

MinFC07Jan2021

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 7th January 2021.

APPROVED

Present: Cllr J. Matheson (Chairman), Cllr S. Bell, Cllr K. Bishop, Cllr P. Bishop, Cllr P. Law, Cllr N. Muhlhausen, Cllr S. Radley, Cllr S. Scotcher, Cllr D. Smith, Cllr M. Whale & the Clerk.

Agenda Items

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1005. Apologies for absence were received from Ward Cllr K Prentice. Cllrs Barker, Holsgrove & Webster were unable to attend the meeting due IT issues.

1006. Members' declaration of Disclosable & Non Disclosable Pecuniary interest for items. Cllr J. Matheson joined the meeting at 7.34pm. Cllr M. Whale declared a non statutory disclosable interest on Agenda item 1014 as he a Chairman of the Village Hall Management Committee.

1007. To receive written requests for new Disclosable Pecuniary interest dispensations. None.

1008. Public Forum. There were two members of the public present.

1009. Report from District & County Councillors. No report.

1010. The Minutes of Full Council meeting dated 17th December 2020 were approved will be signed at the next face to face meeting.

1011. Matters arising from previous Minutes (No decisions). The Clerk reported the National Lottery Awards for All grant of £1150 for the Autumn Flower & Vegetable Show was successful. The planning application for the churchyard boundary wall repairs has been validated by the Planning Authority.

COVID 19 Tier 5 regulations- the multi-use games area is closed, secured with fencing and flood lights turned off. The outdoor gym equipment is closed and adhesive closure notices have been ordered for display on each item of gym equipment.

1012. Coronavirus Parish Council Business Continuity Plan.

(i) It was agreed to cancel the Community Public Accessible Awareness session planned for 10th March 2021.

1013. Planning Applications approved by HDC since last meeting. Information only.

(i) 20/01207/HHFUL 20 Bydand Lane, Little Paxton PE19 6ES- Single storey rear and side extension.

(ii) 20/01609/FUL 7 Gordon Close, Little Paxton PE19 6PF- Retrospective proposed building for use as a dog grooming business.

(iii) 20/01959/HHFUL 2 Boardman Close, Little Paxton PE19 6NF - Proposed two storey side extension.

1014. Donation request from Little Paxton Village Hall Management Committee. Cllr M. Whale left the meeting room at 7.43pm. Cllr. N.

Clerk

Muhlhausen joined the meeting at 7.45pm.	
A donation of £1000 for the floor repairs was agreed. Source of funds	Clerk
Non S137 Donations Reserve £400, Non S137 Donations budget £600.	Clerk
Cllr M. Whale returned to the meeting room at 7.51pm.	
1015. Business Plan 2021 Events.	
(i) It was agreed to organise a community litter pick to coincide with the Great British Spring Clean 28 May - 13 June 2021 campaign.	Clerk
1016. Business Plan 2021 Events.	Clerk
(i) It was agreed to set up an advisory group to recommend to Full Council the format for Band concerts in the park.	
(ii) Cllr S. Bell, Cllr. K. Bishop, Cllr J Matheson, Cllr N Muhlhausen & the Clerk were nominated as members of the advisory group. Agenda item for next meeting.	Clerk
1017. The Queen's Platinum Jubilee June 2022.	
(i) It was agreed to set up an advisory group to recommend to Full Council the format of a celebration event.	Clerk
(ii) Cllr P. Bishop, Cllr J. Matheson, Cllr N. Muhlhausen & the Clerk nominated as members of the advisory group. Agenda item for next meeting.	Clerk
1018. It was agreed to organise a Children's Poster Competition.	
(i) (ii) To agree competition theme- it was agreed to contact Little Paxton Primary School for suggestion for the poster theme.	Clerk
1019. (i) To consider organising Police Surgeries 2021- it was agreed to defer until September 2021.	Clerk
Cllr S. Scotcher joined the meeting at 8.05pm.	
1020. To agree future of Village Views magazine- the Clerk gave a verbal report.	Clerk
(i) (ii) Three volunteer residents were appointed as the Village Views editorial team. Cllr K. Bishop & Cllr P. Bishop abstained.	
1021. To review, amend & adopt the Information Technology Policy.	
(i) it was agreed to Amend: 'The parameters in relation to email usage are as follows: A common format signature block is to be used in any emails sent on to third parties on behalf of the Council. The Clerk will provide suitable template'.	Clerk
(ii) It was agreed to Add: Remote Meetings	Clerk
The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England & Wales) Regulations 2020 Regulation 5 permits the holding of remote meetings.	
The Parish Council will follow the current NALC Guidelines for remote meetings. In the event that a meeting is disrupted, the Clerk will re-open the meeting with a new link.	
The amended Information Technology Policy was adopted.	Clerk
1022. To review, amend & adopt the Sickness Policy.	
It was agreed add Appeal- if the appeal is from the Clerk, he/she should write to the Chairman/Vice Chairman of the Council.	Clerk
The amended Sickness Policy was agreed.	Clerk
1023. The Local Government Pension Scheme Participating Employer Personal Data Retention Policy was adopted.	Clerk
1024. It was agreed to set up an annual direct debit to RHS (Royal Horticultural Society) for annual subscription (currently £35.00).	Clerk

1025. The Financial statements as at 15th December 2020 were received. Information only.

1026. 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 December 2020. Information only.

1027. The payments January 2021 were approved.

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

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Gross
Restore Datashred Limited- Confidential waste- DD	Office- Confidential waste*1	4112	£50.72	£10.14	£60.86
BT Mobile Broadband-1-31Dec - DD	Office- Broadband*2	4113	£5.00	£1.00	£6.00
St. James Churchyard maintenance 1-31Jan21- BP	Churchyard maintenance*3	4114	£50.00	£0.00	£50.00
Viking Direct- stationery- B/P	Office- stationery*2	4115	£38.34	£7.67	£46.01
Red Shoes Accounting Services-Payroll processing 1Oct-31Dec20 BP	Office- Payroll processing*4	4116	£48.00	£9.60	£57.60
Salaries Dec20– two employees BP	Salaries*4	4117/ 4118	£3493.58	£0.00	£3493.58
HM Customs- PAYE/NI Dec BP	Salaries*4	4119	£1231.53	£0.00	£1231.53
CCC Pensions- Pension contributions Dec20 BP	Salaries*5	4120	£1261.50	£0.00	£1261.50
Mrs J. Gellatly- Clerks Expenses Dec20 BP	Office- Home working allowance*4	4121	£26.00	£0.00	£26.00
Arthur Ibbett Ltd- Maintenance materials- BP	Maintenance & equipment rental*6	4122	£16.29	£3.26	£19.55
Days Rental- Leased vehicle 30/11/20-31/12/20	Leased vehicle*6 Invoice no. 1951476 Invoice date 29/12/20	4123	£550.25	£110.05	£660.30
Maskearaid Ltd- PPE- Invoice received after agenda issued BP	Maintenance Health & Safety*7	4124	£23.96	£4.79	£28.75
Legionella Control International Ltd- Refresher training Invoice received after agenda issued BP	Training*8 Invoice no. 7647 Invoice date 15/12/20	4125	£214.00	£42.80	£256.80
Legionella Control International Ltd- Groundsman training Invoice received after agenda issued BP	Training*8 Invoice no. 7663 Invoice date 04/01/21	4126	£254.00	£50.80	£304.80
BT- Cloudphone 1-31Dec20 Legionella Control International Ltd- Refresher training Invoice received after agenda issued DD	Office- Cloudphone*2	4127	£21.50	£4.30	£25.80
Briar Security Systems Ltd- Annual maintenance	Alarm Maintenance*9	4128	£149.50	£29.90	£179.40

contract- Invoice received after agenda issued BP					
Total			£7434.17	£274.31	£7708.38

1028. Information

Date of next meeting Thursday 14th January (Extraordinary meeting) & 21st January 2021 at 7.30pm.

The meeting closed sat 8.30pm.

Signed

Chairman

Powers

1. Local Government Act 1972 s226(5).
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. Open Spaces Act 1906 s9/10.
7. Health & Safety at Work Act 1974.
8. Local Government Act 1972 s 3.
9. Crime & Disorder Act 1998 ss 5 & 17, Local Government Act & Rating Act 1997 s31