

MinFC19Nov2020

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 19th November 2020.

APPROVED

Present: Cllr J. Matheson (Chairman), Cllr K. Barker, Cllr S. Bell, Cllr K. Bishop, Cllr P. Bishop, Cllr G. Holsgrove, Cllr P. Law, Cllr N. Muhlhausen, Cllr S. Scotcher, Cllr D. Smith, Cllr B. Webster, Cllr M. Whale, Ward Cllr B. Chapman & the Clerk.

Agenda Items

**P Action
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928. Apologies for absence were received from Cllr S. Radley (work) & Cllr K. Prentice. The apologies were approved & accepted.

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

Cllr J. Matheson declared a non statutory disclosable interest on Agenda item 952(i) as she is a member of St. James Church PCC.

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

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

932. Report from District & County Councillors. Cllr B. Chapman gave a verbal report.

933. The Minutes of Full Council meeting dated 5th November 2020 were approved will be signed at the next face to face meeting.

934. The Minutes of Human Resources Committee meeting dated 12th November 2020 were approved will be signed at the next face to face meeting. The Full Council noted the approval of the Human Resources Committee Meeting Minutes.

935. Matters arising from previous Minutes (No decisions).

The Clerk reported that the land transfer for the play park at Samuel Jones Crescent has been delayed. Revised tenders for the Churchyard wall repairs will be an agenda item for the next meeting. The Paxton Pits Nature Reserve Ranger will research the use of the haulage road for access for the Reserve extension.

936. Coronavirus Parish Council Business Continuity Plan.

(i) The Clerk reported the planning rota has been suspended due to current lockdown regulations. No action required.

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

(i) 20/01217/TREE- Skipper Way, Little Paxton T7 - Sycamore (opposite no 145) Tree has codominant leaders - Reduce by 2 to 3m and shape laterals accordingly. Raise to 4m over road. T1-6 Six Goat Willows - Re pollard to previous pruning points. T10 Remove epicormic growth and sympathetically raise over path. T11 One Crack Willow - Re pollard to previous pruning points. T12 One Goat Willow - pollard to 2m below previous pruning points.

(ii) 20/1533/HHFUL 38 The Crofts, Little Paxton PE19 6PG- Single storey

front extension/porch.

938. Planning Applications refused by HDC since last meeting. Information only.

(i) 20/05505/HHFUL 50 High Street, Little Paxton PE19 6EY- Double and single storey rear extension, carport with storage above, garden building and change of material finish.

939. Appeal Decisions by The Planning Inspectorate. Information only.

(i) Appeal Ref APP/H0520/W/20/3251108 West Lodge, Great North Road, Little Paxton PE19 6EJ - Demolition of existing dwelling and associated outbuildings and construction of 4 x two storey dwellings -Appeal allowed.

940. Parish Council Office Advisory Group- to receive a written report from the Advisory Group.

Clerk

(i) To review, amend & adopt Parish Council Office Advisory Group Terms of Reference.

It was agreed to add Aim : To incorporate a toilet facility for users of the QEII Playing Field & surrounding amenities.

The amended Parish Council Office Advisory Group Terms of Reference was adopted.

(ii) It was agreed to arrange a meeting of the Parish Council Office Advisory Group.

Clerk

941. Proposed Cemetery Extension.

(i) It was agreed to advise the Wellers Hedleys Solicitors that there are no immediate plans to build a memorial wall. Th Council will contact the landowner prior to any wall construction.

Clerk

942. HDC Community Infrastructure Levy (CIL) 2020.

(i) It was agreed to apply for HDC CIL funding for the cemetery extension.

Clerk

(ii) Agenda item for next meeting to agree amount of funding

Clerk

943. Parish Council Colts Representative Cllr D. Smith gave a verbal report. Information only.

944. National Air Traffic Service Consultation on London Luton Airport Air Space Change.

Clerk

(i) It was agreed to comment - objection to the proposal due to the increase of pollution, noise & safety.

Clerk

It was agreed to promote the awareness of the consultation using the Council's social media.

945. Community Led Plan streetlight survey- a written report was received from Cllr K. Bishop.

(i) It was agreed to apply for planning permission to replace light column PC2F near 85 Gordon Road with a solar light column.

Clerk

It was agreed to apply for planning permission to install two new solar columns at Great North Road/Ramply Lane & St. James Road near the Old Post Office.

Clerk

946. Community & Civic Awards

(i) It was agreed to set up an Advisory Group to prepare guidelines for 2021 Community & Civic Awards for Full Council approval.

Clerk

(ii) Cllr P. Bishop, Cllr G. Holsgrove & Cllr B. Webster were nominated as members to the Advisory Group.

947. Financial Budget Comparison as at 15th October 2020- the Clerk gave a verbal report.

(i)(ii) The Capital Projects Reserve was agreed as the source of funds for the flagpole.

Clerk

948. The Reserves held as at 15th October 2020 were reviewed. Clerk
 (i) (ii) It was agreed to vire £54.82 Parish Paths Reserve to the Community Garden Reserve.

949. To review, amend & adopt Reserves Policy.

(i) It was agreed to add: Community Garden Reserve – All costs associated with the Community Garden. Clerk

The amended Community Garden Reserve was adopted.

950. To receive the Profile Financial statement for Quarter 2 as at 15th September 2020. Item deferred until next meeting. Clerk

951. The Autumn Flower & Vegetable Show/Beer Festival 2021 event budget of £1300 was agreed. Clerk

952. To discuss and review the draft Budget for 2021/2022.

Cllr J. Matheson left the meeting room at 8.27pm. Clerk

(i) A £690 contribution towards St. James Churchyard Maintenance was agreed (15% increase). It was agreed to increase by 5% for future years. Clerk

Cllr J. Matheson returned to the meeting room at 8.31pm.

(ii) A S137 donations budget of £2048 was agreed.

(iii) It was agreed to budget £500 for a community event to celebrate the Queen Elizabeth II Platinum Jubilee June 2022. Clerk

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 953 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 public, press & the Clerk left the meeting room at 8.46pm.

953. To approve the recommendations from the HR Committee.

(i) The Council agreed to accept the new the National Joint Council for Local Government Services 2020/2021 payscales for the Clerk with effect from 1st April 2020. Clerk

(ii)The Council to agreed accept the new the National Joint Council for Local Government Services 2020/2021 payscales for the Groundsman with effect from 1st April 2020. Clerk

(iii)The Salary Scale point for the Clerk from 1st April 2021 (National Joint Council for Local Government Service Payscales 2020-2021) is agreed at 33 for 37 core hours per week. Clerk

(iv) The Salary Scale point for the Groundsman from 1st April 2021 (National Joint Council for Local Government Service Payscales 2020-2021) is agreed at 7 for 35 core hours per week. Clerk

Meeting reopened to Clerk and members of public at 9.58pm.

954. Notice of Conclusion of Audit- Annual Governance & Accountability Return for the year ended 31st March 2020. Information only.

955. 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 October 2020. Information only.

956. The payments November 2020 were approved.

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

Invoice	Budget heading/ Cost Centre	Tran	Net	VAT	Gross
Little Paxton Village Hall- Floodlights electricity	Floodlights electricity*1	4056/ 4057	£26.18	£1.31	£27.49

31Mar20-26Aug20- BP					
PKF Littlejohn LLP- External Audit- BP	External Audit*2 Invoice no.SB02022376 Invoice date 05/11/20	4058	£400.00	£80.00	£480.00
Prosis Print Management Ltd- Councillor ID cards	Office- Misc.*3	4059	£44.00	£8.80	£52.80
Mr T Parkin- Refund rent overpayment & gate key deposit- BP	Allotment Expenses*4 Refund Gate key deposit	4060	£31.50	£0.00	£31.50
SSE Southern Electric – Street lights electricity- site ref 221795338 - DD	Streetlight electricity*5	4061	£11.15	£0.55	£11.70
SSE Southern Electric – Street lights electricity- site ref 521801214 - DD	Streetlight electricity*5	4062	£11.32	£0.56	£11.88
SSE Southern Electric – Street lights electricity- site ref 771789787 - DD	Streetlight electricity *5	4063	£142.30	£7.11	£149.41
BT- Cloudphone- 1- 30Oct20- DD	Office- Cloudphone*3	4064	£21.50	£4.30	£25.80
Parkside Plumbing- replacement water tap- Invoice received after agenda issued- BP	Allotment Misc. Exp*4	4065	£70.00	£14.00	£84.00
MAS Seeds Ltd- Wildflower seeds MinFC05Nov20- Invoice received after agenda issued- BP	Maintenance & Equipment hire*6	4066	£141.67	£28.33	£170.00
St.Neots Selfstore- External storage 21/11/20-20/12/20- Invoice received after agenda issued- SO	External storage*3	4067	£61.60	£12.32	£73.92
Bank of Scotland charge card B&Q Plc- £85.94 Roxton Garden Centre £132.48 Bedford Timber (St.Neots) Ltd£357.48 Post Office Ltd £11.32 - Invoice received after agenda issued- DD	Maintenance & Equipment hire*6 Reserves Community Garden*6 Office- Postages*3 Statement date 04/11/20	4068/ 4071	£491.29	£95.93	£587.22
Hire or Buy Group Ltd- Fuel for machinery- Invoice received after agenda issued- BP	Maintenance & Equipment hire*6	4072	£25.36	£1.27	£26.63
Think Local- Community page Dec Think Local- Invoice received after agenda issued- BP	Non S137 Donations*7	4073	£100.00	£0.00	£100.00
Viking Direct- Stationery- Invoice received after agenda issued- BP	Office-stationery*3 Invoice no. 375708 Invoice date 17/11/20	4074	£210.93	£42.19	£253.12
Total			£2085.47	£296.67	£1788.80

957. InformationDate of next meeting Thursday 3rd December 2020 7.30pm.

The meeting closed at 8.59pm.

Signed _____ **Chairman**

Powers

1. Local Government (Misc. provisions) Act 1976 s.19.
2. Local Audit & Accountability Act 2014/ Accounts & Audit Regulations 2015.
3. Local Government Act 1972 s111.
4. Small Holdings & Allotment Act 1908 s29.
5. Parish Councils Act 1957 s3.
6. Open Spaces Act 1906 s9/10.
7. Local Government Act 1972 S142.