

Little Paxton Parish Council

Clerk of the Council: Mrs. J Gellatly, 11 Hayling Avenue, Little Paxton, St Neots PE19 6HG)
(Telephone: 01480 470193 e-mail:clerk@littlepaxtonparishcouncil.gov.uk)
(Website: www.littlepaxtonparishcouncil.gov.uk)

To members of the Council:

You are hereby summoned to attend the virtual Zoom meeting of the Full Council on **Thursday** 4th February 2021 at **7.30pm** for the purpose of transacting the following business.

Members of the public and press are invited to attend.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/87979670649>

Meeting ID: 879 7967 0649

1059. Apologies for absence.

1060. Members' declaration of Disclosable & Non Disclosable Pecuniary interest for items on the Agenda.

1061. To receive written requests for new Disclosable Pecuniary interest dispensations- to receive a verbal report from the Clerk.

1062. Public Forum.

1063. Report from District & County Councillors.

1064. To approve the Minutes of Full Council meeting dated 21st January 2021.

1065. Matters arising from previous Minutes (No decisions).

1066. Coronavirus Parish Council Business Continuity Plan.

(i) To agree to defer the Children's Poster competition until September 2021.

(ii) To agree action.

1067. To review the format of voting for the Chairman & Vice Chairman for the Annual Council meeting on 5th May 2021.

- 1068.** To agree the format of the Annual Meeting on 15th April 2021.
- 1069.** Community & Civic Awards 2021 (MinFC19Nov20)-to receive a verbal report from the Advisory Group.
- (i) To agree to organise Community & Civic Awards for 2021.
 - (ii) To agree review & the nomination criteria.
 - (iii) To agree the closing date for nominations 5th June with Awards being presented at Paxfest.
 - (iv) To agree Terms of Reference for the Awards Panel.
 - (vi) To agree members of the Award Panel.
 - (vii) To agree nature of the Reward.
 - (v) To agree to agree launch of scheme including magazine adverts & publicity.
- 1070.** Local Highway Improvement Scheme 2021/22.
- (i) To nominate a Councillor to attend the Panel meeting on 24th February.
- 1071.** Cambridgeshire County Council Local Validation List Requirements Consultation.
- (i) To agree comments.
- 1072.** Autumn Flower & Vegetable Show/Beer Festival- to receive a written report from the Advisory Group.
- (i) To agree action.
- 1073.** To review, amend & adopt the Human Rights Policy.
- 1074.** To review, amend & adopt the Lost Child Procedure.
- 1075.** To review, amend & adopt Little Paxton Tree Assessment Policy.
- 1076.** To review, amend & adopt Working from Home Policy.
- 1077.** To receive a written report from the Parish Office Advisory Group.
- 1078.** To receive a written report from the Finance & Business Advisory Group.
- 1079.** To agree to appoint an architect to design the Parish Office/Public toilet for Full Council approval and prepare & submit the planning application including a topographical survey if required.
- (i) To agree to request a five year planning consent.
 - (ii) To agree opening hours for the public toilet.
 - (iii) To agree source of funding
- 1080.** Repairs to St. James Churchyard wall- to receive a verbal report from the Finance & Business Advisory Group.
- (i) To agree source of funds for the churchyard wall repairs.
- 1081.** To receive the Financial statements as at 15th January 2021
- (i) To agree to vire from/to the following budgets:-

Amount	From	To
£300.00	Newsletter delivery budget	Allotment Water Charge budget
£100.00	Advertising budget	Email registration budget
£60.00	Advertising budget	Allotment Expenses budget
£220.00	Tree Maintenance budget	Tree Annual Inspection budget
£265.00	CPAD Awareness event budget	Autumn Show event budget

1082. To receive the Profile budget for Quarter 3 to 31st December 2020. Information only.

1083. In compliance with Financial Regulations adopted 03/10/19 (Reg 2.2) Cllr P. Law & Cllr N Muhlhausen has signed and initialed the Council bank reconciliations and bank statements as evidence of verification as at 15th January 2021. Information only.

1084. To approve payments February 2021.

(Bill payment BP, Direct debit DD, Cheque CHQ, Standing Order SO)

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Gross
Balfour Beatty Living Places Ltd- Annual street light maintenance contract- BP	Street light maintenance Invoice no. CSUK OU INV 83330 Invoice date 06/01/21	4153	£1012.00	£202.40	£1214.40
2Commune Ltd- new email registration- BP	Email registration	4154	£35.00	£7.00	£42.00
St. James Churchyard maintenance 1-28Feb21- BP	Churchyard maintenance	4155	£50.00	£0.00	£50.00
Salaries Jan21– two employees BP	Salaries	4156/ 4157	3493.58	£0.00	£3493.58
HM Customs- PAYE/NI Jan BP	Salaries	4158	£1231.73	£0.00	£1231.73
CCC Pensions- Pension contributions Jan21 BP	Salaries	4159	£1261.50	£0.00	£1261.50
Mrs J. Gellatly- Clerks Expenses Jan21 BP	Office- Home working allowance*4	4160	£26.00	£0.00	£26.00

1085. Information

Date of next meeting Thursday 11th February 2021 at 7.30pm.

Jean Gellatly

Mrs Jennifer Gellatly
Parish Clerk/Proper Officer
29th January 2021

Notes

1. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it -

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Non-Statutory Disclosable Interests

(4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.

(5) A Member has a non-statutory disclosable interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council taxpayers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or

(c) it relates to or is likely to affect any body –

(i) exercising functions of a public nature; or

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management and that interest is not a disclosable pecuniary interest.