

**CAXTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council on Thursday 6 May 2021 at 7.45 pm  
Held remotely via Zoom due to the current pandemic**

Present: Councillors: K Howard (Chairman), A Halket, L Kelly, G Lachlan and R Millard

In attendance: 9 members of the public, plus Becca Neal (Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire), County Cllr Mandy Smith, and Mrs C Newton (Minutes Secretary, LGS Services).

**1. Election of Chairman and to receive the declaration of acceptance of office**

RESOLVED that Cllr Howard be elected Chairman. Cllr Howard signed the Chairman's declaration of acceptance of office. (Prop AH, 2nd GL, unanimous)

**2. Election of Vice-Chairman**

RESOLVED that Cllr Halket be elected Vice-Chairman. (Prop KH, 2nd GL, unanimous)

**3. To approve the minutes of the March meeting and the Extra-ordinary meeting on 29 April 2021**

RESOLVED that the minutes of the meeting on 11 March be approved and signed by the Chairman as soon as practically possible, after correcting "ti" to "to" under item 7.6. (Prop RM, 2nd AH, unanimous)

RESOLVED to defer approval of the minutes of the Extra-ordinary meeting on 29 April to the next meeting as they were not yet available.

**4. To appoint committees or any other officers which the Council deems necessary**

RESOLVED that no committees were required.

The following member responsibilities were agreed:

Recreation grounds – Cllr Kelly

Verges – Cllr Millard

Memorial site – Cllr Lachlan

MVAS speed camera – Cllr Kelly. Data collected is to be sent to CCC once a month and the unit moved from location to location. Cllr Kelly and Malcolm Thomas are willing to erect and move the equipment.

Tree Warden – Simon Elbourn, if he is willing.

Flooding – Cllr Lachlan

Lending Library – Cllrs Howard, Lachlan and Mahmood-Bishop plus members of the public.

**5. To appoint representatives on any other organisation or authority, which the Council deems necessary**

Police liaison – Cllr Millard

Village Hall Trustees – Cllrs Halket and Mahmood-Bishop

Aerodrome – Cllr Halket

Langwith and Barnard Trust – Malcolm Sewell, if he is willing.

The requirement for charities to provide accounts to the Chairman for the Annual Parish Meeting was noted.

P3 – Cllrs Howard (northern side) and Lachlan (southern side).

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

Speedwatch Co-ordinator – Cllr Lachlan

A428 Eastern Area Community Forum – Cllrs Howard and Halket

East-West Rail – Cllrs Howard and Halket.

**6. To review any deeds and trust instruments in the custody of the Council**

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.

**7. Standing Orders, Financial Regulations, Risk Assessment and other policies review**

RESOLVED to adopt the new model Standing Orders and Financial Regulations keeping the current tailored provisions, delegations and levels as at present. <sup>(Prop KH, 2nd AH, unanimous)</sup>

**8. Assets, Insurance Policy and fidelity guarantee review**

Noted.

**9. Apologies for absence and declarations of interest**

9.1 To receive written apologies for absence and reasons

None received.

9.2 To receive declarations of interests from councilors on items on the agenda

Cllr Millard declared a pecuniary interest in item 13.1.1

Cllr Howard declared an interest in item 15.1 as a member of the Wildlife Trust.

9.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate

None.

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

Becca Neal, Communities and Wildlife Officer for the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire, spoke to her previously circulated email and introduced herself, outlining her new role of community engagement in relation to the Trust's reserves and activities in the area.

On a proposition by the Chairman, the order of business was varied to take item 15.1 at this point.

15.1 Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire – request to attend meeting

The Parish Council suggested that Ms Neal puts an article in the village magazine to introduce herself and promote the work that she does.

**10. To consider resolutions from the Annual Parish Meeting, if any**

None other than on this agenda.

**11. Matters arising from the minutes**

11.1 (8 and Annual Parish Meeting) East-West Rail – to consider the views of residents and consider response to the consultation

RESOLVED to respond that Caxton Parish Council supports route alignment option 1 from the new St Neots South Option B station to the new Cambourne North station as its first preference and as its second preference, route alignment 9 via Tempsford. The Parish Council does not support the other routes.

RESOLVED to comment that the majority of the village is in favour of the North Cambourne station and a substantial minority believe that EWR had not made a case for the railway. (Prop KH, 2nd GL, unanimous)

County Cllr Mandy Smith arrived during this item and on a proposition by the Chairman, was invited to report.

Cllr Smith reported on:

- Road closures in Ermine Street. The road will be closed for surface treatment from 22 May for four days from 9.30 am to 3.30 pm.
- The condition of Bourn Road – Road sweepers will be coming in.
- Road painting was faded at the Bourn Road-Ermine Street junction.

11.2 (3.1) To consider quotations for replacement fencing at the play area

RESOLVED, having considered the two quotations received, given that the current height of the fence was considered to be adequate, that Cllrs Kelly and Howard should look at the fence again, and that further quotations should be sought.

11.3 (6.2) To consider arrangements for the defibrillator checks

Installation will take place on 10 May.

11.4 (Annual Parish Meeting) Works being carried out by CCC on the footpath north of Caxton Gibbet – to consider whether any action is necessary

RESOLVED to note the cycle way referred to is to the bypass, not the Gibbet. Residents had queried the time it was taking and asking for an end date. Cllr Mandy Smith had offered to look into this matter.

**12. Local matters and members' items for info only unless stated**

12.1 Reports on local matters for information only

The Chairman reported:

- The three free trees from SCDC had been received, planted and watered.
- The Chairman had attended the A428 forum meeting. The examination phase will be completed by 2022. If the Parish Council wishes to make representations it should register by 10 June. He outlined the route and proposed noise attenuation measures. The road will be called the A421 not the A428. They were consulting with East West Rail but were way ahead of them. The submission will be placed on the notice board. The next forum will be on the construction phase and will cover routes, etc.

12.2 LHI 2021/22 report

RESOLVED to note the Chairman's report that the Parish Council had been successful in its bid and had been third on the list of 17 approved applications from 44 villages. Gates with highlighting speed restrictions will be installed and posts would be provided to move the MVAS around the village.

**13. Planning and Tree Works**

13.1 Applications received since the last meeting

13.1.1 21/01092/REM – Firs Farm, St Peter's Street – Reserved matters application for Plot 1 for appearance, landscaping, layout and scale following outline planning approval S/2294/16/OL for custom self build housing development of 8 properties

Cllr Millard, having previously declared an interest in this item, left the meeting.

RESOLVED to support the application. (Prop GL, 2nd AH, unanimous)

Cllr Millard rejoined the meeting.

13.1.2 21/00785/HFUL – 1 Ermine Street – Erection of a replacement summerhouse (retrospective)

The consultation on this application had ended.

13.1.3 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 (Resubmission of S/0285/19/OL) - Notification of Planning Appeal – to note that the Clerk used delegated powers and the Parish Council made no response  
Noted.

13.1.4 21/01422/HFUL – 3 Taskers Field – Two storey rear extension  
RESOLVED, as members had not looked at the application, to seek a time extension to the next meeting, and if this is not granted to hold another meeting.

### 13.2 SCDC Decision notices

13.2.1 21/00647/REM – Firs Farm, St Peter’s Street – Reserved matters application for Plot 3 for access, appearance, landscaping, layout and scale following outline planning approval S/2294/16/OL for custom build self build housing development of 8 properties – Permission granted. The Parish Council had supported the application (response made between meetings by the Clerk using delegated powers).

13.2.2 20/02651/S19B – Caxton Baptist Church, Ermine Street – Variation of Condition 2 (Approved plans) pursuant to listed building consent S/2235/18/LB for the rearrangement of master bedroom ensuite to include a bath and inclusion of two new roof lights – Permission granted.

13.2.3 S/03253/S73 – Caxton Baptist Church, Ermine Street – Variation of Condition 2 (Approved plans) pursuant to planning application S/2234/18/FL for the rearrangement of master bedroom ensuite to include a bath and inclusion of two new roof lights – Permission granted.

13.3 Tree works applications – to consider any received  
None.

## 14. Finance and procedure

14.1 To receive the financial report and approve the payment of bills

RESOLVED to receive the financial report, and that the invoices and bank statements be sent to the signatories, before the payments are authorised online.

RESOLVED that the payments as listed be approved for payment, plus Buchans (Grass cutting) £456.91, S Bushby (Reimbursement tree purchase) £60.00, RoSPA (Play inspection) £111.60 and RPM (Swing) £288.00. (Prop GL, 2nd LK, unanimous)

Salaries	£170.11
Buchans (Grass cutting)	£392.08
K Howard (Expenses – stakes)	£20.44
LGS Service (Admin support March)	£589.54
Payments made between meetings:	
Salaries	£135.16
CAMSAR (S137 grant)	£350.00
Buchans (Grass cutting)	£648.00
Buchans (Grass cutting)	£922.35

Credits, including bank interest, free trees reimbursement from SCDC, and receipt of the precept, were noted.

14.2 To consider any quotes for urgent works required because of risk and Clerk’s use of delegated powers

RESOLVED to note that the Clerk used delegated powers to:

- Repair the baby swing in the play park due to worn rubber.
- Make a delegated planning response to application 21/00647/REM Firs Farm – the Parish Council supported the application.

14.3 To consider play equipment checks reports

Noted.

- 14.4 To consider the RoSPA play inspection report  
RESOLVED Cllrs Howard and Kelly are to check the woodwork on the play equipment for strimmer damage and if necessary attach a plastic collar for protection. The Council will reimburse the cost of the plastic collars. (Prop KH, 2nd RM, unanimous)
- 14.5 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<sup>st</sup> April 2020 and 31 March 2021)  
RESOLVED that the Parish Council believes that its systems of internal control are satisfactory. (Prop GL, 2nd KH, unanimous)
- 14.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)  
RESOLVED that the statements 1-8 in the Annual Governance Statement be all answered “Yes” apart from Question 9 on Trust Funds which was not applicable. (Prop LK, 2nd AH, unanimous)
- 14.7 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 LK, 2nd AH, unanimous)
- 14.8 To consider the Accounting Statements (Section 2 of the Annual Return)  
The accounting statements were considered.
- 14.9 To approve the Accounting Statements by resolution  
RESOLVED that the Accounting Statements be approved. (Prop AH, 2nd LK, unanimous)
- 14.10 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. (Prop AH, 2nd LK, unanimous)
- 14.11 To complete the certificate of exemption – AGAR 2020/21 Part 2  
RESOLVED that the Certificate of Exemption be approved and signed by the Chairman. (Prop AH, 2nd LK, unanimous)
- 15. To consider matters arising out of correspondence received including**
- 15.1 Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire – request to attend meeting  
Taken earlier.
- 15.2 Resident - Caxton Baptist Chapel removal of gravestones  
RESOLVED, having asked District Cllr Nick Wright about the constraints on movements of gravestones, to defer this item to the next meeting.
- 15.3 Highways England Section 56 Notice Black Cat to A428 Caxton Gibbet Improvements  
RESOLVED to note the formal notification received.
- 8. Closure of meeting**  
There was no further business and the meeting closed at 9.00 pm.

Signed .....Chairman .....date.