

MinFC05Sept19

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 meeting held in the meeting room at the Village Hall at 7.30pm on Thursday 5th September 2019.

APPROVED

Present: Cllr K. Barker, Cllr G. Doick, Cllr. P. Law, Cllr J. Matheson (Chairman), Cllr N. Muhlhausen, Cllr S. Scotcher, Cllr L. Smith, Cllr S. Radley, Cllr M. Whale, Cllr K. Prentice & the Clerk.

Agenda Items

**P Action
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193. Apologies for absence were received from Cllr. K Bishop (family) ,Cllr P. Bishop (family), Cllrs S Cooper (holiday). Cllr A. Khalid (work), Cllr B Webster (holiday), Cllr Philip Gaskin & Cllr D. Wells. The apologies were approved and accepted. There were no apologies from Cllr R. Russell.

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

Cllr P. Law declared Disclosable Pecuniary interest on Agenda item 201 (i) & 201 (iii) as she resides nearby.

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

196. Public Forum. There two members of the public present

197. Report from District & County Councillors. No report.

198. The Minutes of Full Council meeting dated 1st August 2019 were approved and signed.

199. The Minutes of HR Committee meeting dated 1st August 2019 were approved and signed. The Full Council noted the HR Committee Minutes were approved.

200. Matters arising from previous Minutes (No decisions). The Clerk reported that the zebra crossing at Mill Lane is planned to be installed during October half term. A traffic speed survey is required for the Local Highway Improvement Bid for an improved crossing near the Co-op. Thirty nine children attended the HDC Children's activities during School Summer holidays. Cllr P. Law left the meeting room at 7.40pm.

201. Planning Applications received from HDC.

(i) 19/01610/TREE - 15 Gordon Road, Little Paxton PE19 6NU – T1 & T2 Sycamores Remove to ground level. Recommend no objections. It was agreed that the planning application will have no detrimental impact on either the area or neighbouring properties. Clerk

(iii) 19/01643/TREE – 11 Gordon Road, Little Paxton PE19 6NU- T1 Sycamore laterally prune by up to 10% by a maximum of 2.5 m, to re shape and balance, crown lift to 4 m T2 Sycamore remove to ground level T3 Sycamore laterally prune by 10% removing a maximum of 2.5 m, to re shape and balance, crown lift to 4 m 11 Gordon Road Little Paxton St Neots PE19 6NU. Recommend no objections. It was agreed that the planning application will have no detrimental impact on either the area or Clerk

neighbouring properties.

Cllr P. Law returned to the meeting room at 7.42pm.

(ii) 19/01603/S73 - Land West of Indah Sayang, Mill Lane Little Paxton - Variation of conditions on 19/00874/FUL Condition 1 to change as per revised drawings. Condition 5 to be omitted as is not applicable.

Clerk

Recommend No Comment.

202. Plans approved by HDC since last meeting. Information only.

(i) 19/00232FUL Cock Audley Farm, Great North Road, Little Paxton PE19 6EW - Demolition of existing property/ derelict extensions, erection of new dwelling and detached garage, relocate access and additional hard standing.

(ii) 19/00874/FUL Land west of Indah Sayang, Mill Lane, Little Paxton- Additional two bed dwelling on land of existing four bedroom dwelling with split plot.

(iii) 19/01053/TREE Land south of Huntree Fencing, Great North Road, Little Paxton- Tree works to play area.

(iv) 19/00991/HHFUL 10 Hall Close, Little Paxton PE19 6QS -First floor extension, rendering and cladding to the front elevation.

(v) 19/01159/TREE - Land Between 52 To 60 And 62 To 68 Skipper Way Little Paxton -T1 - Fell to ground level, grind stump, and re-plant with Salix Alba in a suitable location. T2 - Formative prune by 1m. T3 - Fell to ground level, grind stump, and re-plant with Salix Alba in a suitable location. T4 - Formative prune by 1m. T5 - Fell to ground level, grind stump, and re-plant with Salix Alba in a suitable location. T6 - Fell to ground level, grind stump, and re-plant with Salix Alba in a suitable location. T7 - Formative prune by 1m. T8 - Formative prune by 1m.

(vi) 19/01211/HHFUL 45 Park Avenue, Little Paxton PE19 6PD- Proposed single storey side extension and rear conservatory.

(vii) 18/02065/FUL Land rear of 23 High Street, Little Paxton- Construction of single dwelling with parking and amenity- amended plans.

(viii) 19/00829/S73 The QEII Playing Field, The Rookery, Little Paxton – Variation of condition 2 for application 0803557FUL in order to extend the lighting from 9pm – 10pm.

(ix) 19/01148/HHFUL 40 Mill Lane, Little Paxton PE19 6LS- Erection of shed and greenhouse.

(x) 19/01222/HHFUL 1 Bloomfield Close Little Paxton St Neots PE19 6JL- Proposed replacement boundary treatment to Great North Road.

203. Improvements to the village hall compound – a written report was received from the Clerk

Clerk

(i) It was agreed to appoint KRBM Ltd for the improvements to the village hall compound for sports storage and to install a gate at the front of the village hall. Cost £8833.00 plus VAT.

Clerk

(ii) The source of funds- £5000 Capital projects budget, £1000 Tesco Groundworks Grant, £1000 SDC Community Grant, £1833 Capital projects reserve was agreed.

Clerk

(iii) (iv)It was agreed to arrange a meeting with Little Paxton Colts FC prior to the start of the work regarding temporary storage of football goals. Cllr J. Matheson, Cllr M. Whale & the Clerk were nominated to attend the meeting.

204. Little Paxton Community Pavilion- written reports from the Parish Council representative & the Parish Clerk were received.

(i) It was agreed to arrange a meeting with the Pavilion Trustees. Cllr J.

Clerk

- Matheson, Cllr L. Smith & the Clerk were nominated to attend the meeting.
- 205.** To agree to renew the BT Broadband contract for two years. Agenda item deferred until next meeting. Clerk
- 206.** Request from Little Paxton Colts FC to review the playing field maintenance charge for the 2019/2020 football season. Clerk
- (i) It was agreed the Playing Field Usage fee to remain unchanged at £500 for the season. The Clerk requested to contact HDC for comparison fees for Priory park. Clerk
- 207.** Allotments Legionella Risk Assessment - hosepipes on the allotment site - Cllr J. Matheson gave a verbal report.
- (i) No action required.
- 208.** Request from a resident to install a dog waste bin at Rampley Lane. It was agreed to not install an additional dog bin due to safety concerns regarding Parish Council access. Clerk
- 209.** Adopting the Local Area of Play (LEAP) Samuel Jones Crescent, Little Paxton (MinFC06Sept18 – Item 248) – the Clerk gave a verbal report. Clerk
- (i) It was agreed to adopt LEAP without any changes to the fireman's pole and rotar play roundabout. Clerk
- (ii) It was agreed to obtain a quotation for a new fence (48.1m) to protect users of the play park from footballs from the football pitch.
- 210.** To review, amend & adopt Allotment Holders Tenancy Agreement. Amend clause 10 – 'On termination of a Tenancy, the gate and water tap keys shall be returned by the date of tenancy termination by the Allotment Officer or Parish Clerk. The deposit(s) will be refunded by bank transfer and the Council gate & key registers amended accordingly'. The amended Allotment Holders Tenancy Agreement was adopted. Clerk
- 211.** To review, amend & adopt the Appraisal Process. Amend clause (c) 'Personal development to look at future work and identify opportunities for development and training, to benefit one's career and to maximize the contribution to the Parish Council. The amended Appraisal Process was adopted. Clerk
- 212.** The Scheme of Delegation Policy was adopted. Clerk
- 213.** The Filming and Use of Social Media in Local Council Meetings Policy was adopted. Clerk
- 214.** Autumn Flower & Vegetable Show 14th September- the Clerk gave a verbal report.
- 215.** Have a Field Day 14th September - the Clerk gave a verbal report.
- 216.** Little Paxton 125 celebration- a written budget report from the advisory group. Clerk
- (i) The revised budget of £1,242 for the event was approved. Source of funds £320 in current events budget and £1066 in Community Events budget.
- 217.** In compliance with Financial Regulations adopted 02/05/19 (Reg 2.2) Cllr A. Khalid & Cllr P. Law has signed and initialled the Council bank reconciliations and bank statements as evidence of verification as at 15th August 2019.
- 218.** To receive the Financial statements month 5 - 15th August 2019. Information only.
- 219.** To approve payments for August & September 2019. (Bill payment BP, Direct debit DD, Cheque CHQ, SO Standing Order)

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Amount
August					
Fenland Leisure Products Ltd- new safety surfacing igloo climber- MinFC20Jun19- BP	Playground Equipment Replacement Reserve*1 Invoice no. SIN031976 Invoice date 30/07/19	3605	£4322.61	£864.52	£5187.13
Little Paxton Village Hall- Paxfest meeting 16Sept- BP	Meeting room hire*2	3606	£24.00	£0.00	£24.00
Scamblers- anti scalp wheels for ride on mower- BP	Ride on Mower servicing*3	3607	£86.30	£17.26	£103.56
Blackwolf Ltd- wasp nest removal allotments- BP	Allotments*4	3608	£55.00	£11.00	£66.00
Viking Direct- Stationery & grounds maintenance supplies- BP	Office- Stationery*5 Maintenance & equipment hire*3	3609	£180.84	£36.17	£217.01
BT Business Cloudphone- 1-31Jul19 DD	Office- Cloudphone*6	3610	£36.13	£7.23	£43.36
FuelGenie- fuel for machinery- DD	Maintenance & equipment hire*3	3611	£78.84	£15.76	£94.60
Restore Datashred- confidential waste- BP	Office- Confidential waste*7	3612	£45.10	£9.02	£54.12
Hire or Buy Group Ltd – Maintenance materials	Maintenance & equipment hire*3	3613	£11.77	£2.35	£14.12
Little Paxton Village Hall 2- Flood lights electricity 7May-3Jul19 BP	Floodlight electricity*1	3614	£4.18	£0.21	£4.39
Little Paxton Village Hall 3 Pavilion electricity 7May-3Jul19 BP	Pavilion electricity*1	3615	£49.31	£0.00	£49.31
AmeyCespa (East) Ltd- waste collection 18Jul19- BP	Waste collection*8	3616	£15.70	£3.14	£18.84
Sub total			£4909.78	£966.66	£5876.44
September					
Shires Pest Control & Wildlife Management- Pest control- BP	Maintenance & equipment hire*3	3617	£125.00	£0.00	£125.00
Salaries Aug19 – two employees BP	Salaries*9	3618/ 3619	£3269.32	£0.00	£3268.32
HM Customs- PAYE/NI Aug19 - BP	Salaries*9	3620	£1106.22	£0.00	£1106.22
CCC Pensions Aug 19 contributions BP	Salaries*10	3621	£1831.39	£0.00	£1831.39
Mrs. J Gellatly- Clerks Expenses Aug 19 BP	Salaries*9	3622	£35.00	£0.00	£35.00
Little Paxton Village Hall Committee -Village Hall Meeting room hire 3 rd &	Meeting room hire*2	3623	£48.00	£0.00	£48.00

17 th October - BP					
Little Paxton Village Hall Committee -Village Hall hire Paxfest 11 Jul 20- deposit BP	Paxfest*11	3624	£50.00	£0.00	£50.00
AmeyCespa(East) Ltd- Waste collection 1 & 8 Aug- BP	Waste collection*8	3625	£29.80	£5.96	£35.76
The Community Heartbeat Trust (Solutions) Ltd- new battery for village hall defib- BP	CPAD Maintenance*12	3626	£186.00	£37.20	£223.20
Hire or Buy Group Ltd- Maintenance materials- BP	Maintenance & equipment hire*3	3627	£54.38	£4.22	£58.60
St.Neots Town Council- Waste collection holiday locum cover- 26 Jul19- BP	Salaries*9	3628	£148.00	£29.60	£177.60
Oxford Rural (Savills)- Allotment Lease Sept19 to Mar20- BP	Allotment lease*4	3629	£75.00	£0.00	£75.00
Anglian Wave- Allotment water supply- DD	Allotment Water Charges*13	3630	£123.78	£0.00	£123.78
SSE Southern Electric- Street lights electricity 03July19 - BP	Streetlights electricity*14	3631	£0.71	£0.14	£0.85
St. Neots Selfstore- storage unit 20Aug- 19Sept- SO	External Storage*5	3632	£53.33	£10.67	£64.00
Bank of Scotland Charge card-DD B&Q Plc-£9.92 Amazon Co.uk- Paxfest balloons £11.94 Clover Office Supplies £165.34 Tesco Stores plc- £69.45 Facebook Advertising £24.25 Boots UK Ltd £4.50 Blackwolf Ltd- pest control wasp nest£66.00 Clinton Cards- Paxfest prize £10.99 Post Office Ltd £36.60 House of Flags- 2 banners £180.00 RHS Enterprises- Autumn Show stationery £38.00	Maintenance & equipment hire*3 Paxfest*11 Office photocopying*5 Office- stationery Postage*5 Interior garage reserve*3 Advertising*5 Allotment Expenses*4 Community events- Autumn Flower & Vegetable Show*11	3633- 3643	£526.74	£90.25	£616.99
Came & C—Annual insurance premium 3 year agreement MInFC20Sept18- BP	Insurance*15	3644	£3603.54	£0.00	£3603.54
Arthur Ibbett Ltd- Maintenance equipment- Invoice received after agenda issued- BP	Maintenance & equipment hire*3	3645	£84.90	£16.98	£101.88
BT Cloudphone -1-	Office-	3646	£36.25	£7.25	£43.50

31Aug19 Invoice received after agenda issued- DD	Cloudphone*6				
Shires Pest Control & Wildlife Management- Pest control 2 nd treatment- Invoice received after agenda issued- BP	Maintenance & equipment hire*3	3647	£125.00	£0.00	£125.00
FuelGenie- fuel for machinery Invoice received after agenda issued- DD	Maintenance & equipment hire*3	3648	£76.06	£15.21	£91.27
Sub Total			£11588.13	£217.72	£11805.75
Total			£16497.91	£1184.28	£17682.19

220. Information

Date of Autumn Flower & Vegetable Show 14th September 2019.

Date of Have a Field Day 14th September 2019.

Date of next meeting 19th September 2019.

Meeting closed at 8.35pm

Signed

Chairman

Powers

1. Local Government (Misc. Prov) Act1976 s19.
2. Local Government Act 1972 s 134.
3. Open Spaces Act 1906 s9/10.
4. Small Holdings & Allotment Act 1908 s29.
5. Local Government Act 1972 s 111.
6. Local Government Act 1972 s3.
7. Local Government Act 1972 s226(5).
8. Litter Act 1983 s5 & 6.
9. Local Government Act 1972 s 112(s).
10. Local Government Pension Regs 1997 SI 1997/1612 amended, Local Government Pension Scheme 2014.
11. Local Government Act 1972 s 145.
12. Health & Safety at Work Act 1974.
13. Small Holdings and Allotments Act 1908 ss23.
14. Parish Councils Act 1957 s3.
15. Local Government Act 1972 s 140(i)