Minutes of the Full Council meeting held in the meeting room at the Village Hall at 7.30pm on Thursday 19th March 2020.

APPROVED

Present: Cllr K. Bishop, Cllr P. Bishop, Cllr J. Matheson (Chairman), Cllr S. Radley, Cllr B. Webster, Cllr M. Whale & the Clerk.

Agenda Items

574. Apologies for absence were received from Cllr K. Barker, Cllr S. Bell (illness), Cllr G. Doick (holiday), Cllr P. Law, Cllr N. Muhlhausen (family) & Cllr S. Scotcher (holiday). The apologies were approved and accepted.

575. Members’ declaration of Disclosable & Non Disclosable pecuniary interest for items on the Agenda.

Cllr K. Bishop declared disclosable pecuniary interest on Agenda item 582(i) as she resides in the property.

Cllr P. Bishop declared disclosable pecuniary interest on Agenda item 582(i) as he resides in the property.

Cllr M. Whale declared disclosable pecuniary interest on Agenda item 585 as he is Chairman & Trustee of the Village Hall Management Committee.

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

577. Public Forum: There were no members of the public present.

578. Report from District & County Councillors: None.

579. The Minutes of Full Council meeting dated 5th March 2020 were approved and signed.

580. Matters arising from previous Minutes (No decisions). The Clerk reported that the Spring Village Views magazine printing has been delayed and articles are being resubmitted in light of the coronavirus pandemic measures. The Community Litter pick has been cancelled. The trial leased vehicle arrives on 23rd March for one week.


(i) It was agreed to have only essential items on Full Council agendas and meetings to be closed by 8.30pm.

It was agreed Councillors to advise the Clerk on the morning of the meeting if they will be attending the meeting and if they have any disclosable/non disclosable interests on the agenda. This will ensure the meeting is quorate.

It was agreed if the meeting is not quorate, the meeting to be rescheduled for the following Thursday.

It was agreed all advisory groups to communicate by email.

It was agreed the Annual Meeting on 16th April to be held as planned however the venue will be outside on the paved area in front of the Council.
garage to accommodate social distancing.
It was agreed to not cancel the Children’s Activity sessions during April however to reduce the session time from 2 hours to 1 hour as no toilet access available.
It was agreed to prepare a list of contact details for locum clerks for the Chairman/Vice Chairman and list of contacts for the Groundsman.
It was agreed locum for grounds maintenance St.Neots Town Council (bin emptying) and Parish Councillors for grass cutting.
It was agreed Coronavirus Parish Council Business Continuity Plan to be an agenda item for all future meetings.
Paxfest to be an agenda item for next meeting.
(ii) To agree amendments to Standing Orders. None
(iii) To agree amendments to Financial Regulations. None.

582. Plans received from HDC.
(i) 20/00404/HHFUL 12 River Close, Little Paxton PE19 6NX- Proposed single storey rear extension. Recommend No objection. It was agreed that the planning application will have no detrimental impact on either the area or neighbouring properties.
(ii) 19/02579/HHFUL 1 Park Crescent, Little Paxton PE19 6ER- Proposed fence. Cllr K Bishop & Cllr P. Bishop did not leave the room as the meeting would not then be quorate. No action agreed.

583. Plans approved by HDC since last meeting. Information only.
(i) 20/00141/TREE Skipper Way, Little Paxton-Following a Health and Safety Tree Survey performed by Haydens, the following work is proposed - 2x Weeping Willow - T5 & T6 - Fell to ground level and grind stumps. Street Record Skipper Way Little Paxton.

584. It was agreed to review the 24 month streetlight electricity contract renewal June 2021 as recommended by Utility Aid.
(i) It was agreed to appoint SSE as the energy supplier for the streetlights electricity for 24 months from 1st July 2021- 30 June 2023 at a fixed energy rate.
(ii) A monthly direct debit to SSE for streetlight electricity was agreed. Cllr M. Whale left the meeting room at 8.05pm.

585. Request from Little Paxton Village Hall Management Committee to use the Council gazebos for the Christmas market.
(i) It was agreed to not grant permission for the Village Hall Committee to use the Council gazebos for the Christmas market. Cllr M. Whale returned to the meeting room at 8.07pm.

586. Autumn Flower & Vegetable Show- a written report from the Advisory Group was received.

587. The following Tallest Sunflower Competition rules were agreed.
1. The Competition is open to Little Paxton Residents & Parish Allotment holders.
2. The Sunflowers will be measured by two Parish Councillors.
3. The Councillors will arrange a visit by appointment.
4. Councillors will have ID cards.
5. If the entrant is under 18, they must be accompanied by an adult/parent/carer while the sunflowers are being judged.
6. The judges’ sunflower measurements are final.
7. Prizes awarded at Autumn Flower & Vegetable Show Sat 12th September, Little Paxton Village Hall at 4.30pm.
8. Free entry.
9. Access will be required for judging between 26th August & 9th September. Entry forms to be delivered the Parish Council by 25th August.

588. It was agreed to invite the 2019 Show Judge to judge the Parish Council Allotment Competition.

589. Local Highway Improvement Scheme 2020-2021 - to receive a progress report from the Clerk.
(i) Agenda item deferred until next meeting.

590. Cllr P. Bishop & the Clerk who have recently attended a training course gave a verbal report.
(i) No action required.

591. Little Paxton Lawn Cemetery footpaths - the Clerk gave a verbal report
(i) It was agreed to use pea gravel to fill gaps between the kerbing and the edges of the cemetery footpath to reduce the risk of trip hazards.

592. Little Paxton Lawn Cemetery- it was agreed to grant permission to the non-resident to purchase burial rights at the Little Paxton Lawn Cemetery due to exceptional family circumstances. The non village resident fees would apply.

593. The Little Paxton Lawn Cemetery Regulations were adopted.
594. The Little Paxton Cemetery Rosebed Guideline were adopted.
595. Financial Budget Comparison as at 14th February 2020- the Clerk gave a verbal report.
(i) No action required.

596. To review Projects & Business Plan 2019-2020
(i) Proposed cemetery extension- the Clerk gave a verbal report.
   It was agreed to advise the Wellers Hedleys Solicitors that the Council is now considering compulsory purchase of the land.
(ii) Repairs to the boundary wall at St. James Church- item deferred until next meeting.
(iii) CCTV Upgrade- it was agreed to request quotations to upgrade the CCTV with High definitions cameras and replace the DVR unit.

597. The Reserves held as at 14th February 2020 were reviewed.
(i) No action required.

598. To review, amend & adopt the Reserves Policy.
(i) It was agreed to add ‘Leased Vehicle Reserve- costs associated with the leased vehicle’.
The amended Reserves Policy was adopted.

599. The Financial (General) Risk Assessment was approved.

600. It was agreed to temporary increase the Bank of Scotland Charge Card limit from £1000 to £1500 with a review in six months.
The limit for the FuelGenie Fuel card to remain unchanged at £250 with a review in six months.

601. To agree maturity instructions for CIL Term Deposit £60,070.29 due to mature 24th March 2020.
It was agreed to transfer £1000 to the main current account CIL reserve and the balance £59,070.29 to be placed on Term Deposit for two months.

602. Cllr S. Radley & Cllr B. Webster were nominated as additional members to the Finance Advisory Group.

603. The payments for March 2020 were approved.
(Bill payment BP, Direct debit DD, Cheque CHQ, Standing Order SO)
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<th>Invoice</th>
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<th>VAT</th>
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604. Information
Date of next Full Council 2\textsuperscript{nd} & 16\textsuperscript{th} April 2020 7.30pm.
Date of Annual Parish Meeting 16\textsuperscript{th} April 2020 7pm.

Meeting closed at 8.47pm.

\textit{Signed} \hspace{1cm} \textit{Chairman}
Powers

7. Local Government Act 1972 s111.