

MinFC03Dec2020

# **LITTLE PAXTON PARISH COUNCIL**

*Clerk of the Council: Mrs J. Gellatly, 11 Hayling Avenue, Little Paxton, PE19 6HG*

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Minutes of the Full Council virtual Zoom meeting held at 7.30pm on Thursday 3rd December 2020.

## APPROVED

Present: Cllr J. Matheson (Chairman), Cllr K. Barker, Cllr S. Bell, Cllr K. Bishop, Cllr P. Bishop, Cllr G. Holsgrove, Cllr P. Law, Cllr N. Muhlhausen, Cllr S. Scotcher, Cllr D. Smith, Cllr B. Webster, Cllr M. Whale, the Clerk.

## Agenda Items

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**958.** Apologies for absence were received from Cllr S. Radley (work) & Cllr B. Chapman. The apologies were approved & accepted.

**959.** Members' declaration of Disclosable & Non Disclosable Pecuniary interest for items on the Agenda. None.

**960.** To receive written requests for new Disclosable Pecuniary interest dispensations. None.

**961.** Public Forum. There were no members of the public present.

**962.** Report from District & County Councillors. None.

**963.** The Minutes of Full Council meeting dated 19<sup>th</sup> November 2020 were approved will be signed at the next face to face meeting.

**964.** Matters arising from previous Minutes (No decisions). The Clerk reported the 7 Gordon Close Planning application will be an agenda item for HDC Development Management Committee meeting on 14<sup>th</sup> December.

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

Clerk

(i) It was agreed to restart the Planning Rota.

**966.** Parish Council Office Advisory Group- a written report was received from the Advisory Group.

Clerk

(i) The village hall car park (between The Rookery ramp & Village Hall) was agreed as the location of a permanent building for the Parish Office.

Clerk

(ii) The agreed specification for the architect to include single storey, pitched roof, sufficient open plan space for 3 employees, floor area less than 100m<sup>2</sup>, small kitchen area, small meeting room/interview room, staff toilet facilities, security (shutters, access controls, video intercom for front door), IT equipment to be wi-fi enabled, full disability access for public & staff, eco-friendly building (solar panels), options for air conditioning.

Clerk

(iii) It was agreed to obtain quotations from architects.

(iv) The Capital Projects Reserve was agreed as a source of funding for a Project Manager and the Architect.

Clerk

**967.** HDC Community Infrastructure Levy(CIL) 2020- Applications for CIL

Clerk

(i)(ii)It was agreed to apply for CIL funding of £30,600 (MinFC05Nov20).

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 968** It is advisable in the public interest that the Public & Press be temporarily excluded from this meeting and they are

herewith instructed to withdraw. The meeting was closed to the press & public at 7.50pm.

**968.** To a review the revised tenders for the Churchyard wall repairs. Clerk

(i) The Council appointed a preferred contractor for the Churchyard walls- a separate confidential Minute is held with the Clerk.

The meeting was re-opened to press & public at 7.55pm.

Cllr N. Muhlhausen left the meeting at 8pm.

**969.** To review, amend and approve the draft Budget for 2021/2022.

(a) The general capital & council projects (note 43) including misc. capital projects, new office & toilet build, playing field toilet operational costs, Band concerts, Community Garden, Local Highway Improvement Scheme & Admin support was agreed. Clerk

(b) It was agreed to budget £869 HDC Children's activities, £280 Children's poster competition, £100 Community Litter Pick, £360 CPAD Awareness session (note 50). Clerk

(c) To review & agree reserves (note 51).

(i) To was agreed to budget to increase the Equipment Renewal reserve by £2,100. Clerk

(ii) It was agreed to budget to increase the Playground Equipment Reserve by £2,100. Clerk

(iii) It was agreed to budget to increase the Cemetery Reserve by £2,100. Clerk

(iv) To agree to budget to increase the General Reserve £2,100. Clerk

(d) No further action required. Clerk

(e) The Budget for 2021/2022 was agreed.

**970.** The Precept of £156,623 was agreed for 2021/2022. Clerk

**971.** A S137 donation of £200 to St. Neots Museum payable 1<sup>st</sup> April 2021, to enable Little Paxton resident's free admission, was agreed. Clerk

**972.** It was agreed to book The Connections Bus for six summer visits 2021. Clerk

**973.** It was agreed to increase all the Cemetery Charges by 5% and to the nearest pound. Clerk

**974.** The Financial Statements as at 13<sup>th</sup> November 2020 were received. Information only.

**975.** The Profile Financial statement for Quarter 2 as at 30<sup>th</sup> September 2020 was received. Information only.

**976.** The Grant Policy was adopted. Clerk

**977.** To review, amend & adopt QEII Playing Field Policy & Conditions of Use.

It was agreed to add 'The Council may ask for a discretionary deposit for a booking for the QEII Playing Field'.

The amended QEII Playing Field Policy & Conditions of Use was adopted. Clerk

**978.** The Grievance Policy was adopted. Clerk

**979.** In compliance with Financial Regulations adopted 03/10/19 (Reg 2.2) Cllr P. Law & Cllr N Muhlhausen has signed and initialled the Council bank reconciliations and bank statements as evidence of verification as at 13<sup>th</sup> November 2020. Information only.

**980.** The payments December 2020 were approved.

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

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Gross
Mr Keating refund rent overpayment- BP	Allotment Expenses*1	4075	£17.10	£0.00	£17.10

BT Business -Council broadband package 1Oct-31Dec DD	Office- Broadband*2	4077	£104.97	£20.99	£125.96
Little Paxton Village Hall- Flood lights electricity 26 Aug20 –1Nov 20 BP	Flood lights electricity*3	4078	£76.35	£3.82	£80.17
Little Paxton Village Hall- Pavilion electricity 30Mar20 –1Nov 20- BP	Community Pavilion electricity*3	4079	£108.66	£0.00	£108.66
St. James Church- Churchyard maintenance 1-30 <sup>th</sup> November- BP	Churchyard maintenance*4	4080	£50.00	£0.00	£50.00
Lonsdale Direct Solutions- Village Views Winter - BP	Newsletter printing*5 Invoice no.245404 Invoice date 25/11/20	4081	£485.80	£0.00	£485.80
Salaries Oct20– two employees BP	Salaries*6	4082/ 4083	£4035.64	£0.00	£4035.64
HM Customs- PAYE/NI Oct BP	Salaries*6	4084	£1615.01	£0.00	£1615.01
CCC Pensions- Pension contributions Oct20 BP	Salaries*7	4085	£1500.41	£0.00	£1500.41
Mrs J. Gellatly- Clerks Expenses Oct20 BP	Office- Home working allowance*6	4086	£26.00	£0.00	£26.00
Anglian Water – Allotment water supply 09Aug-08Nov20 DD	Allotment Water Charges*8	4087	£94.26	£0.00	£94.26
Arthur Ibbett Ltd- maintenance materials- Invoice issued after Agenda issued-BP	Maintenance & Equipment Rental*9	4088	£149.01	£12.80	£161.81
AmeyCespa( East) Ltd- waste disposal- 2,9,16,23 Nov- Invoice issued after Agenda issued-BP	Waste Disposal*10	4089	£63.20	£12.64	£75.84
Global Tree Solutions Ltd- Maple tree felling- Invoice issued after Agenda issued-BP	Tree Maintenance Reserve*9 Invoice no. 62750 Invoice date 30/11/20	4090	£400.00	£80.00	£480.00
Days Rental- Leased vehicle 31oct-30Nov- Invoice issued after Agenda issued-DD	Leased vehicle*9 Invoice no. 1946419 Invoice date 30/11/20	4091	£532.50	£106.50	£639.00
BT Cloudphone- Cloudphone 1-30Nov20 Invoice issued after Agenda issued-DD	Office- Cloudphone*6	4092	£21.50	£4.30	£25.80
Fuel Genie- Fuel for machinery- Invoice issued after Agenda issued-DD	Maintenance & Equipment Rental*9	4093	£55.61	£11.12	£66.63
Archangel Ltd – Design work & planning application for churchyard all -Invoice issued after Agenda issued-BP	Cemetery Reserve*9*11 Invoice no. 3255 Invoice date 30/11/20	4094	£451.83	£44.17	£496.00
Total			£10,084.19	£296.34	£9787.85

**981. Information**Date of next meeting Thursday 17<sup>th</sup> December 2020 7.30pm.

The meeting closed at 8.15pm.

**Signed**

**Chairman**

Powers

1. Small Holdings & Allotment Act 1908 s29.2
2. Local Government Act 1972 s111.
3. Local Government (Misc. provisions) Act 1976 s.19.
4. Local Government Act 1972 s 215.
5. Local Government Act 1972 s142.
6. Local Government Act 1972 s 112(s).
7. Local Government Pension Regs 1997 SI 1997/1612 amended  
Local Government Pension Scheme 2014.
8. Small Holdings and Allotments Act 1908 ss23.
9. Open Spaces Act 1906 s9/10.
10. Litter Act 1983 s5 & 6.
11. Local Government Act 1972 s214(6)