CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held remotely due to the current pandemic on Thursday 14 January 2021 at 7.45 pm

To join the Zoom Meeting
https://zoom.us/j/94576139087
Meeting ID: 945 7613 9087
Or dial by your location (charges apply)
+44 330 088 5830 or +44 131 460 1196

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

LG Stoehr

Mrs Gail Stoehr, Clerk 06/01/21

AGENDA

1. Apologies for absence and declarations of interest and to note the resignation of Sally Bushby
- 1.1 To receive written apologies for absence and reasons
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate

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

2. To approve the minutes of the November meeting and the extra-ordinary meeting on 10 December

3. Co-option to fill casual vacancy – to consider any applications received

4. To consider matters arising from the minutes
- 4.1 (7.2) Opus Electricity contract - update
- 4.2 (8.1) To consider appointment of second Parish Council representative to the Village Hall Committee

5. Local matters and members items for info only unless stated
- 5.1 Reports on local matters for information only (KH)
- 5.2 Purchase of tablet for Council business (KH)

6. Planning and tree works
- 6.1 Applications received since the last meeting*
  - 6.1.1 20/05188/PRI06A – Pastures Farm, Ermine Street – Erection of an agricultural spray and combine storage building
- 6.2 SCDC notifications - to note any received
- 6.3 Tree works applications – to consider any received
  - 6.3.1 20/2342/TTPO – 95 Ermine Street – considered between meetings
  - 6.3.2 20/2236/TTCA – 49 Ermine Street – considered between meetings

7. Finance, procedure & risk assessment
- 7.1 To receive the financial report and approve the payment of bills
- 7.2 To consider any urgent works required because of risk and the Clerk's use of delegated powers
- 7.3 To consider play equipment checks reports
- 7.4 To review the budget FY2021 and consider arrangements for any outstanding projects and earmarked reserves
- 7.5 To consider and approve the budget for FY2022
- 7.6 To set a precept to meet the Council's needs

8. To consider any correspondence received
- 8.1 Community Football and Sports Grounds enquiry regarding potential sale of playing fields
- 8.2 PKF Littlejohn LLP – End of Audit report

9. Closure of meeting

Clerk to the Council: Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
Tel & Email: 01954 210241 E-mail: clerk@caxton-pc.org.uk

Clerk report to Caxton Parish Council 14 January 2021

Where I have background information to support an agenda item this is below.

1. Apologies for absence – will be reported to the meeting.
2. To approve the minutes of the previous meeting on 12 November 2020 and the extra-ordinary meeting on 10 December 2020 – attached
3. Co-option to fill casual vacancy – to consider any applications received
4. Matters Arising

4.1 (7.2) Opus Electricity contract - update

Following problems with the invoicing by Opus the Clerk asked Opus to re-invoice at the correct rate and negotiated a credit of £60 as compensation. The invoices appear to be correct now but will continue to be monitored.

4.2 (8.1) To consider appointment of a second Parish Council representative to the Village Hall Committee

Proposed at the last meeting.

5. Local Matters and Members' items

5.1 Reports on local matters for information only. No decisions may be taken under this item.

5.2 Purchase of tablet for Council business

The Chairman to report.

6. Planning and Tree works

6.1 Planning applications*

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at https://applications.greatercambridgeplanning.org/

The Parish Council's options are
SUPPORTS or OBJECTS or HAS NO RECOMMENDATIONS
Comments:

The Parish Council *does/does not request that the application be referred to the District Council Planning Committee *(please delete)**
Planning reasons:

Guidance:
What are Material Considerations - A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.
Examples of material considerations can include (but are not limited to).

- Overlooking / loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking

 Noise
 Layout and density
 Design, appearance and materials
 Effect on listed Building and Conservation Areas
 Nature Conservation and or impact on protected trees or the landscape.
 Disabled Person's access
 Government Policy
 Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

 Loss of property value
 Issues of market competition
 Loss of a view
 The applicant's motive, character or personal circumstances
 Matters covered by other legislation including restrictive covenants
 Issues relating to landownership/property boundaries.
 Moral or religious Issue

6.1 Applications received since the last meeting*

6.1.1 20/05188/PRI06A – Pastures Farm, Ermine Street – Erection of an agricultural spray and combine storage building

6.2 SCDC Decision notices

Information on any conditions or reasons for refusal can be viewed on the SCDC Planning Portal.

6.2.1 20/02508/OUT – Land west of telephone exchange, Bourn Road – Outline planning for the erection of a self-build dwelling and garage with all matters reserved except access (Re-submission of s/0285/19/OL) – Permission refused

6.2.2 S/4069/19/CONDA – Land east of 20 Bourn Road – Discharge of conditions 5 (Hard and soft landscaping) and 6 (Renewable energy) of planning permission – Conditions discharged in full

6.2.3 S/2234/18/COND13 – Caxton Baptist Church – Discharge of condition 13 (Details of repair or replacement of the retaining wall including as appropriate structural engineers drawings and material supplies) – Condition discharged in full

6.2.4 S/2235/18/COND3 – Caxton Baptist Church – Discharge of condition 3 (Management plan for the protection of historic features) – Condition discharged in full

6.3 Tree works applications

6.3.1 20/2342/TTPO – 95 Ermine Street – considered between meetings
The Parish Council made no response.

6.3.2 20/2236/TTCA – 49 Ermine Street – considered between meetings.
The Parish Council made no response.

7. Finance, procedure and risk assessment

7.1 To receive the financial report and approve the payment of bills – attached

7.2 To consider any quotes for urgent works required because of risk and Clerk's use of delegated powers
None at the time of writing.

7.3 To consider play equipment check reports

7.4 To review the budget FY2021 and consider arrangements for any outstanding projects and earmarked reserves
Attached.

7.5 To consider and approve the budget for FY2022
Attached.

7.6 To consider and approve the budget for FY2022
To include any provision for special projects (including the possible installation of a village sign)

8. Correspondence

8.1 Community Football and Sports Grounds enquiry regarding potential sale of playing fields
The correspondence is marked confidential.

8.2 PKF Littlejohn LLP – End of Audit report
Attached.
Littlejohn have said that the late Direct Debit collection by NEST should not have been included and therefore the year end account has been adjusted by that amount. The Council has no control over when the Direct Debit is collected.

9. Closure of meeting

CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

	MEETING	**Jan-21**

Summary of previous month		£
Balance brought forward		**£59,279.23**
Adjusts/transfers/inc during period		
Expenditure approved at last/between meetings		
SALARIES	DECEMBER	-135.16
MAGPAS	S137	-150.00
OPUS	STREETLIGHT ELECTRICIT	-32.19
Misc credits		
HMRC	VAT	1616.55
Total Adjustments		*1299.20*
Balance revised after adjustments		£60,578.43

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	39,251.02	39,395.18	-144.16
Cambs & County Bank	21,323.58	21,323.58	
Santander Savings Acc	3.83	3.83	
Total	60,578.43	60,722.59	-144.16

Expenditure for approval		**£**
SALARIES		292.91
LGS SERVICES	ADMIN SUPPORT NOV	587.32
LGS SERVICES	ADMIN SUPPORT DEC	550.41
PKF LITTLEJOHN	EXTERNAL AUDIT	240
BUCHANS	DITCH	76.96
Total expenditure		*1747.60*
Balance c/f		£58,830.83

Gail Stoehr
Responsible Financial Officer

Notes:
Late invoices will be reported to the meeting

Section 3 – External Auditor Report and Certificate 2019/20

In respect of CAXTON PARISH COUNCIL – CA0048

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Unpaid direct debits as at the year-end have been incorrectly included as items of expenditure and as reconciling items in the bank reconciliation. The figures in Section 2, Boxes 4, 7 and 8 should read £2,149, £50,926 and £50,926 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name: PKF LITTLEJOHN LLP

External Auditor Signature: PKF Littlejohn LLP Date: 20/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 2 – Accounting Statements 2019/20 for

CAXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	45,226	42,282	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	19,921	19,594	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	15,379	7,194	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	2,805	2149 2,277	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	35,439	15,995	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	42,282	926 50,798	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	42,282	926 50,798	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	82,898	86,898	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 22/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

09/MONTH/20

as recorded in minute reference:

MINUTE REFERENCE 61

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED