

CAXTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council held in the Village Hall
on Thursday 9 May 2013 at 8.15 pm following the Annual Parish Meeting**

Present: Councillors: K Howard (Chairman), R Millard, R Steel, E Blair, K Human and K Lyon.

In attendance: 2 members of the public, County and District Councillor Mervyn Loynes and District Councillor Alison Elcox, and Mrs A Griffiths (Minutes Secretary, LGS Services)

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

Cllr Howard was unanimously elected Chairman ^(Prop RS, 2nd EB) and signed the Declaration of Acceptance of Office in the presence of a member.

2. To approve the minutes of the previous meeting on 14 March 2013

The minutes of the meeting of 14 March 2013 were approved as a true record ^(Prop EB, 2nd RM) and signed by the Chairman, after the following amendments: under Item 4.3 line 1, to insert "there", and to correct Cllr Blair's initial to read "E" in the list of those present.

3. Co-option to fill casual vacancy

Mr Kenneth Lyon of Brockholt Road was unanimously co-opted as a member of the Parish Council ^(Prop RS, 2nd RM). He signed the Declaration of Acceptance of Office in the presence of a member and is to return the Declaration of Members' Interests within 28 days to the Clerk.

4. Apologies for absence and declarations of interest

Apologies were received from Cllr Harrison (out of parish, family funeral).

4.1 To receive declarations of interests from councillors on items on the agenda

None.

4.2 To receive written requests for dispensations for disclosable pecuniary interests

None.

4.3 To grant any requests for dispensation as appropriate

None.

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

Cllr Loynes reported that he had nothing further to add to his report to the Annual Parish Meeting. Cllr Elcox reported that an application was likely to be submitted soon for land at the end of Brockholt Road.

On a proposition by the Chairman, it was agreed to vary the order of business to take Items 8.1.2 and 8.1.1 at this point.

8. Planning and Tree Works

8.1 Applications received since the last meeting

8.1.2 S/0714/13/FL - 31 Bourn Rd – Erection of dwelling, outbuilding and associated works

The Parish Council unanimously agreed to recommend approval ^(Prop RM, 2nd KHo).

One member of the public left the meeting.

8.1.1 S/0786/13/FL – 35 Bourn Road – 2 storey rear extension

The Parish Council recommended approval ^(Prop RM, 2nd KHo, carried with 2 abstentions).

Cllr Loynes left the meeting.

5. Annual business

5.1 To elect a Vice-Chairman

Cllr Blair was unanimously elected Vice-Chairman ^(Prop RS, 2nd KHo).

5.2 To appoint committees or any other officers which the Council deems necessary

No committees were appointed.

5.3 To appoint representatives on any other organisation or authority, which the Council deems necessary

Member responsibilities were unanimously agreed ^(Prop KHo, 2nd KHu) as follows:

Police co-ordinator – Cllr Steel

Recreation ground and play equipment – Cllr Human and Cllr Millard

Verges – Cllr Millard

Newsletter – Mr Brian Hayes, 136 Ermine Street

Gransden Aerodrome/consultative meetings – Cllr Harrison

Memorial site – Mr Sewell, if he is willing. The Parish Council will write formally to ask him whether he is willing to continue looking after this, and the Langwith and Barnard Trust.

P3 co-ordinator – Cllr Howard with the assistance of Mr Bill Agg

Village Hall Trustees – Cllrs Steel and Blair

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

Gransden Road – It was agreed to clarify the responsibilities involved.

5.4 To review any deeds and trust instruments in the custody of the Council

It was noted that the current landowner would continue to look after Caxton Pit.

The Council's ownership and responsibility was noted with regard to Gransden Road Pond Public Open Space and Brockholt Road Public Open Space. The Parish Council's responsibilities under the Village Hall lease were noted.

6. Matters arising from the last meeting

6.1 (3.3) Caxton Village Hall – to consider quotations if received and the next steps

No correspondence had been received from Gawn Associates despite several requests for a progress report and a request for a copy of the plans and a list of the contractors invited to tender. Enquiries will be made of contractors previously approached to ascertain whether they have heard anything. Consideration will be given to a site visit. It was agreed that the Clerk should contact suitable contractors and ask them to appraise the problems and to supply quotations if Mr Gawn's revised specification was not forthcoming. Information on the complaints procedure and recommendation of his professional body was noted.

6.2 (3.4) Tree inspections

Mr Simon Elbourn has been asked to draw up a survey of the trees on public land, specifying their species and condition. Cllr Blair will enquire whether the Parish Council can assist in any way.

6.3 Banking arrangements – to consider the Bank's response to the Council's complaint and to consider the banking and mandate arrangements

The response from Santander was considered. It was agreed ^(Prop EB, 2nd RM) to proceed to open an account with Lloyds TSB Bank. Signatories are to be Cllrs Howard, Blair, Millard and Harrison.

7. Local matters and members items

7.1 Broadband update

Cllr Blair reported that he had been asking BT for an official response for some months as to when Broadband would be available, but some residents had succeeded

in ordering it online. Cllr Blair will place an item in the newsletter to update the village.

7.2 New play equipment - update

Cllr Human reported on the results of the survey. Goal posts were the most requested equipment, followed by a slide and large swing. Cllr Human will place an item in the newsletter with a view to arranging an exhibition in the Village Hall, with information from the companies that have quoted on display. A grant of £5000 has been obtained from South Cambridgeshire District Council and applications will be submitted to AFA and WREN. The possibility of moving one set of goal posts from Brockholt Road was briefly considered.

The RoSPA annual play inspection report was considered and it was noted that all the items were low risk. A checklist will be sent to the Chairman.

8. Planning and Tree Works

8.1 Applications received since the last meeting

8.1.1 S/0786/13/FL – 35 Bourn Road – 2 storey rear extension and

8.1.2 S/0714/13/FL - 31 Bourn Rd – Erection of dwelling, outbuilding and associated works Taken earlier.

8.2 SCDC notifications to note

8.2.1 S/2090/13/FL– 35 Bourn Road - Erection of outbuilding for use as domestic garage, office and store – Permission granted by SCDC. Noted.

8.2.2 S/0308/13 – Cambourne Village College, Sheepfold Lane – Piece of public art to be situated on the campus – Permission granted by SCDC. Noted.

8.2.3 Appeal APP/W0530/A/12/2185915 - S/0717/12/FL Land between 88 and 94 Ermine Street – Dwelling and garage - Appeal dismissed Noted.

8.3 Tree works applications

None.

One member of the public left the meeting.

9. Finance and procedure

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

The financial report was received and considered. The invoices were checked, at the end of the meeting, before the cheques were signed. The payments as listed, plus Buchans (grass cutting) £344.40, St Andrews Church (replacement cheque for Village Hall rent) £1.00, and LGS Services (Admin support) £442.80, were approved for payment ^(Prop RS, 2nd RM).

Playsafety (Annual inspection)	£85.20
Buchans (Grass cutting)	£273.60
LGS Services (Admin support)	£421.01
CAPALC (Affiliation fee)	£182.37
Comberton Parish Council (Shared Clerk training)	£10.00
LG Stoehr (Salary)	£207.98
B Steward (Salary)	£21.62
Canalbs Ltd (Internal Audit)	£113.35

A VAT reclaim was noted.

9.2 Annual reviews

- 9.2.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review
The Standing Orders, Financial Regulations, Risk Assessment and all other policies including the Child Protection Policy, Clerk Administration policy, Management of Records Policy and Health and Safety Policy were reviewed and confirmed and are to continue unchanged ^(Prop EB, 2nd RS) with the exception of an amendment to the Standing Orders to change the time of meetings to 7.45 pm.
- 9.2.2 Insurance policy and fidelity guarantee review
Carried forward to the next meeting.
- 9.2.3 Internal Audit report to the Council and to appoint the Internal Auditor
The report of the Internal Auditor was noted. It was agreed ^(Prop K Ho, 2nd RS) to re-appoint Canalbs as Internal Auditor to undertake FY2013 internal audit and accept her quote of £35 ph plus shared mileage with the other Councils..
- 9.2.4 Clerk and Bus Shelter Cleaner reviews
It was agreed ^(Prop EB, 2nd RS) that the Chairman should contact the Clerk to make arrangements.
- 9.3 To approve the accounts for the FYE 2013, complete the annual return and the statement of assurance
The accounts were approved ^(Prop EB, 2nd RS) by resolution of Caxton Parish Council and the statements in section 2 of the annual return were all answered 'Yes' except for Trust Funds which was 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.
- 9.4 To consider any quotes for urgent works required because of risk
None.
- 10. To consider matters arising out of correspondence received including**
- 10.1 SCDC Code of Conduct – to consider the revised policy and its adoption
It was agreed to adopt the revised Code of Conduct ^(Prop EB, 2nd RS)
- 11. Closure of meeting**
There was no further business and the meeting closed at 9.28 pm.

SignedChairmandate.
