

Adopted 04/07/19



Little Paxton Parish Council Annual Report

May 2018 - April 2019

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Welcome to this Annual Report of the activities of the Little Paxton Parish Council for 2018/2019. It is my pleasure to report to you on the work the Parish Council has carried out over the last year on behalf of the residents of Little Paxton.

The Council continues to maintain the play areas. Some surfaces and repairs have been carried out and a new roundabout has been installed as the old one had come to the end of its life. The equipment in this area both on the play park and on the field is checked weekly.

The Scouts, Cubs and Beavers recently planted hedging on the QE11 Playing Field near the mound, which contributes towards one of their badges, thank you to them for this effort.

There is a Public Open Spaces Order on the QE11 Playing Field and dog owners are required to keep dogs on leads and clear up after them. The Order enables Officers from HDC to ask for proof that people have the means to clear up after their pets. It is also why Councillors often ask people to put their dogs on leads.

The Council continues to organise litter picking to help keep our village looking good. The recent litter pick in March 2019 was carried out with the help from 1st Little Paxton Brownies and other uniformed groups. The Children at the Primary School commented about litter as part of the Community Led Plan survey so it's in the minds of our village children.

The Council continues to maintain and supply allotments and at the moment we have a waiting list as all allotments are taken up with many people working hard cultivating.

We have reduced full size allotments to half plots and starter plots, which are quarter sized. This is what people have requested as not many people can cope or have the time to maintain full size plots. It's also lovely to see so many people at the allotments, a lovely community which includes families. Children are more and more taking part in "growing their own" food and learning as they go along.

Sports continues to be played in Little Paxton both by adults and children, this is supported by the Parish Council and encouraged. The exercise equipment at the park is often commented on by people visiting and the general appearance of our area is often praised.

Our community defibrillators continue to be checked regularly and awareness sessions arranged to keep people up to date on their use. The defibrillators are user friendly so people should not be worried about accessing them.

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We have recently arranged for solar street lights to be installed in a part of the village that has no street lighting. The new lights contribute towards our efforts for greener use.

We have better lighting in our car park here and we are constantly trying to help people by installing new items and altering areas. We recently installed a scooter rack and hope children and families will use this so that scooters are not left causing a trip hazard.

Some residents, may on occasions have a visit from a couple of councillors reviewing planning applications. HDC send us these applications for comment as they are for work requesting to be carried out in our Parish. Thank you to everyone for being so helpful with these visits. The Parish Council makes a comment to HDC on our findings and the final planning decision is with the planning department at HDC.

We recently ran a poster competition for children in our village and prizes, including Easter eggs were given out at the school Easter assembly. Well done to all our children the efforts and talent were amazing, think some children have a bright future in Art.

Thank you all for attending our November remembrance of WW1 and we hope you are as proud of our efforts around village as we are of them.

FUTURE PLANS

Our ongoing plans are progressing and lots of work is being carried out to extend our cemetery in the future. This really is a huge task and takes up a lot of time both for our Parish Clerk and our Council meetings.

We are soon to start safety checking the memorials in the cemetery and St James Churchyard.

Our annual village fete Paxfest is continuing and lots of bookings and planning that goes into this will continue.

Residents are invited to all Parish Council meetings and may speak in the public forum for items for debate on the agenda.

Cllr Jean Matheson
Chairman of the Council

ALLOTMENTS

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The Council has put a lot of work into taking care of the Parish allotment site and the rolling programme of maintenance is complete. Reducing the size of allotment plots has encouraged more residents to rent an allotment.

The Council's efforts have been to encourage families to grow things together and this has been successful.

Who is the Parish Council and what do we do?

The Parish Council is the first tier of local Government and comprises of a maximum 15 members who serve for a term of four years. The Councillors represent an electorate of 3219 (Dec 2018) persons.

The Council employs two members of staff:-

- ❖ Mrs Jenny Gellatly - Parish Clerk (1 FTE)
- ❖ Mr. Giles Buchanan - Groundsman (1 FTE)

The Council has appointed Canalbs Ltd as the Independent Internal Auditor.

The Parish Council has a Full Council meeting on the first and third Thursday of the month with the exception of August. All Agendas are displayed on the four village notice boards along with a Meetings Calendar. The notice boards are located at:

- ❖ Corner of St. James Road & High Street
- ❖ Corner of Gordon Road and Parkside
- ❖ Entrance to Skipper Way, the Island Site.
- ❖ Samuel Jones Crescent- opposite The Community Hub

Community Notices- the Council has dedicated one side of the notice board at the corner of Gordon Road/Parkside for village groups and organisations.

There are community notice boards at the Queen Elizabeth II Playing Field, beside the Children's Toddler Play Park, Samuel Jones Crescent and inside three of the blocks of flats in Samuel Jones Crescent.

There is a Parish notice board at the Allotment site for allotment notices.

Meeting dates are advertised in the monthly magazine PE19, Village Views which is produced quarterly and the on community website www.littlepaxtonparishcouncil.gov.uk .Details of the meeting dates can also be found on www.cambridgeshire.net website.

Public Forum Notices are also displayed (these are posters in luminous colours- so that they can be easily seen) at the same time the Agendas are issued. These posters highlight three or four of the most important items on

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the Agenda and are displayed on the Parish Notice Boards and on the notice board inside the village hall.

All meetings are held in the back room of the Village Hall. Each Meeting Agenda has a 15 minute Public Forum for members of the public to raise issues with the Council relating to items of Council business which are for debate on the Agenda.

Before the start of Full Council meetings, there will be an opportunity for members of the public to raise issues with the Clerk as items for future meeting agendas.

There are several advisory groups and two Committees. The Parish Council nominated representatives attend Village Hall Management Committee meetings & Little Paxton Community Pavilion meetings.

Summary of Income & Expenditure Account
2018-2019

31st March 2018		Current Year Ended 31st March 2019
£	INCOME	£
102,915.00	Precept	110789.00
89.39	Interest on Bank Accounts	183.63
2,580.00	Cemetery Fees	1,000.00
1,474.17	Allotment Rents	1,548.94
	Allotment Tap & Key	
350.00	Deposits	357.00
45.00	Ground Rents	45.00
	Playing Field Maintenance	
690.00	Charge	757.00
0.00	Newsletter Sponsor	120.00
18.00	Newsletter Advertisements	0.00
1,608.30	Paxfest	1,560.05
8.00	Village Hall Refund	0.00
3,337.08	Insurance Claim	0.00
796.58	Pavilion Electricity	352.43
4,880.77	Misc. Income	4,688.03
	Grants- other	
108,406.80	CIL Receipts	45,779.52
227,199.09	Total Income	167,180.60
	Expenditure	
58,775.85	Staff Costs	62,545.18
11,858.54	General Administration	10,860.38
4,099.74	Insurance	4,149.60
400.00	Audit Fees-External	
115.80	Audit Fees-Internal	
	Audit Fees- External/Internal	£914.40

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308.00	Quality reaccréditation	
2,817.28	CPAD maintenance	40.00
771.00	Street Lighting	3,136.35
1,278.57	Cemetery	1,115.29
142.00	Allotments	1,273.29
3,545.22	Allotment Deposit returns	
425.00	Maintenance playing field	3,504.57
741.22	Maintenance- trees	625.00
787.29	Tractor & Mower Costs	
3,369.19	Waste disposal	667.10
	Capital projects 2017/2018	
	Capital projects 2016/2017	
	Capital projects garages	
1,375.00	Donations	1,100.00
1,608.00	Section 137 Payments	1,495.25
210.00	CCTV	180.00
	Alarm Maintenance	581.00
473.54	Flood Lighting	139.62
735.62	Pavilion electricity	352.43
9,587.83	S106 Payments	11,418.73
3,952.41	Paxfest	5,238.41
73,705.25	CIL	10,432.75
	Miscellaneous	453.32
23,574.90	Reserves	23,058.98
£204,657.25	Total Expenditure	£143,281.65

	Summary	
£227,199.09	Total Income	167,180.60
£204,657.25	Total Expenditure	143,281.65
£22,541.84	Surplus/(Deficit)	£23,898.95

£157,435.52	<i>Retained Surplus b/fwd</i>	£179,977.36
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£179,977.36	<i>Retained Surplus C/Fwd</i>	£203,876.31
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Balance Sheet as at 31st March 2019

**Year ended
31st Mar17**

**Current Year
ended
31-Mar-18**

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£		Long Term Assets	£	£
£	-		£	-
		Current Assets		
£13,136.14		Debtors(VAT)		£4381.53
£2,192.29		Pre-payments		£2604.82
		Cash at Bank		
	4047.26	Instant Reserve	£4049.30	
		Current		
	149511.98	a/c	£133,898.44	
		Paxfest		
	1489.74	a/c	£748.04	
£165,911.56	10862.58	Term deposit	59716.72	£205,398.85
£181,239.99		Total		£205,398.85
		Current Liabilities		
		Creditors		
		Receipts in advance		
£1,262.63				£1522.54
£1,262.63		Total		£1522.54
£179,977.36		Net Assets		£203,876.31
£179,977.36		Retained Surplus Fund Balance		£203,876.31

Financial Summary – 1st April 2018- 31st March 2019

The Precept income is £110,789 (this is collected by Huntingdonshire District Council and is included in the Council Tax payments).

The balance of £56,391 includes CIL receipts of £45,779, Bank interest, cemetery fees, allotment fees, Paxfest stall bookings, dog show registration fees and playing field maintenance charges.

The total expenditure for the year was £143,281. Staff costs equate 43.6%, admin including insurance 11.1%, street lighting 2.9%, cemetery 0.77%, allotments 0.89%, Maintenance 3.5%, Donations 1.74%, Capital projects 8.04%, Flood lights & pavilion electricity 0.34%, CCTV 0.5%, CIL 7.28%, Paxfest & Events 3.79% & Reserves 16.09%.

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The Council prepares monthly financial statements and budget comparisons in order to keep a detailed audit trail of its income & expenditure. The financial statements are available on request by contacting the Clerk.

What we achieved in 2018/2019

The Parish Council gave donations to the following organisations:

- Connections Youth Bus- 4 Summer visits- £1100
- St.Neots Museum - this allows residents of Little Paxton to visit the museum free of charge- £200
- 1st Little Paxton Brownies £595.25
- Little Paxton Village Hall £300.00

The Parish Council underwrites the production of the Village Views quarterly newsletter.

Planning Matters

The Parish Council made recommendations on 52 Planning Applications. And commented on a number of planning related consultations.

Allotments

The Parish Council has 13 full size allotments, 55 half plots ,25 starter plots and 20 raised beds. The starter plots are significantly smaller plots and the Council's aim is to encourage residents to give allotment gardening 'a go'.

The Allotment Advisory group consisting of Parish Councillors, representatives from the Allotment Association and representatives from allotment holders not members of the Allotment Association meets every six months and recommendations are presented to Full Council.

Allotment holders receive regular communication informing them of the Council's allotment maintenance programme.

Cllr Jean Matheson is the Council's nominated representative

Cemetery

There have been 2 burials, 3 ashes interments, 4 scattering of ashes in the Wild Meadow, 5 transfer of Burial Rights, 1 purchase of Burial Rights and 4 memorial requests during 2018/2019.

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The planning application for the proposed cemetery extension was approved by Huntingdonshire District Council on 18th November 2016.

The Council has appointed a solicitor is negotiating the purchase of 2.2 acres of agricultural land.

St. James Churchyard.

The Churchyard is closed to burials and the Parish Council is responsible for boundary, footpath and tree maintenance.

Diversity

Little Paxton has grown significantly in the past five years and there is likely to be more development in the future. It is vital that the council reaches out to local residents and communicates in different ways and using a variety of media channels.

The Council engages with the community by placing articles in monthly village magazines (PE19, Quartet, Think Local, The Villager & B Inspired) and in the quarterly Village Views magazine. News articles & events are posted on the community website, the Council's Facebook & Twitter pages. Regular press releases are issued to the local press, posters are displayed in notice boards and leaflets/flyers are distributed in the village.

Community Led Plan

The Council carried out a village survey in March/April 2018. The comments from the survey were used to create a Community Led Plan (CLP). This was adopted by the Parish Council on 6th September 2018.

There is a working party consisting of Councillors and residents who meet quarterly to action and review the various issues raised in the CLP.

Police Surgeries

In response to concerns from residents, the Parish Council has organised three Police Surgeries in the village with more planned for 2019. This enables residents to raise any issues with the St. Neots Community Police Team.

Website - www.littlepaxtonparishcouncil.gov.uk.

All Council meeting agendas, minutes, policy documents, news articles, Village Views editions, cemetery and allotment documents are available on the website. News items on the website automatically post to the Council's Facebook and Twitter pages.

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Social Media

The Social media provides an important channel for the Council to engage with residents as many residents have electronic devices. The Council has two Facebook pages - one for general Council information and there is a separate Facebook page for Paxfest. The Council has a Twitter account and regularly tweets.

Community Events

The Council is the main organisers of the village fete '**Paxfest and the Fun Dog Show**'. This was very successful with over 139 dogs taking part in the event. The Council's aim is to promote the event widely in St Neots and in the Cambridgeshire area to increase the footfall – for many village groups/organisations Paxfest is one of their biggest fund raising events.

During the year Huntingdonshire District Council organised four **Activity Road shows** on the playing field and six children's' fun sessions on the open space at Gatekeeper Walk, Samuel Jones Crescent during the School Easter holidays.

The **Connections Youth Bus** visited the village once a week for four weeks during the school summer holidays and at Paxfest- this was all paid for by the Council.

On 24th March 2019 , the Council organised a **Community litter pick**. This was requested by 1st Little Paxton Brownies.

In April, the Council organised a **Children's competition** to design a poster about Little Paxton And Other Animals. The theme was to help promote Paxfest 2019.

The participating groups included Little Paxton Primary School, Little Paxton Cubs and Beavers. Posters promoting the competition were also displayed around the village. Over 300 entries were received for the competition. The winners of the competition were presented with prizes at the School Assembly.

A '**New Village Groups**' event was held in September 2018.

Other Projects 2018/2019

A design for the proposed Jubilee Garden has been agreed. As soon as the verge/land is transferred to the Parish Council from the District Council, work will start on the garden.

- The Parish Council has been preparing for compliance with the new General Data Protection Regulations which is effective from May 2018.

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- Residents have requested street lighting for Gatekeeper Walk. Planning permission was granted to the Parish Council to install 4 x 5m solar light columns. These will be installed May/June 2019.
- 1st Little Paxton Brownies contacted the Council in January 2019 to request an improved crossing near the new Co-op Food Store. The Parish Council has met Highway Officers and carried out a traffic survey in May 2019. The Council will consider applying for Local Highway Improvement funding in June 2019.
- Improvements are required to the village hall compound for sports community storage. The Council has applied to various grant bodies for additional funding including Tesco Bags of Help.
- The Boundary wall at St. James Churchyard requires repairs. The Council is applying for grant funding to assist with the repair work.

Local Highways Improvement Scheme (LHI) 2018

The Council submitted a funding application to Cambridgeshire County Council(CCC) LHI in October 2017 for a zebra crossing to be located on Mill Lane near Marbled White Court. The crossing was requested by residents and a traffic survey was carried out in October 2017 to support the funding bid. The Chairman of the Council and a village resident gave a presentation at CCC Panel meeting in February.

The bid for funding for £10,000 was successful and the Parish Council is working with the County Council Highways project team.

The Parish Council has agreed to contribute £9,104 towards the cost of the zebra crossing.

Community Infrastructure Levy (CIL)

Developers are required to pay a Community Infrastructure Levy (CIL) to the Planning Authority on their developments as part of their approved planning application.

Parishes are entitled to 15% of the CIL and this is known as meaningful proportion. The payments are made to the Parish/Town Councils by HDC in April and October.

The Parish Council received a CIL meaningful proportion payment from HDC on 23rd October 2018 for two developments - £36,135.60 from the Samuel Jones Crescent Development and a further £2410.98 for the Sycamores development on Gordon Road.

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CIL payments of £10,432 included purchase of ride on mower, improvements to the village hall car park and the builder's retention for the Council garage/workshop.

The remaining Parish Council CIL funds are earmarked for the proposed extension to the cemetery.

Meetings Attendance Summary

The Councillor attendance was as follows:

Cllr K. Barker 100%, Cllr K. Bishop 85%, Cllr P. Bishop 88%, Cllr G. Doick 77%, Cllr A. Khalid 48% Cllr P. Law 88%, Cllr J. Matheson 97%, Cllr N. Muhlhausen 74%, Cllr S. Radley 18%, Cllr Russell 58%, Cllr S. Scotcher 55% & Cllr L. Smith 81%, Cllr M. Whale 88%.

Overall the attendance rate was 72 %