

CAXTON PARISH COUNCIL

**Minutes of the First and Annual Meeting of the Parish Council held in the Village Hall
on Thursday 10 May 2018 at 7.45 pm**

Present: Councillors: K Howard (Chairman), H Barbour, R Millard, S Bushby and R Jack.

In attendance: 2 members of the public, County Cllr Miss M Smith, District Cllr N Wright and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office
RESOLVED to elect Cllr Howard as Chairman. (Prop SB, 2nd RJ, carried with 1 abstention) Cllr Howard Chairman signed his Declaration of Acceptance of Office.
2. To elect a Vice-Chairman
RESOLVED to elect Cllr Bushby as Vice-Chairman. (Prop KH, 2nd HB, carried with 1 abstention)
3. Delivery by councillors of their declarations of acceptance of office
Declarations of acceptance of office were received all having been signed before the start of the meeting.
4. To approve the minutes of the last meetings on 15 March and 19 April
RESOLVED that the minutes of the meeting of 15 March be approved as a true record and signed by the Chairman, after an amendment under item 7.3 to delete “and the copy of the Village Hall accounts” and to add at the end of the paragraph “and the copy of the Village Hall accounts was handed to the Council.” (Prop SB, 2nd RJ, unanimous)
RESOLVED that the minutes of the extra-ordinary meeting of 19 April be approved as a true record and signed by the Chairman. (Prop SB, 2nd RJ, unanimous)
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
RESOLVED, as there were no nominations, that a clear notice be placed on the notice board that due to insufficient candidates at election, the Parish Council welcomes interested residents to put themselves forward for co-option.
RESOLVED to approach people to ask whether they have seen the notice and encourage them to stand.
RESOLVED that leaflets be distributed in the village to encourage people to attend the Annual Parish Meeting and also to advertise the vacancies, and that an article be placed in the magazine.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 6 and 12 together.
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
RESOLVED that no committees were required.
12. Review of representation on or work with external bodies and arrangements for reporting back
RESOLVED to make the following appointments:
Police liaison – Cllr Millard
Village Hall Trustees – Cllrs Bushby and Jack
Recreation grounds – Cllr Barbour (Gransden Road) and Cllr Jack (Brockholt Road).
Verges – Cllr Millard
Aerodrome – Cllr Howard
Memorial site – Malcolm Sewell, if he is willing, otherwise Cllr Barbour.
Langwith and Barnard Trust – Malcolm Sewell

P3 – Cllrs Howard and Bushby, assisted by Cllr Jack. RESOLVED that the Chairman should divide the village into areas to be shared out.

Coalition of Parish Councils – The Chairman and Vice-Chairman.

7. Review of the terms of references for committees and working groups
RESOLVED that members should report back under local matters for information only and any items requiring decision should be given to the Clerk.
8. Receipt of nominations to existing committees and working groups
Not applicable.
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
None.
10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies
RESOLVED to adopt the new Standing Orders with the same provisos and additional orders as at present.
RESOLVED that the other policies should remain as at present.
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
RESOLVED having noted CCC verges receipts of £331.51 and payments of £1535.92 to continue with the present arrangements requesting financial support from the County Council for public rights of ways as at present. (Prop KH, 2nd HB, unanimous)
12. Review of representation on or work with external bodies and arrangements for reporting back
Taken earlier.
13. Review of inventory of land and assets
RESOLVED to note that the Council has the following registered titles:
 - CB272707 land on the NW side of Gransden Road (section of hedging adjacent to the affordable Homes)
 - CB267769 land lying on the NW side of Gransden Road (pond & two small parcels/verges either side of the entrance to Tates Field)
 - Land to the NW of Gransden Road (village green adjacent to the village hall)
 - Land off Brockholt Road (playing fields)
 Leases:
 - Lease – Ely Diocese & Caxton Parish Council – Village Hall
 Trust Deeds:
 - Caxton Parish Council & Caxton Village Hall Trustees – Village Hall.
 RESOLVED to write off two signs at The Drift as they were broken or missing.
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks
RESOLVED that the arrangements for insurance cover in respect of all insured risks were satisfactory.
15. Review of the Council's and/or employees' memberships of other bodies
RESOLVED to note the Council's membership of LCPAS and CAPALC and the Clerk's membership of SLCC and ILCM.
16. Review of the Council's complaints procedure
RESOLVED that there should be no change.

17. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
RESOLVED that there should be no change.
18. Review of the Council's policy for dealing with the press/media
RESOLVED, as set out in the Standing Orders, that this should be dealt with by the Chairman together with the Clerk.
19. Setting the dates, times and place of ordinary meetings of the full Council
RESOLVED that meetings should take place on the second Thursday of alternate months (May, July, September, November, and March) at 7.45 pm at the Village Hall.
20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
To be taken later in the meeting.
21. Review of banking arrangements and appointment of any bank signatories
RESOLVED that the signatories should be Cllrs Howard, Millard, Bushby and Jack.
(Prop KJ, 2nd RJ, unanimous)
22. Member training arrangements
Members were encouraged to undertake training.

Comments & observations from members of the public & County and District Cllr reports

A resident asked about Speedwatch and expressed an interest in volunteering for the scheme. His contact details were taken by the Clerk. Simon Elbourn has agreed to be Speedwatch Co-ordinator.

A resident asked when grass cutting on the public areas took place and requested that the frequency be increased. County Cllr Smith is to take up the discrepancy in costs with CCC.

County Cllr Mandy Smith reported. An update was requested on the LHI scheme. An officer is drawing up costings. Cllr Smith suggested that the Parish Council inform the residents. A new scheme is coming out later this year and she suggested that the Parish Council give consideration to additional items for the next bid. The officer had recommended gating at the entrance.

The Chairman raised the matter of a fallen tree in the Brook at the Gransden Road/Bourn Road junction. Cllr Smith will raise this with Brian Heffernan.

District Cllr Nick Wright introduced himself and conveyed Cllr Mark Howell's apologies. He explained that Cllr Howell's responsibility was for environment and housing and that his responsibilities were planning and strategic matters.

The Chairman sought support on development outside the village envelope, and enquired about the completion of the Local Development Plan inspection.

Cllr Wright explained that the A428 proposals had started again and a meeting is expected shortly.

The Parish Council expressed its condolences to Cllr Mark Howell.

Cllrs Smith and Wright left the meeting.

23. Apologies for absence and declarations of interest

Apologies had been received from District Cllr Mark Howell.

Cllr Barbour declared an interest in any matter relating to the Village Hall as Treasurer.

Cllrs Bushby and Jack declared an interest in any matter relating to the Village Hall as the Parish Council's representatives on the Village Hall Committee.

20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
Dispensations were granted to Cllrs Bushby and Jack to speak and vote on any matter relating to the Village Hall, as in the opinion of the Council the granting of the dispensation is in the interests of persons living in the village as both have been

appointed as the Parish Council's representatives. This dispensation is only as long as they do not become Treasurer, Secretary or Chairman ^(Prop KH, 2nd RM, carried with 1 abstention)

At 8.56 pm, Cllr Barbour left the meeting, having declared an interest in the next item.

24. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report

24.1 (3.1.3) Village Hall refurbishment – to consider surveyor's report and the next steps, and to review quotations received

RESOLVED to note that the surveyor had produced a comprehensive report. It was observed that there was an extractor fan in the kitchen.

RESOLVED, regarding the fire exit door, to write to the Village Hall Committee pointing out that the survey feels this is a major point of Health and Safety and that people should be informed of this and that the bolts should be removed.

RESOLVED to note that the following items are to be addressed as priority items:

1. Resolve damp issues by instructing a competent damp-proofing firm to provide an effective damp-proof course.
2. Replace the corrugated asbestos roof to the store.
3. Repair the store walls and restrain as necessary. Carry out any necessary repairs to timber structure beneath roof which may be rotted.
4. Re-point rear elevation of meeting room at high level and rebuild arch and provide necessary support to the arch.
5. Overhaul all rainwater goods to ensure that they remain watertight and drain correctly with gutters laid to appropriate falls, etc.
6. Periodic checking of the flat roof area. Flat roofs do have limited lives and are prone to splitting and leakage and damage, particularly if non-authorised persons walk on them without providing walking boards.

RESOLVED:

- to seek quotations for the works listed under items 1-5 above and to apply for grants.
- that Cllr Bushby be appointed to apply for grants based on any quotations received.
- to ask Nick Dennis if the Parish Council can release his report.
- to seek tenders for items 1-5 from large companies that can carry out all the works. An extra-ordinary meeting is to be held if required when the tenders are received.
- to thank the surveyor for his work.
- having noted the surveyor's comments regarding the workmanship for the tarmac and air bricks, to write to Carters asking them to revisit and correct this.

24.2 (7.3) Village Hall Committee request for assistance with cost of re-flooring the kitchen and toilets and for the purchase of paper towel dispensers – to consider grant application

RESOLVED to note that the application was asking for £1244.00 not £1644.00.

Cllr Bushby left the meeting at 9.25 pm and rejoined the meeting at 9.30 pm.

Cllr Barbour rejoined the meeting at 9.30 pm.

RESOLVED that the Parish Council looks forward to a resubmission of the application for the hand dryers as the Village Hall Committee has already bought the lino.

24.3 (3.2) To consider a Village Flood Plan

Deferred to the next meeting.

24.4 (3.4) To consider a Parish Council website

RESOLVED that Cllr Howard should look into packages available.

- 24.5 (7.4) Agricole Oil Club money – to consider how it should be spent
RESOLVED that the Chairman should report in the magazine that a cheque for £100.00 had been received and invite suggestions at the Annual Parish Meeting.

25. Finance, procedure & risk assessment

- 25.1 To receive the finance report and to approve the payment of bills
RESOLVED to receive the financial report, and that the invoices and bank statements be checked at the end of the meeting, before the cheques are signed.
RESOLVED that the payments as listed be approved for payment plus CAPALC (Affiliation fee) £223.51. (Prop SB, 2nd HB, unanimous)
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|------------------------------|---------|
| Buchans (Grass cutting) | £339.38 |
| Canalbs (Internal audit) | £151.93 |
| RDP (Village Hall survey) | £600.00 |
| LGS Services (Admin support) | £546.22 |
| CCC (Street light energy) | £156.66 |
| CAPALC (GDPR training) | £35.00 |
| LGS Services (Admin support) | £597.97 |
| Salary | £2.42 |
| Salary | £27.33 |
| NEST (Pension) (DD) | £118.11 |

Credits, including receipt of the precept, were noted.

- 25.2 To receive the Clerk's report on any action taken using her delegated powers
None.
- 25.3 To consider any urgent works required because of risk or health and safety
Taken earlier under 24.1.
- 25.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2017 and 31 March 2018)
RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes its systems of internal control are satisfactory.
RESOLVED to adopt the policy on internal controls.
- 25.5 To consider the Internal Auditor's report
RESOLVED having noted the Internal Auditor's report, to update Financial Regulations when a councilor is appointed to act as an officer responsible for a project they must seek prior approval from at least the Chairman and two other councilors plus the Clerk so that the emergency spending levels in Financial Regulations are triggered to avoid breaching statutory law.
RESOLVED to include a 10% contingency for large building works when budgeting.
RESOLVED that the Chairman should undertake the employee reviews.
RESOLVED that regular play equipment checks should be reported under the risk item on the agenda.
- 25.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable.
- 25.7 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop SB, 2nd HB, unanimous)
- 25.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 25.9 To approve the Accounting Statements by resolution

RESOLVED that the Accounting Statements be approved. (Prop SB, 2nd HB, unanimous)

25.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf.

26. Local matters and members items for info only unless stated

The Chairman reported that, the Council having received correspondence from two residents regarding the Eltislew bridleway, he had responded that CCC had carried out the work and the bridleway should "green up." Peter Gaskin will get a team to break up the pieces and roller the path.

The Chairman will attend the A428 forum and the Black Cat to Caxton Gibbet scheme meeting in June.

Cllrs Millard and Bushby are to attend the Amey lunch next Monday.

The Carters satisfaction survey is not to be completed.

The village litter pick had gone ahead.

27. To consider any Planning and Tree Works applications received since the last meeting

27.1 Planning applications

27.1.1 S/0896/18/FL – The Orchard, 2 Ermine Street – New one and a half storey dwelling with detached garage on land adjacent to 2 Ermine Street

RESOLVED to note that the Clerk had submitted the Council's response between meetings, in support of the application with a comment about access.

27.1.2 S/0964/18/DC – Land to the west of Cambourne – Discharge of Condition 42 (Archaeology) of planning permission S/2903/14/OL

Noted.

27.2 SCDC notifications - to note any received

27.2.1 S/0361/18/FL – Pastures, St Peter's Street – Proposed single storey extension linking existing kitchen and garage – Permission refused.

Noted.

27.3 Tree works applications – to consider any received

27.3.1 S/1476/18/TC – 51 Ermine Street

RESOLVED to accept the recommendation of the Tree Warden and respond that the Parish Council has no objections.

28. To consider any correspondence received

28.1 NJL Consulting – update on proposed residential development at land off Ermine Street

RESOLVED that if an application is received it will be discussed after the Annual Parish Meeting. RESOLVED that a leaflet drop be made publicising the Annual Parish Meeting at which the application for 30 houses is to be discussed.

28.2 1st Bourn Scout Group request for donation

RESOLVED, having considered the request from 1st Bourn Scout Group, that in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate the sum of £300.00 which, in the opinion of the Council, is in the interests of the area and its inhabitants. (Prop HB, 2nd KH, unanimous)

28.3 Cambridge Fish Bar – request to use the car park in Gransden Road for fish and chip van visits

RESOLVED to grant permission subject to clearing up the area afterwards, and confirmation as to which days the van will visit.

29. Closure of meeting

There was no further business and the meeting closed at pm.

SignedChairmandate.

DRAFT