Minutes of the Full Council meeting held in the meeting room at the Village Hall at 7.30pm on Thursday 10th May 2018.

APPROVED


Agenda Item

1. Cllr J. Matheson was elected Chairman for 2018/2019.
2. Cllr J. Matheson signed the Chairman’s Declaration of Office.
3. Cllr K. Bishop was elected Vice Chairman for 2018/2019.
4. Signing of Councillors Declarations of Acceptance. All Councillors signed their Declarations of Acceptance. The Clerk to ensure the Declaration of Acceptance for those not present, to be signed by the next meeting.
5. Apologies for absence were received from Cllr S. Radley (work). The apologies were accepted and approved.
6. Members’ declaration of Disclosable & Non Disclosable pecuniary interest for items on the Agenda. None.
7. To receive written requests for new Disclosable pecuniary interest dispensations. None.
8. Public Forum. There was one member of the public present.
10. The Minutes of Full Council meeting held on the 26th April 2018 were approved and signed.
11. The Minutes of the Annual Parish Meeting held on the 19th April 2018 were approved and signed.
12. Matters arising from previous Minutes (No decisions). The Clerk reported that CIL funds have been received from The Sycamores, Hayling Walk development of £7232.94.
13. The Terms of Reference for Human Resources, Disciplinary & Appeals, Committees were agreed.
14. The Terms of Reference for the Allotment Advisory Group were agreed.
15. The Terms of Reference for the Community Led Plan Advisory Group were agreed.
17. The Terms of Reference for the Internal Auditor were agreed.
18. The Terms of Reference for the Quality Gold Advisory Group were agreed.
19. It was agreed there is no requirement for a QEII Playing Field Committee. The Terms of Reference not required.
20. Appointment to Committees & Advisory Groups- see attached.
   (a) Allotment Advisory Group
   (b) Allotment Representative.
(c) Cambridgeshire & Peterborough Association of Local Councils (CAPALC) representative.

(d) CCTV Nominated representative

(e) Cemetery Representatives

(f) Community Led Plan Advisory group

(g) Little Paxton Community Pavilion Representative.

(h) To appoint two councillors to sign the monthly financial reports

(i) Health & Safety Officer.

(j) Human Resources, Disciplinary & Appeals Committees

(k) Parish Office Advisory Group

(l) Paxfest 2018- defer until September Full Council

(m) Quality Gold Advisory Group

(n) QEIi Playing Field Committee

(o) Village Hall Liaison Representatives

(p) Nominate Responsible Persons to manage cold water systems for the allotment and Council garage/workshop.

The amendments to the Standing Orders were agreed. Defer until next meeting.  
Clerk

Clerk

23. It was agreed to appoint Dr. Mike Williamson/Mijan Ltd as internal auditor for 2018/2019. 
Clerk

Cllr Denison/ Cllr Bishop

25. Cllr K. Bishop & Cllr A. Denison were nominated to carry out a review of inventory of land and assets including buildings and office equipment. 
26. Review and confirmation of arrangements for insurance cover in respect of all insured risks- the Clerk confirmed the insurance cover is reviewed monthly. 
27. The Council’s subscriptions to other bodies: Cambridgeshire ACRE, CAPALC, Edge Designs Ltd, Fields in Trust, Hunts Forum, Local Council Public Advisory Service & Society of Local Council Clerks were approved. 
28. The Public Complaints Policy was adopted – there are no complaints outstanding.  
Clerk

29. The Persistent and Vexatious Communications and Complaints Policy was adopted.  
Clerk

30. To review the Council procedures for handling requests made under Freedom of Information Act 2000 & Data Protection Act 1998 – the Clerk reported that there have been no Freedom of Information requests during the past twelve months.  
Clerk

31. To review, amend & adopt the Council’s Media Policy. The Clerk to clarify with CAPALC the effect of GDPR on the Media Policy. Agenda item deferred until next meeting.  
Clerk

32. To review, amend & adopt the Health & Safety Policy. 
Amend 3.1 CPAD locations Add ‘The Hub’, The amended Health &Safety Policy was adopted.  
Clerk

33. The Training Policy was adopted.  
Clerk

34. Review of Council leases- the Clerk reported that there are no leases


due to expire within the next twelve months.

35. Risk Assessments
(i) Cllr K. Bishop was nominated to review and sign the Risk Assessments.

36. The Privacy Notice Village Views Editorial Team was adopted.

(l) It was agreed to arrange a meeting with HDC officers to discuss if HDC would be amenable to transferring the open space area at The Rookery to the Parish Council with a view to the Parish Council building a Parish Office on the land. Cllr J. Matheson, the Clerk and District Cllr K. Prentice to attend the meeting.

38. Planning Applications received from HDC.
(i) 18/00846/TREE Land South of 38 The Crofts, Little Paxton- Removal of two trees. Recommend objection to the felling of Tree T10 as the tree survey states that no action is required for the tree. No concerns regarding the felling of tree T08.

39. Large goals stored in the village hall compound- the Clerk gave a verbal report.
(i) It was agreed that if the goals are not stored safely in the compound that following weeks’ training/fixtures would be cancelled until goals made safe. Clerk to request written assurances from the Colts for the safe storage of the goals in the compound. It was agreed the Clerk & Cllr K. Bishop to arrange a meeting with the Colts representatives to discuss goals storage.

40. New benches for the playing field- the Clerk gave a verbal report. (MinFC06Apr17)
(i) Marmax Products Ltd were appointed as supplier of four traditional benches. Colours 1 x brown for bottom right hand corner of playing field, 1x blue near football pitch/outdoor gym equipment, 2 x green for the petanque pitch. Cost £1036 plus £90 for 3 coloured benches plus VAT.
(ii) The S106 Bydand Lane reserve agreed as source of funds.
(iii) It was agreed to order a replacement commemorative plaque and have supplier fix to one to the blue bench.

41. Peak Playgrounds Ltd were appointed as the contractor to install grass matting around the perimeter of the petanque pitch. Cost £1260 plus VAT.
(i) The S106 Bydand Lane reserve agreed as source of funds.

42. It was agreed to renew the QEII playing field licence for Batch Body Fitness (MinFC08Feb18) 8.30am – 9.15am Saturday mornings with a review in six months.

43. It was agreed to organise a Defibrillator Awareness session at The Hub in September.

44. To receive the year end financial statements as at 31st March 2018-Month 12. Information only.

45. To review the Monthly Comparison Report and Reserves.
(i) It was agreed to vire £400 from Training budget to Training Reserve.
It was agreed to vire £430 from Capital Project budget to Capital Projects Reserve.
It was agreed to vire £2000 from Capital Projects Replacement Garages budget to a new reserve for Parish Office.
It was agreed to vire £950 Cemetery budget & £270 from St James Churchyard budget to Cemetery Reserve.
Parish Paths Grant £250 to be used to order an additional skip for the allotment site.

Clerk
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Clerk/ Cllr K. Bishop
Clerk

The Garage Replacement Reserve £14,982 to be vired to £200 Children’s’ Activities Reserve, £1000 S137 donations budget, £5000 Cemetery Reserve, £5000 New Parish Office, £3782 to Capital Projects.

46. In compliance with Financial Regulations adopted 07/12/17 (Reg 2.2) Cllr A Denison & Pat Law has signed and initialled the Council bank reconciliations and bank statements as evidence of verification as at 31st March 2018.
47. The payments for May 2018 were approved. (Bill payment BP, Direct debit DD, Cheque CHQ).

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Budget heading/ Cost Centre</th>
<th>Tran</th>
<th>Net</th>
<th>VAT</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1st Little Paxton Brownies- new resources MinFC19Apr18 BP</td>
<td>Donations S137 *1</td>
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<td>Allotment Expenses*2</td>
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<td>Stationery*3 Invoice no. 238643 Invoice date 13/04/18</td>
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<td>Hire or Buy Group Ltd- Maintenance equipment- MinFC01Mar18 BP</td>
<td>Reserves- Maintenance*4 Invoice no, 973593 Invoice date 14/04/18</td>
<td>2983</td>
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<td>BT Business- Broadband Apr18-Jun18 DD</td>
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<td>Salaries- 2 employees BP</td>
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<td>HM Customs PAYE/NI Apr 18 BP</td>
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<td>CCC Pensions Apr 18 contributions BP</td>
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<td>Mrs. J Gellatly- Clerks Expenses Apr 18 BP</td>
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<td>Little Paxton Village Hall Committee- Village Hall Meeting room hire7th &amp; 21st June BP</td>
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<td>St. Neots Electrical Ltd- CPAD installation MinFC01Jun17- BP</td>
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<td>Amount 2</td>
<td>Amount 3</td>
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<td>Stationery BP Arthur Ibbett Ltd - Maintenance &amp; Equipment*4</td>
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<td>Little Paxton Village Hall Committee - Paxfest Hall hire balance BP</td>
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<td>Little Paxton Community Pavilion - Paxfest Hall hire balance chq s/n 010121</td>
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<td>£8635.32</td>
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<td>£9164.39</td>
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**48. Information**
Date of next meeting 24th May 2018.
Meeting closed at 9.15pm.

Signed Chairman

Powers

1. Local Government Act 1972 s137.
2. Small Holdings & Allotment Act 1908 s29.
3. Local Government Act 1972 s111.
5. Local Government Act 1972 s 134.
7. Local Government Act 1972 s 112(s).
8. Local Government Pension Regs 1997 SI 1997/1612 amended,
# LITTLE PAXTON PARISH COUNCIL
## List of Committees & Advisory Groups
### 2018-2019

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotment Advisory Group</td>
<td>Cllr K. Barker, Cllr K. Bishop, Cllr J. Matheson, Clerk</td>
</tr>
<tr>
<td>Allotment Representative</td>
<td>Cllr J. Matheson</td>
</tr>
<tr>
<td>Appeals Committee</td>
<td>Cllr K. Bishop, Cllr P. Bishop, Cllr A. Denison</td>
</tr>
<tr>
<td>CAPALC Representative</td>
<td>None</td>
</tr>
<tr>
<td>CCTV Nominated representative</td>
<td>Clerk, Cllr K. Bishop</td>
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<tr>
<td>Cemetery Representatives</td>
<td>Clerk, Cllr K. Bishop</td>
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<tr>
<td>Civil Response Plan</td>
<td>Clerk/Chairman</td>
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<tr>
<td>Community Led Plan Advisory Group</td>
<td>Cllr P. Bishop, Mrs L. Timms</td>
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<tr>
<td>Community Pavilion Representative</td>
<td>Cllr L. Smith</td>
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<tr>
<td>Disciplinary Committee</td>
<td>Cllr A. Khalid, Cllr J. Matheson, Cllr S. Scotcher</td>
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<tr>
<td>Financial Review</td>
<td>Cllr A. Denison, Cllr P. Law</td>
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<tr>
<td>Health &amp; Safety</td>
<td>Clerk</td>
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<tr>
<td>Human Resources Committee</td>
<td>Cllr K. Bishop, Cllr P. Bishop, Cllr A. Denison, Cllr J. Matheson, Cllr S. Scotcher</td>
</tr>
<tr>
<td>Paxfest 2018 Committee</td>
<td>Cllr K. Barker, Cllr K. Bishop, Mrs S. Dean, Cllr. A. Denison</td>
</tr>
</tbody>
</table>
| **Quality Gold Advisory Group** | **Cllr P. Bishop**  
|                              | **Cllr A. Khalid**  
|                              | **Cllr J. Matheson**  
|                              | **Clerk**  
| **Village Hall Liaison officer** | **All Councillors on rotation**  
| Nominated Responsible Persons to manage cold water systems for the allotment and Council garage/workshop. | **Cllr J. Matheson**  
|                              | **Clerk**  