

MinFC04Feb2021

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 4th February 2021.

APPROVED

Present: Cllr J. Matheson (Chairman), Cllr. J. Abbott, Cllr K. Barker, Cllr K. Bishop, Cllr P. Bishop, Cllr L. Evans, Cllr G. Holsgrove, Cllr P. Law, Cllr S. Radley, Cllr S. Scotcher, Cllr D. Smith, Cllr B. Webster, Cllr M. Whale, Ward Cllr K. Prentice & the Clerk.

Agenda Items

**P Action
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1059. Apologies for absence were received from Cllr S. Bell (illness) & Cllr N. Muhlhausen (family). The apologies were approved & accepted.

1060. Members' declaration of Disclosable & Non Disclosable Pecuniary interest for items on the Agenda. None.

1061. To receive written requests for new Disclosable Pecuniary interest dispensations. None.

1062. Public Forum. There were no members of the public present.

1063. Report from District & County Councillors. Cllr K. Prentice gave a verbal report.

1064. The Minutes of Full Council meeting dated 21st January 2021 were approved and will be signed at the next face to face meeting.

1065. Matters arising from previous Minutes (No decisions). The Clerk reported that the Land transfer of the open space near 141 Gordon Road is complete. The land is now owned by the Parish Council.

1066. Coronavirus Parish Council Business Continuity Plan.

(i) (ii) It was as agreed to defer the Children's Poster competition until September 2021.

Clerk

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

Clerk

It was agreed the voting for the Chairman/Vice Chairman for 2021 Annual meeting of the Council will be carried out using a Zoom poll.

1068. To agree the format of the Annual Parish Meeting on 15th April 2021.

Clerk

It was agreed the Council office/toilet project will be an agenda item for the Annual Parish meeting. Cllr P. Bishop was nominated to present the report.

Cllr P.
Bishop

1069. Community & Civic Awards 2021 (MinFC19Nov20)- the Advisory Group gave a verbal report.

(i) It was agreed to organise Community & Civic Awards for 2021.

Clerk

(ii) The presented nomination criteria was agreed.

(iii) It was agreed the closing date for nominations 5th June with Awards being presented at Paxfest.

Clerk

(iv) The following Terms of Reference for the Awards Panel were agreed- The Panel will comprise such number of Members as shall be determined by the Council.

Clerk

Quorum - 3, unless otherwise determined by the council.

- (a) The aim of the Awards Panel is to review and assess the award nominations.
- (b) The Panel will agree winners of each award category.
- (c) The Panel's decision is final.
- (d) The Panel will notify the Parish Clerk who will correspond with the award winners.
- (e) The Panel has no spending powers.
- (f) The Awards will be presented at Paxfest 2021.
- (vi) Cllr P. Bishop, Cllr G. Holsgrove, Cllr D. Smith, Cllr B. Webster were nominated as members of the Awards Panel. It was agreed to invite the Chairman of Friends of Paxton Pits Nature Reserve as a panel member. Clerk
- (vii) It was agreed the winners will be presented with a certificate and an engraved award. Clerk
- (v) It was agreed to launch the Awards with magazine adverts & publicity. Clerk
- 1070.** Local Highway Improvement Scheme 2021/22.
- (i) Cllr K. Bishop was nominated to attend the Panel meeting on 24th February. Clerk
- 1071.** Cambridgeshire County Council Local Validation List Requirements Consultation.
- (i) No comments agreed.
- 1072.** Autumn Flower & Vegetable Show/Beer Festival- a written report was received from the Advisory Group.
- (i) No action required.
- 1073.** The Human Rights Policy was adopted. Clerk
- 1074.** The Lost Child Procedure was adopted. Clerk
- 1075.** The Little Paxton Tree Assessment Policy was adopted. Clerk
- 1076.** The Working from Home Policy was adopted. Clerk
- 1077.** A written report was received from the Parish Office Advisory Group. Information only.
- 1078.** A written report was received from the Finance & Business Advisory Group. Information only.
- 1079.** It was agreed to appoint Binney & Simms Design Ltd as the architect to design the Parish Office/Public toilet for Full Council approval and prepare & submit the planning application including a topographical survey if required. Clerk
- Cost £946.83 net VAT plus topographical survey £560. Clerk
- (i) It was agreed to request a five year planning consent. Clerk
- (ii) To agree opening hours for the public toilet will be 8am – 8pm. Clerk
- (iii) The Capital Projects Reserve was agreed as the source of funding.
- 1080.** Repairs to St. James Churchyard wall- to receive a verbal report from the Finance & Business Advisory Group. Clerk
- (i) It was agreed to vire £6211 from unused budgets - Training £960, Stationery £450, Meeting room hire £901, Children's activities £731, Paxfest (£4530 less £800 income not received) £3730 to St James Churchyard budget. Clerk
- The St James Churchyard budget £6211 & Cemetery Maintenance Reserve £13, 953 was agreed as the source of funds for the churchyard wall repairs. Wall repairs cost £20,165 net VAT.
- 1081.** To receive the Financial statements as at 15th January 2021
- (i) It was agreed to vire from/to the following budgets:- Clerk

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 initialled the Council bank reconciliations and bank statements as evidence of verification as at 15th January 2020. Information only.

1084. The payments February 2021 were approved. (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*1 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*3	4155	£50.00	£0.00	£50.00
Salaries Jan21– two employees BP	Salaries*4	4156/ 4157	3493.58	£0.00	£3493.58
HM Customs- PAYE/NI Jan BP	Salaries*4	4158	£1231.73	£0.00	£1231.73
CCC Pensions- Pension contributions Jan21 BP	Salaries*5	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
SLCC- Annual subscription- Invoice received after agenda issued- BP	Subscriptions*6 Invoice MEM233750 Invoice date 01/02/21	4161	£344.00	£0.00	£344.00
Arthur Ibbett Ltd- Maintenance materials- Invoice received after agenda issued- BP	Maintenance & Equipment rental*7	4162	£14.99	£3.00	£17.99
Wellers Law Group- Solicitors fees land transfer open space at Gordon Road- Invoice received after agenda issued- BP	Office Solicitors Fees Legal Fees Reserve*8*9 Invoice No 803878 Invoice date 29/01/21 MinFc09Jan20	4163	£542.00	£108.40	£650.40
Days Rentals- Leased vehicle 31/122 - 31/01//21- Invoice received after agenda issued- DD	Leased vehicle*7 Invoice no. 1958770 Invoice date 29/01/21	4164	£550.25	£110.05	£660.30
Hire or Buy Group Ltd-	Maintenance &	4165	£232.84	£40.32	£273.16

Security fencing for MUGA- Invoice received after agenda issued- BP	Equipment rental*7 Invoice no. 1044151 Invoice date 31/01/21				
Fuel Genie- Fuel for machinery-- Invoice received after agenda issued- DD	Maintenance & Equipment rental*7	4166	£39.28	£7.86	£47.14
Total			£8833.17	£479.03	£9312.20

1085. Information

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

Meeting closed at 8.15pm.

Signed

Chairman

Powers

1. Parish Councils Act 1957 s3.
2. Local Government Act 1972 s111.
3. Local Government Act 1972 s 215.
4. Local Government Act 1972 s 112(s).
5. Local Government Pension Regs 1997 SI 1997/1612 amended, Local Government Pension Scheme 2014.
6. Local Government Act 1972 s.143.
7. Open Spaces Act 1906 s9/10.
8. Local Government Act 1972 ss 124.
9. Local Government Act 1972 s139.