

Little Paxton Parish Council

*(Clerk of the Council: Mrs. J Gellatly, 11 Hayling Avenue, Little Paxton, St Neots PE19 6HG)
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(Website: www.littlepaxtonparishcouncil.gov.uk)*

To members of the Council:

You are hereby summoned to attend the meeting of the **Full Council** in the Committee Room in Little Paxton Village Hall on Thursday 14th February 2019 at **7.30pm** for the purpose of transacting the following business.

Members of the public and press are invited to attend.

AGENDA

508. Apologies for absence.

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

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

511. Public Forum.

512. Report from District & County Councillors.

513. To approve and sign the Minutes of Full Council meeting dated 7th February 2019.

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

515. Plans approved from HDC since last meeting. Information only.

(i) 18/01934/HHFUL 9 Park Close, Little Paxton PE19 6NP- Proposed single storey rear extension.

516. Memorial tribute to the Council's Groundsman – to receive a verbal report for Cllr J. Matheson.

(i) To agree action.

517. To receive the Internal Audit report from Canalbs Ltd.

(i) To agree for the Paxfest Committee to review the cash risk assessment for competition show/ entries.

518. To apply for Corporate Membership of the Institute of Cemetery & Crematorium Management with effect from 1st April 2019- 31st March 2020 cost £90.00

(i) To agree source of funds.

519. To review, amend & adopt the Race Equality Policy

520. To review, amend & adopt the Records Management Policy.

521. To review, amend & adopt the Records Management Retention Schedule.

522. To receive a verbal report from Councillors who have recently attended training courses.

523. To agree for village groups/clubs/organisations to have their own dedicated pages on the Parish Council website.

It is hereby resolved in accordance with section 1(2) of the Public Bodies (admission of Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of confidential nature of the business to be transacted at Agenda **Item 524.** It is advisable in the public interest that the Public & Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

524. To receive the tender report from Archangel Ltd and tenders for the repairs to East boundary wall at St James Churchyard.

(i) To appoint a contractor & agree action.

(ii) To agree type of contract (JCT Minor Works/Letters of Appointment).

(iii) To receive a verbal report for the Clerk regarding Heritage Lottery Grant application.

(iii) To agree source of funds.

(iv) To agree to obtain a quotation for a Construction Design & Management (CDM) Advisor

(v) To agree action.

525. To approve payments for January 2019.

(Bill payment BP, Direct debit DD, Cheque CHQ)

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Amount
Arch:angel Ltd- Churchyard tender analysis MInFC02Aug18- BP	Cemetery Reserve Invoice no. 2647 Invoice date 31/01/19	3383	£540.00	£108.00	£648.00
Balfour Beatty Living Places- Street maintenance contract MinFC18Oct18-BP	Street Lights annual maintenance Invoice no. 66829 Invoice date 07/02/19	3384	£1012.40	£202.40	£1214.40
Hire or Buy Group Ltd- Maintenance materials-	Maintenance & Equipment	3385	£10.32	£2.06	£12.38

BP					
CAPALC- Councillor Training 09Feb19-BP	Training	3386	£75.00	£0.00	75.00
BT Cloudphone 1-31Jan19 DD	Office – Cloudphone	3387	£36.00	£7.20	£43.20
E-on Street lights electricity- 1-31Jan19 DD	Street lights electricity	3388	£187.56	£9.38	£196.94
The Hub- Meeting room hire-Police surgery 6Mar19 (MinFC03Jan19) BP	Meeting room hire	3389	£16.00	£0.00	£16.00
AmeyCespa(East) Ltd-waste collection17-28Jan19 DD	Waste collection	3390	£41.70	£8.34	£50.04
BT Business-Broadband services 1Feb19-30Apr19-DD	Office- BT Broadband	3391	£55.80	£11.16	£66.96
Mrs J Matheson – Marks & Spencers plc Flowers-BP	Chairman's Expenses	3392	£10.83	£2.17	£13.00

526. Information

Date of next meeting 7th & 21st March 2019.

Jenn Gellatly

Mrs Jennifer Gellatly
Parish Clerk/Proper Officer
8th February 2019

Note

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 tax payers, 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.