

MinFC07Feb19

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 7th February 2019.

APPROVED

Present: Cllr K. Barker, Cllr A. Khalid, Cllr. P. Law, Cllr J. Matheson (Chairman), Cllr N. Muhlhausen, Cllr. R. Russell, Cllr S. Scotcher, Cllr L. Smith, Cllr M. Whale, Cllr P. Gaskin & the Clerk.

Agenda Items

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487. Apologies for absence were received from Cllr K. Bishop (family), Cllr P. Bishop (family), Cllr. G Doick (work) & Cllr S. Radley (work). The apologies were accepted and approved.

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

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

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

491. Report from District & County Councillors. Cllr P. Gaskin gave a verbal report.

492. The Minutes of Full Council meeting dated 17th January 2019 were approved and signed.

493. The Minutes of HR Committee meeting dated 24th January 2019 were approved and signed. The Full Council noted the HR Minutes were approved.

493A. Matters arising from previous Minutes (No decisions). The Clerk reported that Planning decision notices are outstanding for the solar light planning applications. The Awards for All Lottery grant for 'Improved Storage for Sports Equipment' has been submitted. A Heritage Lottery project enquiry application has been submitted for Churchyard wall repairs.

494. Plans approved from HDC since last meeting. Information only.

(i) 18/02250/TREE 1 Skipper Way, Little Paxton PE19 6LT- T1- six white willows to repollard, T2- Four weeping willows to raise to 3m, T3- raise to 3m, T4- One ash tree to raise to 3m, T5- Alder tree to raise to 3m. Reasons for trimming: trees are blocking views and making area feel enclosed.

495. Request from a resident to display a banner approx. 1000x 2800mm on a boundary fence facing out towards the QEII Playing Field.

Clerk

(i) It was agreed to not grant permission to display a banner on the boundary fence facing the QEII Playing Field.

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 496**. 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 press, public & Clerk left the meeting

room at 7.53pm.

496. To approve the recommendations from the HR Committee Clerk

(i) It was agreed to accept the new National Joint Council for Local Government Service Payscales 2018/2019 (dated 14th December 2018) with effect from 1st April 2019 for the Clerk.

(ii) It was agreed to accept the new National Joint Council for Local Government Service Payscales 2018/2019 (dated 14th December 2018) with effect from 1st April 2019 for the Groundsman. Clerk

(iii) To agree to contact HMRC to request a bespoke arrangement for the payment of home working expenses to the Clerk of £50.00 to be exempt from PAYE/NI contributions and employers NI contribution. It was agreed to defer item for a future meeting as more information is required. Clerk

(iv) To agree that if a bespoke arrangement with HMRC is not possible, then a payment of £18 home working allowance to be paid to the Clerk (exempt from Tax/NI) and a further payment of £47.16 gross (subject to PAYE/NI/ Employers NI) to be paid to the Clerk with effect from 1st April 2019, the total net effect is £50. It was agreed to defer item for a future meeting as more information is required Clerk

(v) To agree to request from the Clerk, the wattage of the Clerk's personal heater & lights used in the Clerk's home office and the power usage of the Council's office electrical equipment to evaluate electricity costs. It was agreed to defer item for a future meeting as more information is required Clerk

(vi) It was agreed that should any new expenses agreement be delayed it would be backdated to 1st April 2019. It was agreed to defer item until a future meeting. Clerk

(vii) To agree the Clerk's expenses to be reviewed on an annual basis. It was agreed to defer item until a future meeting. Clerk

The meeting was reopened to the press and public at 8.10pm. The Clerk returned to the meeting room at 8.10pm.

497. Request to have bee hives on Parish land (MinFC20Dec18)- the Clerk gave a verbal report.

(i) It was agreed the allotments and Little Paxton Lawn Cemetery are suitable sites for bee hives.

498. To review, amend & adopt the Lost Child Procedure. It was agreed to amend 'parents' to 'adult/carer'. The amended Lost Child Procedure was adopted. Clerk

499. The Tree Assessment Policy was adopted. Clerk

500. The Working from Home Policy was adopted. Clerk

501. Cllr P. Bishop, Cllr A. Khalid, Cllr M. Whale & the Clerk were nominated to review the Business Plan 2018-2023 for Council approval. Clerk
Cllrs Bishop/
Khalid/Whale

502. The Clerk gave a verbal report on a recent SLCC training seminar.

503. To receive the Financial Statements as at 15th January 2019 Month 10. Information only.

504. To receive the Profile budget for Quarter 3 as at 31 December 2018. Information only.

505. In compliance with Financial Regulations adopted 10/05/18 (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 January 2019. Information only.

506. The payments for February 2019 were approved.

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

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Amount
Little Paxton Village Hall- meeting room hire 24/01/19 - BP	Meeting room hire*1	3365	3365	£0.00	£8.00
Little Paxton Village Hall- meeting room hire 17/01/19- BP	Meeting room hire*1	3366	£8.00	£0.00	£8.00
Little Paxton Village Hall- S137 donation- MinFC17Jan19- BP	Donations S137*1A	3367	£700.00	£0.00	£700.00
Prosis Print Management Ltd- ID Card Cllr M Whale-BP	Office- Misc.*2	3368	£22.00	£4.40	£26.40
Hire or Buy Group Ltd- Maintenance materials- BP	Maintenance & Equipment*3	3369	££48.00	£2.40	£50.40
BT Infinity- Broadband 1Jan19-31-Mar19 DD	Office-BT Broadband*4	3370	£95.70	£19.14	£114.84
Briar Security Systems Ltd- annual maintenance charge MinFC21Dec17 BP	Alarm maintenance*5	3371	£134.50	£26.90	£161.40
AmeyCespa (East) Ltd- Waste collection 4&10Jan- BP	Waste collection*6	3372	£27.80	£5.56	£33.36
Viking- stationery- BP	Office Reserve Office- Stationery*2	3373	£195.15	£39.03	£234.18
Salaries Jan19- 2 employees BP	Salaries*7	3374/ 3375	£3064.66	£0.00	£3064.66
HM Customs- PAYE/NI Jan19 - BP	Salaries*7	3376	£843.41	£0.00	£843.41
CCC Pensions Jan19 contributions BP	Salaries*8	3377	£1599.86	£0.00	£1599.86
Mrs. J Gellatly- Clerks Expenses Jan19- BP	Salaries*7	3378	£25.00	£0.00	£25.00
Little Paxton Village Hall Committee -Village Hall Meeting room hire 7 & 21Mar19 BP	Meeting room hire*1	3379	£48.00	£0.00	£48.00
SLCC Enterprises Ltd- SLCC East Regional Seminar Clerk 30Jan19- BP	Training*9	3380	£80.00	£16.00	£96.00
Canalbs Ltd- Internal audit- BP	Audit – Internal*10	3381	£153.60	£0.00	£153.60
Arthur Ibbett Ltd- Maintenance materials	Maintenance & Equipment*3	3382	£92.17	£8.44	£100.61
Total			£7145.85	£121.87	£7267.72

507. InformationDate of next meeting 14th February 2019.

Meeting closed at 8.27pm.

Signed**Chairman**

Powers

1. Local Government Act 1972 s 134.
- 1A. Local Government Act 1972 S137.
2. Local Government Act 1972 s111.
3. Open Spaces Act c1906 s9/10.
4. Local Government Act 1972 s3.
5. Crime & Disorder Act 1998 ss 5 & 17, Local Government Act & Rating Act 1997 s31.
6. Litter Act 1983 s5 & 6.
7. Local Government Act 1972 s 112(s).
8. Local Government Pension Scheme 2014.
9. Local Government (Misc. Provisions) Act 1982 s45.
10. Local Audit & Accountability Act 2014/ Accounts & Audit Regulations 2015