

CAXTON PARISH COUNCIL
**Minutes of the Annual Meeting of the Parish Council held in the Village Hall
on Thursday 11 May 2023 at 7.45 pm**

Present: Councillors: L Kelly (Chairman), I Duncombe and C Peters.

In attendance: County Cllr Mandy Smith, District Cllr Peter Sandford and Mrs Gail Stoehr (Clerk).

1. **Election of Chairman and to receive the declaration of acceptance of office**
RESOLVED: Cllr Kelly be elected Chairman and signed his declaration of acceptance of office. (Prop CP, 2nd ID, unanimous)
2. **Election of Vice-Chairman**
RESOLVED: Cllr Peters be elected Vice-Chairman. (Prop LK, 2nd ID, unanimous)
3. **To approve the minutes of the March meeting**
RESOLVED that the minutes of the meeting on 9 March 2023 be approved and signed by the Chairman, after an amendment in Cllr Sandford's report, bullet point 1, to remove "which is slightly more than 5%." (Prop ID, 2nd CP, unanimous)
4. **To appoint committees or any other officers which the Council deems necessary**
RESOLVED that no committees were required and that a system of member responsibilities and working groups when required should apply.
Working groups and member responsibilities
Recreation Grounds – Cllr Kelly
Memorial site – Cllr Peters
Public Paths Partnership (P3) and Public Rights of Way (2) and Verges Monitoring – Cllr Bates - the northern end of the village, and Cllr Halket - the southern end of the village, up to the Gransdens
Notice boards – Cllr Bates
Social Media – Cllr Esposito
5. **To appoint representatives on any other organisation or authority, which the Council deems necessary**
RESOLVED to make the following appointments:
Village Hall Trustees – Cllrs Bates and Halket
Gransden Aerodrome consultative meetings – Cllr Halket
Langwith & Barnard Trust – Malcolm Sewell, if he is willing
Police liaison – Cllr Duncombe
SCDC Community Champion/website – Cllr 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 that there should be no changes at this time^(LK 2nd ID unanimous).
8. **Assets, Insurance Policy and fidelity guarantee review**
RESOLVED that there should be no changes.^(LK 2nd ID unanimous).
9. **To consider any apologies for absence and declarations of interest**
- 9.1 **To receive written apologies for absence and reasons**
RESOLVED to note that apologies were received from Cllrs Halket (out of parish), Esposito (unwell) and Halpin (resigned).
Cllr Bates was not present.
- 9.2 **To receive declarations of interests from councillors on items on the agenda**
None.
- 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**
None.
10. **To consider any resolutions from the Annual Parish Meeting**
None.
11. **To consider matters arising from the minutes**
- 11.1 **(Open) To consider the condition of benches and gates on footpaths**
RESOLVED to note the following:
- Bench by the pond - wood in a very bad condition.
 - Bench in Ermine Street – missing plank.
- RESOLVED as the Topfield House gate on the public right of way and the footbridge at Rosemary Green Close which is slippery. were not the responsibility of the Parish Council Cllr Peters would report them to CCC using its online reporting system
Cllr Duncombe reported that he had cut back the reeds in the pond. The Clerk advised on the requirement for permission and written risk assessment and the Council should consider its biodiversity duty.
RESOLVED Biodiversity and liaison with farming friends is to be an agenda item for the next meeting. Cllr Peters is to write a report for the next meeting.
- 11.2 **(4.2) Consideration of the Council's its social media presence – update**
A report on Social Media from Cllr Esposito will be considered at the next meeting.
- 11.3 **(6.4 of 12.2.23) To consider quotations for a tree survey**
RESOLVED, given that only one quotation had been received, to seek two more quotations before further consideration.
12. **Local matters and members' items for info only unless stated**
- 12.1 **Reports on local matters for information only**
None.
13. **Planning and Tree Works**
- 13.1 **Applications received since the last meeting**
- 13.1.1 **23/01335/OUT – Land east of Ermine Street – Outline application with all matters reserved except for access for the erection of up to 9 self-build dwellings and ancillary works**
Cllr Sandford declared an interest as a member of the Planning Committee.

RESOLVED given concerns about access, the sloping site, drainage, and the site being outside the village envelope, to object to the application and recommend that it be referred to the Planning Committee. ^(Prop LK, 2nd CP, unanimous)

13.2 SCDC Decision notices

13.2.1 23/00783/CL2PD – Hill House, 23 Bourn Road – Certificate of lawfulness under S192 for a proposed dormer to side roof together with roof light windows – Certificate granted.

13.2.2 22/05539/REM – Firs Farm, St Peter’s Street – Reserved matters application for Plot 5 for access, appearance, landscaping, layout and scale for the erection of 1 no. new 5 bedroom dwelling and garage following outline planning permission S/2294/16/OL (re-submission of 22/04321/REM – Permission granted by SCDC.

13.2.3 22/05401/HFUL – Caxton Court, Ermine Street – Retrospective addition of solar panels to the roof of a detached garage – Air source heat pump units to side – Permission granted by SCDC

13.2.4 22/04853/LBC – Caxton Court, Ermine Street – Addition of air source heat pump units on the north elevation and replacement of a number of single glazed windows with similar double glazed units – Permission granted by SCDC

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 payments as listed be approved for payment. ^(Prop LK, 2nd CP, unanimous)

Salaries	£184.10
RoSPA (RoSPA training)	£856.00
Community Heartbeat Trust (Annual support Y3)	£162.00
LGS Services (Payroll FY23)	£111.60
Buchans (Grass cutting)	£488.31
RoSPA (Annual inspection)	£119.40
CAPALC (Planning training)	£50.00
CAPALC (Affiliation fee)	£303.71
Caxton Church (Village Hall rent)	£1.00
LGS Services (Admin support March)	£739.76
LGS Services (Admin support April)	£660.74
Payments approved between meetings	
Buchans (Grass cutting)	£606.51
Buchans (Grass cutting)	£243.60
Buchans (Grass cutting)	£252.48
Alpha Roofing (Village Hall roof repair)	£3420.00

RESOLVED that the Santander Bank balance of £3.83 be written off in the accounts. The main funds were transferred when the Parish Council set up the Unity Trust account but bank interest was added in after the transfer. The signatories are no longer Councillors and the administration (stamps, printing) to change the signatories will cost more than the account balance. ^(Prop CP, 2nd LK, unanimous)

Credits, including bank interest, receipt of the precept and a VAT reclaim, were noted.

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

None.

14.3 To consider play equipment checks reports

- RESOLVED to note Cllr Kelly's verbal report that all works were in hand by Nigglefix.
- 14.4 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 2022 and 31 March 2023)
RESOLVED that the Parish Council believes its systems of internal control are satisfactory.
- 14.5 To consider any Internal Auditor's report received during the year
RESOLVED to note the Internal Audit report received last summer raised no concerns requiring addressing.
- 14.6 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.
- 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 CP, 2nd LK, 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 CP, 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 CP, 2nd LK, unanimous)
- 14.11 To consider the RoSPA play area reports
RESOLVED to note that the issues raised were already in hand by Nigglefix. Cllr Kelly will speak with Nigglefix to ensure the works are completed.
15. **To consider matters arising out of correspondence received including**
None.
16. **Closure of meeting**
There was no further business and the meeting closed at 9.45 pm.

SignedChairmandate.