


# CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held in the Village Hall on **Thursday 12 March 2015 at 7.45pm**

*The Public and Press are cordially invited to be present.*

**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**



Gail Stoehr, Clerk, 06/03/15

## AGENDA

- 1. Apologies for absence and declarations of interest**
  - 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 including requests and to grant any requests for dispensation as appropriate
- Comments & observations from members of the public and reports from District & County Cllrs**

Paul Duggan, Wisser Recycling – electrical waste recycling
- 2. To approve the minutes of the previous meetings on 8 January, 29 January and 12 February 2015**
- 3. Matters arising from the last meeting**
  - 3.1 (Open) – Wisser Recycling electrical waste collection scheme
  - 3.2 (3.4) Social media training arrangements
- 4. Local matters and members items for info only unless stated**
  - 4.1 Dog fouling – proposal that the Parish Council purchases dog fouling signs and fine <sup>(KHo)</sup>
  - 4.2 Play inspection arrangements <sup>(KHu)</sup>
  - 4.3 Brockholt Road goals refurbishment <sup>(KHo)</sup>
  - 4.4 Wi-Fi <sup>(EB)</sup>
  - 4.5 Local Plan Hearings report <sup>(EB)</sup>
  - 4.6 Community Speedwatch report <sup>(EB)</sup>
  - 4.7 Short report on SCDC/Parish liaison meeting <sup>(KH)</sup>
- 5. Planning and tree works**
  - 5.1 Applications received since the last meeting
    - 5.1.1 S/0360/15/FL – 1 Tates Field - loft conversion to include 3 dormer windows to the front elevation
    - 5.1.2 S/0339/15/FL – 31 Bourn Road – Provision of a single four bed dwelling house (part 2 storey, part single storey) with access
  - 5.2 SCDC notifications - to note any received
  - 5.3 Tree works applications – to consider any received
- 6. Finance, procedure & risk assessment**
  - 6.1 To receive the financial report and approve the payment of bills
  - 6.2 To consider any quotes for urgent works required because of risk
  - 6.3 Annual play inspection
- 7. To consider any correspondence received**
  - 7.1 Caxton Village Hall – re constitution
  - 7.2 Buchans – shrub maintenance on pond area
- 8. Closure of meeting**

## Clerk report to Caxton Parish Council 12 March 2015

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

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

Paul Duggan from Wiser Recycling will attend the meeting to outline the scheme.

2. To approve the minutes of the previous meetings on 8 January, 29 January and 12 February 2015 – attached

3. Matters arising for info only

3.2 (3.4) Social media training arrangements

SCDC have provided the following information about a training session they held:

I recently arranged a social media training course for our councillors. It was considered that there wasn't anyone internal who could run such a course so we hired David McGrath, who is a former councillor turned trainer. We had positive feedback from the councillors who attended this course and for other courses that Mr McGrath has run. Having run a social media training course recently we have no plans to host another such training course in the near future. However, if you wish to contact Mr McGrath directly his contact details are below:

David McGrath BA (Hons) Chartered Fellow IPD

Managing Director

Link Support Services (UK) Ltd

Innellan House

Eaves Green Lane

Meriden

West Midlands

CV7 7JL

01676 522775

07802 640159

[www.linksupportservices.co.uk](http://www.linksupportservices.co.uk)

From memory he charged about £1,000 plus VAT.

The price given by CAPALC was £350.

4.1 Dog fouling – proposal that the Parish Council purchases dog fouling signs and fine The Chairman to report. A quotation for signs has been requested and will be brought to the meeting.

4.2 Play inspection arrangements

The following information has been received about playground inspections from Online Playgrounds:

### **Free of Charge Operational Playground Inspection**

I notice from our records that we are fast approaching your 1<sup>st</sup> year's anniversary since we installed your new playground equipment and we would like to offer you a Free Of Charge Operational Inspection.

FLP have been inspecting playgrounds for over 22 years now and we pride ourselves in the great service we offer all our customers. Our inspector is Operationally trained and we now offer a new digital inspection service. This means that our inspection report will be digitally generated and will provide you with a more precise and speedy

service. I have attached an example of our new playground inspection report and hope you find this helpful.

At this current time I am pleased to be able to offer you a **Free of Charge** Inspection of your playground equipment, of which our Operational Inspector will come out, conduct the Inspection and will generate our digital report for your reference to highlight our findings at no cost to yourself.

Should this free of charge inspection be of any interest to yourself please let me know and I can arrange this for you and book in a site visit and if you require any further information regarding this please do not hesitate to contact me.

The Clerk comments:

There is already a contract in place with Rospa Play Safety, who are independent, to undertake an inspection in early April.

The Council could consider the new offer and cancel the Rospa contract.

4.3 Brockholt Road goals refurbishment

4.4 WI-FI

Cllr Blair writes:

Cambridgeshire police are keen to be seen more in the community while still keeping up with “desk duties”, and thus many officers are carrying tablet computers that require local internet connections. I wondered if Caxton should put an internet connection into the village hall, which could be used by both the police and the public. There must be a rural connectivity grant somewhere that we could draw on?

5. Planning and Tree works

5.1 Planning applications

5.1.1 S/0360/15/FL – 1 Tates Field – loft conversion to include 3 dormer windows to the front elevation

5.1.2 S/0339/15/FL – 31 Bourn Road – Provision of a single four bed dwelling house (part 2 storey, part single storey) with access

5.2 SCDC Decision notices

5.2.1 S/2349/14/FL – Church Farm, Gransden Road – Change of use of eastern part of long barn to B1 business use, no alterations proposed – Permission granted by SCDC.

5.2.2 S/1574/14/FL – Kartsport, Royston Road – Change of use of land and buildings to (a) timber reclaim and joinery with associated material handling and storage; and (b) self storage facility, along with associated infrastructure including parking, landscaping and entrance gates – Permission granted by SCDC.

5.2.3 S/2315/14/DC – 23 Bourn Road – Discharge of conditions 3,4,12 and 14 of permission S/1717/12 (new dwelling and garage) – Permission granted by SCDC.

5.3 Tree works applications – none at the time of writing.

6.1 To receive the financial report and approve the payment of bills - attached

7.1 Caxton Village Hall constitution

The AGM for Caxton Village Hall was held recently. The proposed new constitution is attached for the approval of Caxton Parish Council and The Diocese of Ely.

7.2 Buchans – shrub maintenance on pond area

A query has arisen that the shrub maintenance on the pond area is not in the contract – in the past this has been done and charged additionally, does the Parish Council wish Buchans to cut?

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  
MEETING Mar-15**

**Summary of previous month**

<b>Balance brought forward</b>		<b>£29,323.24</b>
<b>Adjusts/transfs/inc during period</b>		
<b>CHQ 013</b>	ADJUSTMENT	-£10.00

**Expenditure approved at last/between meetings**

BUCHANS	DITCH CLEARANCE	-£96.00
CAXTON PCC	VH RENT	-£1.00
CAXTON VILLAGE HALL	S106	-£516.31

**Misc credits**

C&C BANK	INTEREST	£11.87
C&C BANK	INTEREST	£12.28
C&C BANK	INTEREST	£11.91
C&C BANK	INTEREST	£12.31
C&C BANK	INTEREST	£12.33
C&C BANK	INTEREST	£11.94
C&C BANK	INTEREST	£12.36
C&C BANK	INTEREST	£11.97
C&C BANK	INTEREST	£12.39
UNITY BANK	INTEREST	£3.49

<i>Total Adjustments</i>		<u>-£510.46</u>
Balance revised after adjustments		<u><u>£28,812.78</u></u>

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Santander Current Account	£0.00	£0.00	
Santander Savings	£3.78	£3.78	
Cambs & County Bank	£10,140.56	£10,140.56	
Unity Trust Bank	£18,668.44	£18,668.44	£0.00
<b>Total</b>	<u>£28,812.78</u>	<u>£28,812.78</u>	<u>£0.00</u>

**Expenditure for approval**

	SALARY	£118.45
	SALARY	£111.74
	SALARY	£23.37
HMRC	PAYE	£90.60
LGS SERVICES	ADMIN SUPPORT	£417.08
LGS SERVICES	ADMIN SUPPORT	£457.63

<i>Total expenditure</i>		<u>£1,218.87</u>
Balance c/f		<u><u>£27,593.91</u></u>

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be reported to the meeting*

## **CAXTON VILLAGE HALL**

### **CONSTITUTION *V1.0 28 November 2014***

#### **NAME OF THE GROUP:**

Caxton Village Hall Committee (hereafter referred to as 'The Committee').

#### **GOVERNANCE**

Caxton Village Hall belongs to the Dioceses of Ely. The Parish Council are the Custodian Trustees, with management of the Village Hall delegated to The Committee.

Hall Committee is a group of volunteers that is responsible for the day-to-day management of the Village Hall.

#### **OBJECTIVES:**

The objectives of the Committee are:

To maintain and promote the Village Hall for the benefit of everyone in Caxton.

- To ensure that the Village Hall is well maintained and is available as a community resource for the village.
- To ensure that the Hall is self-financing.
- To provide a focal point for local people to meet and socialise.

#### **POWERS:**

The main task of the Committee is to ensure income to ensure the successful continuation of the Village Hall. This is achieved through the hiring of the hall, and may be augmented by the organisation of social events for the village, such as concerts; quiz nights, dinners etc, grant applications, and income from private hirings. The Committee determines hire rates and they may determine when the Village Hall may be used free of charge and whether to charge incidental expenses necessary to the maintenance and use of the Hall.

The committees responsibilities extend to covering the running costs and maintenance of the Hall. Responsibility for maintaining the fabric of the building lies with the Parish Council. The Committee will consult with the Parish Council on any significant refurbishment or decoration work.

Monies raised are then allocated by the Committee following consultation with and consensus of the members. This would include overheads such as insurance, fire certificates and public liability as well as maintenance and improvements of the building and its surrounds. This expenditure must be deemed to benefit directly the users of the Hall and encourage its further use.

Every matter is determined by the majority of members present and voting on the question. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

The Committee shall hold at least two ordinary meetings in each year and may hold any other ordinary meetings that may be required. The Chairman or any two members may summon a special meeting at any time, as long as adequate notice is given to all other members.

An Annual General Meeting, should be held in January each year, or as close to that date as is practicable. This meeting should be open to everyone in the village, well-advertised and held in an accessible location (usually the Village Hall). All members of the village over the age of eighteen are entitled to attend and contribute to the A.G.M.

The Committee will present to each A.G.M. the reports and accounts of the Village Hall activities for the preceding year.

#### **THE COMMITTEE:**

Caxton Village Hall Committee is a management committee and the members are trustees of the Village Hall as defined by section 97 of the Charities Act 1993. In this section charity trustees are defined as "...the persons having the general control and management of the administration of a charity".

The Committee shall consist of elected members who shall be elected at the Annual General Meeting for a term of office commencing at the end of the AGM and expiring at the end of the AGM the following year. There is no official limit to the number of people who can be on the Committee but we try to maintain numbers at around 10 for purely practical purposes. The officer positions of Chair, Treasurer, Executive Secretary and Bookings Manager are nominated and seconded from within and by the Committee unless the Village puts other candidates forward. In the event of an officer stepping down or leaving the Committee mid-year, another Committee member can be appointed, for confirmation at the subsequent AGM.

The positions and ordinary membership are offered for re-election at the Annual General Meeting. The widest range of representation across the village will be sought. At least one Member of the Parish Council should also be a Member of the Committee, as well as representation from the Church, as well as any other active local community groups, if possible .

The number of members who shall form a quorum shall never be less than any three Committee members.

The Committee is comprised of volunteers from the Village who either approach the Committee or are approached by the Committee if they have shown interest in being involved. There are no membership fees as it is a volunteer organisation. Committee

members are nominated and seconded by the existing Committee. New members can be accepted onto the Committee during the year if this is deemed appropriate and supported by the whole Committee.

#### **MINUTES AND ACCOUNTS:**

The Committee shall keep detailed and accurate minutes of all meetings, reviewed and approved by the subsequent meeting.

Books of account must be kept. All proper accounts will be prepared and copies distributed to the members and the Parish Council.

#### **APPLICATION OF INCOME:**

There are no payments or benefits made to the members of the Committee. Expenses are paid in the event of personal financial outlay in the course of general business or the organising of a function for the Village Hall e.g. postage, stationery, cleaning materials etc.

The net income of the Village Hall shall be applied by the Committee in the maintenance, upkeep and other expenses in connection with its legitimate use and in the furtherance of the aims and objectives of the Village Hall. The Committee may also receive any additional donations or endowments for the general purposes of the Village Hall.

Improvements beyond maintenance, funded by donations, grant funding etc, will be subject to consultation with the Parish Council.

Any surplus cash belonging to the Village Hall and not needed for working purposes shall be treated as capital and invested appropriately.

#### **LIQUIDATION AND/OR CLOSING DOWN:**

If the Committee should decide at any time that it is necessary or advisable to discontinue the use of the Village Hall in whole or part for the benefit of the village an Extraordinary General Meeting must be called to which all inhabitants of the village over the age of eighteen are invited. No less than fourteen days' notice must be given stating the proposals clearly. This meeting must be well advertised and in an accessible location. If the decision to close is supported by the majority of those present at the meeting, responsibility for the Village Hall will revert to Parish Council.

All matters of liquidation must comply with section 36 of the Charities Act 1993.