chairman and Clerk/Responsible Finance Officer be authorised to sign the Return on behalf of the Parish Council for submission to the External Auditor.

10. PLANNING MATTER

Having been reminded that the Parish Council had raised no objection to Application No. 17/00325/HHFUL (first floor bedroom to the rear elevation over an existing ground floor at 27 Rectory Close, Great Paxton) and been advised that the District Council had subsequently granted planning permission for the proposal on 28th April respectively, it was

RESOLVED

that the decision of Huntingdonshire District Council to approve Application No 17/00325/HHFUL be noted.

11. LHI FUNDING APPLICATIONS

The Parish Council noted that the 2016/17 LHI project had now been completed and that it had met its share of the overall cost of the scheme at £608.79.

It was confirmed that the Parish Council's 2017/18 application to the County Council for LHI Funding towards traffic calming measures in the High Street had been unsuccessful.

In terms of the Parish Council's preparations for the forthcoming round of funding and mindful of the importance of evidence to support any application to be submitted in 2018/19 and, on the advice of County Councillor Wisson, Councillors agreed to use Facebook to seek to attract volunteers for a Speed watch scheme in the village and to follow up a suggestion of the County Council's Project Manager, Highway Projects and Road Safety for the loan of speed monitoring equipment.

12. CYCLE PROJECT – UPDATE

The Parish Council noted that Phase 1 of the feasibility project was likely to be completed by mid-June with final delivery targeted for September. Councillors were reminded that the CCF Grant had to be spent by the end of September. Having noted the impact of this programme on the schedule of payments, Councillors understood that they were required to make a decision in respect of a preferred route based on the outcome of Phase 1 of the Project, ideally, in advance of the next scheduled Parish Council meeting on 10th July to allow detailed analysis to be undertaken in preparation for Phase 2.

Having recognised the importance of public consultation on the Options Report and village participation in the next stage decision, it was agreed to hold a Special Meeting of the Parish Council in June to enable

Sustrans to present their proposals and to hear the views of interested residents before reaching a conclusion about the preferred route.

The Clerk undertook to make the necessary arrangements.

13. ANNUAL INSPECTION – ROSPA

The Parish Council received the Safety Inspection Report on Saxon Green Play Area prepared by RoSPA on behalf of the Parish Council. A copy of the report had been circulated, in advance, to Councillors.

Whilst overall maintenance and risk was considered to be 'low or 'very low', it was suggested that there was some deterioration to the timber framework of the toddler swing. As there was also some concern about the propensity for timber to decay more quickly when directly set into the ground, Councillors requested the Clerk to seek quotes for replacement timber or metal components and to report back to them on the outcome. Whereupon, it was

RESOLVED

that the Play Area Safety Inspection Report be received and noted.

14. BROWN TOURIST DIRECTIONAL SIGN – HOLY TRINITY CHURCH, GREAT PAXTON

At the request of Councillor Mrs Peters, the Parish Council considered a proposal to apply to the County Council for the provision of a brown tourist to direct visitors to the Holy Trinity Church, Church Lane. Mindful that the Parish Council would be required to bear the full cost of the tourist signing and that any application would be required to meet a criteria set down by the County Council, it was

RESOLVED

that the Clerk be requested to make preliminary enquiries about the provision of a tourist sign to the Holy Trinity Church.

15. CORRESPONDENCE

- i. **Dogs off Leads (Saxon Green)** – The Clerk reported that a resident had raised concerns about owners allowing dogs off leads when children were playing in the Saxon Green Play Area immediately after school. The report also implied that there had been an incident when a child had received a bite from a dog not restrained by a lead. The Parish Council asked the Parish Clerk to write to Great Paxton school and request that an item be placed in 'Parent Mail' to advise parents and dog owners that the safety and security of children when using the Play Area was paramount and that they would be guilty of an offence if they failed to keep their dog on a lead.
- ii. **St Neots Museum and Magpas Air Ambulance** – Having received requests for support from both organisations, the Parish Council

RESOLVED

- a) that a donation of £50 be granted to St Neots Museum and Magpas Air Ambulance (Cambridgeshire); and
- b) that consideration be given to donations to the Holy Trinity Church, Recreation Ground Committee and Community Shop at a future meeting on the receipt of written requests for assistance.

16. UPDATES

- i. **Paxton Post Editor: Progress** - The Clerk was pleased to report that a proposal had been received from Easiprint Limited to relaunch the 'Paxton Post'. A sample edition was tabled at the meeting. Having understood that Easiprint would undertake complete production of a new 32 page publication, that advertising rates would remain unchanged and that it would be issued six rather than four times a year with a full colour front cover, it was

RESOLVED

that the proposal by Easiprint Limited to re-launch the 'Paxton Post' and produce six copies per year at a total cost of £594 be approved.

- ii. **Village Website** - Regrettably, the Clerk announced that David Lloyd, Editor of the Village Website had resigned. As it was not immediately apparent who might be able to take over the post, the Clerk undertook to explore alternative options for provision of a council website designed to meet the requirements of the Transparency Code. In the meantime, the Parish Council noted that the current website was running well with no specific issues to report. Since its inception, the total visitor count to April was 14,116.

Councillors asked to place on record their appreciation to David Lloyd for his hard work in maintaining the website over several years and for his support of the Parish Clerk and activities of the Parish Council during this time.

- iii. **Community Shop** - Councillor Widdowson drew attention to the Tesco Bags of Help Grant Scheme and asked Councillors and residents to remember to collect a token after their shopping and place it in the box for the Community Shop Project during May and June. The most supported project would receive funding of £4000. In terms of the original target of £40,000, Councillor Widdowson reported that although over £28,000 had been raised, there was still some way to go so the Community Shop Committee would be writing to residents to encourage further donation and share purchase. The Committee hoped to be able to encourage residents to take 'ownership of the project' by their participation. The next fund raising event was scheduled to take place on 16th June and was going to be a Bingo Night.
- iv. **Conference Report** – The Parish Council noted that Councillor Mrs J Peters had attended HDCs 'Together We Can' Conference on 30th March 2017.
- v. **Saxon Green** – Nothing further to report (see Item No 13).
- vi. **Highways, footpaths, trees etc** – Having observed that shrubs on the boundary of 'The Bungalow' with Ibbetts required some cutting back, Councillor Peters undertook to inspect the site and advise the Clerk if any action was required.

17. FINANCE MATTERS

Having noted the financial statement for the period to 28th April 2017, it was

RESOLVED

(a) that the following invoices and payments be approved –

31st March – SLCC (Cambs Branch) for Legal Training	£5
3rd April – CAPALC Membership Fees	£285.35
25th April – Valerie Seekings, Internal Auditor	£50.00
8th May – Playsafety Limited (Annual Inspection)	£92.40
HMRC (Mrs C Brandon PAYE)	£266.80

Mrs C Brandon: Reimbursement of expenses (mileage {56 miles @ .40p per mile to Great Paxton x3, The Offords x2 and Cambourne} = £22.40, Stationery = £9.67 {paper, 1 x A4 lever arch file and Dividers} and quarterly working from home allowance = £97. £129.07

Mrs C Brandon: Salary from 13th – 31st March @ £10.363 per hour
Salary from 3rd April to 12th May @ £10.467 per hour
(Total 8 weeks) £400.59

18. DATE OF NEXT MEETING

Next ordinary meeting - Monday 10th July 2017 at 8pm.

19. EXCLUSION OR PUBLIC

RESOLVED

that the public be excluded from the meeting during consideration of the following item by reason of the confidential nature of the business to be transacted and its connection with employment issues.

20. NJC PAY AWARD

The Parish Council noted the agreed NJC 2017/18 Pay Award for Clerks and the impact that this would have on the current salary of the Parish Clerk. Whereupon, it was

RESOLVED

that the proposed increase to the salary of the Parish Clerk following the NJC 2017/18 pay award be approved.

Chairman