

# 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 virtual Zoom meeting of the Full Council on **Thursday** 19<sup>th</sup> November 2020 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/85308457973>**

**Meeting ID: 853 0845 7973**

**928.** Apologies for absence.

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

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

**931.** Public Forum.

**932.** Report from District & County Councillors.

**933.** To approve the Minutes of Full Council meeting dated 5<sup>th</sup> November 2020.

**934.** To approve the Minutes of Human Resources Committee meeting dated 12<sup>th</sup> November 2020

**935.** Matters arising from previous Minutes (No decisions).

**936.** Coronavirus Parish Council Business Continuity Plan.

(i) To agree action.

**937.** Planning Applications approved by HDC since last meeting. Information only.

(i) 20/01217/TREE- Skipper Way, Little Paxton T7 - Sycamore (opposite no 145) Tree has codominant leaders - Reduce by 2 to 3m and shape laterals accordingly. Raise to 4m over road. T1-6 Six Goat Willows - Re pollard to previous pruning points. T10 Remove epicormic growth and sympathetically raise over path. T11 One Crack Willow - Re pollard to previous pruning points. T12 One Goat Willow - pollard to 2m below previous pruning points.

(ii) 20/1533/HHFUL 38 The Crofts, Little Paxton PE19 6PG- Single storey front extension/porch.

**938.** Planning Applications refused by HDC since last meeting. Information only.

(i) 20/05505/HHFUL 50 High Street, Little Paxton PE19 6EY- Double and single storey rear extension, carport with storage above, garden building and change of material finish.

**939.** Appeal Decisions by The Planning Inspectorate. Information only.

(i) Appeal Ref APP/H0520/W/20/3251108 West Lodge, Great North Road, Little Paxton PE19 6EJ - Demolition of existing dwelling and associated outbuildings and construction of 4 x two storey dwellings -Appeal allowed.

**940.** Parish Council Office Advisory Group- to receive a written report from the Advisory Group.

(i) To review, amend & adopt Parish Council Office Advisory Group Terms of Reference. Add Aim : To incorporate a toilet facility for users of the QEII Playing Field & surrounding amenities.

(ii) To agree action.

**941.** Proposed Cemetery Extension.

(i) To agree response to Wellers Hedleys Solicitors regarding memorial wall.

**942.** HDC Community Infrastructure Levy 2020.

(i) To agree to apply for funding.

(ii) To agree action.

**943.** To receive a verbal report from Parish Council Colts Representative. Information only.

**944.** National Air Traffic Service Consultation on London Luton Airport Air Space Change.

(i) To agree comments

**945.** Community Led Plan street light survey- to receive a written report from Cllr K. Bishop.

(i) To agree action.

**946.** Community & Civic Awards

(i) To agree to set up an Advisory Group to prepare guidelines for 2021 Community & Civic Awards for Full Council approval.

(ii) To nominate members to the Advisory Group.

**947.** Financial Budget Comparison as at 15<sup>th</sup> October 2020- To receive a verbal report for the Clerk.

(i) To agree source of funds for the flag pole.

(ii) To agree action.

**948.** To review Reserves held as at 15<sup>th</sup> October 2020.

- (i) To agree to vire £54.82 Parish Paths Reserve to the Community Garden Reserve.
- (ii) To agree action.

**949.** To review, amend & adopt Reserves Policy.

- (i) Add: Community Garden Reserve – All costs associated with the Community Garden.

**950.** To receive the Profile Financial statement for Quarter 2 as at 15<sup>th</sup> September 2020.

**951.** To agree review, amend & adopt the Autumn Flower & Vegetable Show/Beer Festival 2021 budget.

**952.** To discuss and review the draft Budget for 2021/2022.

- (i) To agree contribution towards St. James Churchyard Maintenance.
- (ii) To agree S137 donations budget.
- (iii) To agree to budget for a community event to celebrate the Queen Elizabeth II Platinum Jubilee June 2022.

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 953** It is advisable in the public interest that the Public & Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

**953.** To approve the recommendations from the HR Committee.

- (i) The Council to accept the new the National Joint Council for Local Government Services 2020/2021 payscales for the Clerk with effect from 1<sup>st</sup> April 2020.
- (ii) The Council to accept the new the National Joint Council for Local Government Services 2020/2021 payscales for the Groundsman with effect from 1<sup>st</sup> April 2020.
- (iii) The Salary Scale point for the Clerk from 1<sup>st</sup> April 2021 (National Joint Council for Local Government Service Payscales 2020-2021) is 33 for 37 core hours per week.
- (iv) The Salary Scale point for the Groundsman from 1<sup>st</sup> April 2020 (National Joint Council for Local Government Service Payscales 2020-2021) is 7 for 35 core hours per week.

**954.** Notice of Conclusion of Audit- Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2020. Information only.

**955.** In compliance with Financial Regulations adopted 02/05/19 (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 15<sup>th</sup> October 2020. Information only.

**956.** To approve payments November 2020.

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

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Gross
Little Paxton Village Hall- Floodlights electricity 31Mar20-26Aug20- BP	Floodlights electricity	4056/ 4057	£26.18	£1.31	£27.49
PKF Littlejohn LLP- External Audit- BP	External Audit	4058	£400.00	£80.00	£480.00
Prosis Print Management Ltd- Councillor ID cards	Office- Misc.	4059	£44.00	£8.80	£52.80

Mr T Parkin- Refund rent overpayment & gate key deposit- BP	Allotment Expenses Refund Gate key deposit	4060	£31.50	£0.00	£31.50
SSE Southern Electric – Street lights electricity- site ref 221795338 - DD	Streetlight electricity	4061	£11.15	£0.55	£11.70
SSE Southern Electric – Street lights electricity- site ref 521801214 - DD	Streetlight electricity	4062	£11.32	£0.56	£11.88
SSE Southern Electric – Street lights electricity- site ref 771789787 - DD	Streetlight electricity	4063	£142.30	£7.11	£149.41
BT- Cloudphone- 1-30Oct20- DD	Office- Cloudphone	4064	£21.50	£4.30	£25.80

## 957. Information

Date of next meeting Thursday 3<sup>rd</sup> December 2020 7.30pm.

*Jenn Gellatly*

Mrs Jennifer Gellatly  
Parish Clerk/Proper Officer  
13<sup>th</sup> November 2020

## 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.