


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Annual Meeting of the Parish Council will be held in the Village Hall on

Thursday 14 May 2015 at approximately 8.45 pm following the Annual Parish Meeting

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, 08/05/15

AGENDA

- 1. Election of Chairman and to receive the declaration of acceptance of office**
- 2. To approve the minutes of the previous meeting on 12 March 2015**
- 3. Apologies for absence and declarations of interest**
 - 3.1 To receive written apologies for absence and reasons
 - 3.2 To receive declarations of interests from councilors on items on the agenda
 - 3.3 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**
- 4. Annual business**
 - 4.1 To elect a Vice-Chairman
 - 4.2 To appoint committees or any other officers which the Council deems necessary
 - 4.3 To appoint representatives on any other organisation or authority, which the Council deems necessary
 - 4.4 To review any deeds and trust instruments in the custody of the Council
- 5. To consider resolutions from the Annual Parish Meeting, if any**
- 6. Matters arising from the last meeting**
 - 6.1 (4.3) To consider quotations for Brockholt Road goals refurbishment
 - 6.2 (7.2) Buchans - shrub maintenance on pond area to consider costs
- 7. Local matters and members items for info only unless stated**
 - 7.1 Oil buying Scheme ^(EB)
 - 7.2 Proposal that the Parish Council purchases some more 30mph bin stickers ^(EB)
 - 7.3 Proposal for signage at exits to village ^(EB)
 - 7.4 Street lights – day burner and the cost to the Parish Council ^(JM)
 - 7.5 Residents complaints about 77 Ermine Street to consider if these should be reported to the Enforcement Officer ^(JM)
 - 7.6 Assets of Community Value – to consider if any should be listed
 - 7.7 Home Front
- 8. Planning and tree works**
 - 8.1 Applications received since the last meeting
 - 8.1.1 S/0840/15/FL – The Depot, Royston Road – Change of use of land and buildings
 - 8.2 SCDC notifications - to note any received
 - 8.3 Tree works applications – to consider any received
- 9. Finance, procedure & risk assessment**
 - 9.1 To receive the financial report and approve the payment of bills
 - 9.2 To consider any quotes for urgent works required because of risk
 - 9.3 To consider play inspection reports and quotation for play area maintenance work ^(KH)
 - 9.4 Annual Reviews
 - 9.4.1 Standing Orders, Financial Regs, Risk Assessment and other policies review
 - 9.5 Internal Auditor report to the Council on FY ending 31st March 2015 and internal auditor appointment for FY2016
 - 9.6 Approval of accounting statements and completion of the Annual Governance Statement FY ending 31 March 2015
- 10. To consider any correspondence received**
 - 10.1 CCC – Consultation on Local Validation list for applications for planning permission
- 11. Closure of meeting**

Clerk report to Caxton Parish Council 14 May 2015

Where I have background information to support an agenda item this is below. Caroline Newton will be attending on behalf of LGS Services. Please contact me before the meeting if anything is unclear or you need anything else.

Annual Business

The process and procedure is laid down in standing orders.

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

The Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.

2. To approve the minutes of the previous meeting on 12 March 2015 – attached.

3. Apologies for absence and declarations of interest – none at the time of writing.

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

4. Annual business

4.1 To elect a Vice-Chairman

Again, please propose and second and vote on the nomination.

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

4.3 Review of representation on or work with external bodies and arrangements for reporting back

An extract from last year's minutes appears below.

RESOLVED to make the following appointments:

Police liaison – Cllr Blair

Village Hall Trustees– Cllrs Blair and Howard

Recreation grounds – Cllrs Human and Millard

Verges monitoring - Cllr Millard

Gransden Aerodrome Consultative Meetings – Cllr Blair

Memorial site – Mr Sewell, if he is willing.

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

Parish Paths Partnership (P3) and Public Rights of Way – Cllrs Howard and Blair. Cllr Howard to cover the north of the village up to Crowdene/Eltisley Bridleway and Cllr Blair the south of the village.

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

Extract from last year's minutes below:

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

6. Matters arising from the last meeting

6.1 (4.3) To consider quotations for Brockholt Road goals refurbishment

6.2 (7.2) Buchans – shrub maintenance on pond area

A quotation will be brought to the meeting if received.

Other to note:

(4.6) Community Speedwatch report –Eltisley Parish Council has indicated it is buying the equipment now itself.

7. Local Matters and Members Items for info only unless stated

7.1 Oil Buying Scheme – Cllr Blair to report

Jeremy Cole has indicated that he offers reimbursements to village coffers if they take up his Agricole oil scheme.

7.2 Proposal that the Parish Council purchases some more 30 mph bin stickers – Cllr Blair to report. The Council to consider how these will be funded (i.e. which budget heading if agreed).

7.3 Proposal for signage at exits to village – Cllr Blair to report

Cllr Blair has written:

Regarding signage, would it be possible to have a “Many thanks for driving carefully through our village” signs at the exits from Caxton on North and South A1198 plus maybe Bourn and Gransden Roads?

The Council to consider how these will be funded (i.e. which budget heading if agreed).

7.4 Street Lights – Cllr Molloy to report

Cllr Molloy has reported that a street lamp is on 24/7 and is concerned about the cost to the Parish Council.

7.5 77 Ermine Street – Cllr Molloy to report.

Cllr Molloy writes:

Activities at No 77 - Outdoor seating has been introduced at No 77. I have been approached by members of the community expressing deep concern. There are two particular issues:

- Violation of planning permission
- Impact on a conservation area.

7.6 Assets of Community Value – to consider if any community assets should be listed

<https://www.scamb.gov.uk/community-right-bid>

7.7 Home Front

8. Planning and Tree works

8.1 Planning applications

8.1.1 S/0840/15/FL – The Depot, Royston Road – Change of use of land and buildings to storage (Use Class B8), Timber reclaim and Joinery (Use Class B1C), and Trade Counter (Use Class A1) together with closure of existing access points and provision of a new vehicular access and associated parking, landscaping, boundary treatment and signage

8.2 SCDC Decision notices

8.2.1 S/0360/15/FL – 1 Tates Field – loft conversion to include 3 dormer windows to the front elevation – Permission granted by SCDC.

8.2.2 S/0339/15/FL – 31 Bourn Road – Provision of a single four bed dwelling house (part 2 storey, part single storey) with access – Permission granted by SCDC.

8.2.3 S/0613/15/NM – The Cross Keys, 77 Ermine Street – Alteration to fenestration by omission of window and changes to form or window – Permission granted by SCDC.

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

9. Finance, procedure and risk assessment

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

9.2 To consider any quotes for urgent works required because of risk

9.3 To consider play inspection reports and quotation for play area maintenance work ^(KH)
RoSPA report identifies

Metal gate – realign to close

5—a side goal posts – replace nuts with locking type and cut off protruding threads

Worn ground areas in goal mouth – make good

MUGA (basketball) - fit warning notice “Do not climb on the framework or the nets. Do not hang on the ring. Do not wear rings or other jewellery as these can get caught and cause injury.”

Toddler 1 bay 2 seat swing – swing seat damaged – monitor does not require immediate replacement.

FLP has only identified the gate problem.

9.4 Annual Reviews

9.4.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

Most members should have a complete set of policies already. If you require a hard copy of the policies please contact the Clerk and a set can be brought to the meeting for you. A copy of the new model financial regulations is attached. The Clerk advises if adopted the current spending limits, arrangements for quotes and delegations remains as at present.

9.5 Internal Auditor report to the Council on FY ending 31st March 2015 - attached

9.6 Approval of accounting statements and completion of the Annual Governance Statement FY ending 31 March 2015 - attached

10. Correspondence

10.1 CCC – Consultation on Local Validation list for applications for planning permission
Attached.

D R A F T for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)

..... **TOWN / PARISH/ NEIGHBOURHOOD/ VILLAGE/ COMMUNITY COUNCIL**
FINANCIAL REGULATIONS [ENGLAND]

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Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

CAXTON PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	28350	49104	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 (+) Annual precept	14099	15000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	35592	5459	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	1728	1937	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	27209	40046	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	49104	27580	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	49104	27580	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 other long term investments and assets	58711	81572	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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).
11 Disclosure note Trust funds (including charitable)	yes	no	The council 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 30/04/15

I confirm that these accounting statements were approved by the council on this date:



and recorded as minute reference:



Signed by Chair of the meeting approving these accounting statements.



Date 

Section 4 – Annual internal audit report 2014/15 to

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

No PETTY CASH

Name of person who carried out the internal audit **JACQUEE WILSON**

Signature of person who carried out the internal audit **J. Wilson** Date **30.4.15**

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

My ref: LVL2015
Your ref:
Date: 15 April 2015
Contact: Helen Wass
Direct dial: 01223 715522
E Mail: Helen.Wass@cambridgeshire.gov.uk



Economy, Transport & Environment
Executive Director, Graham Hughes

To applicants, agents, consultees and other parties involved in submitting, assessing or otherwise interested in planning applications made to and determined by Cambridgeshire County Council

Box SH1315
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Dear Sir/Madam

Proposed 3rd revision of the Local Validation List for applications for planning permission

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should be submitted in support of a planning application to enable the planning authority to validate and register it and consultees and other interested parties understand and assess the proposal.

Our original 2008 local validation list was comprehensively reviewed in 2010 and subject to minor updates in April 2012 to reflect the introduction of the National Planning Policy Framework. It was reviewed again in 2013. We have recently reconsidered the list and the accompanying guidance documents and are proposing limited changes to them. We would like the views of all participants in the planning process; applicants and their agents, statutory consultees, parish councils and individual members of the public. The consultation period will run for 6 weeks from 15 April until 27 May 2015.

The documents on which we are seeking views are the Local Validation List dated June 2013, the accompanying document *Guidance for applicants and their agents on the Local Validation List* (June 2013) and other supporting documents which can be accessed via the County Council's website at:

http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/3

The short report on the following pages sets out how we propose to change the Local Validation List and the supporting guidance documents. Comments on the proposed revisions should be sent to: County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to planningdc@cambridgeshire.gov.uk by **27 May 2015**.

Yours faithfully

A handwritten signature in black ink that reads "Helen Wass".

Helen Wass
Principal Planning Officer (Development Management)



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

Summary of previous month

Balance brought forward **£27,579.99**
Adjusts/transfs/inc during period

Expenditure approved at last/between meetings

CCC STREETLIGHTS -121.54

Misc credits

SCDC PRECEPT 7500.00

Total Adjustments 7378.46

Balance revised after adjustments £34,958.45

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	24,814.11	17,435.65	7,378.46
Cambs & County Bank	10,140.56	10,140.56	
Santander Savings Acc	3.78	3.78	
Total	<u><u>34,958.45</u></u>	<u><u>27,579.99</u></u>	<u><u>7,378.46</u></u>

Expenditure for approval

NOTICE BOARD COMPANY	NOTICE BOARD	525.60
LG STOHR	SALARY	111.74
LGS SERVICES	ADMIN SUPPORT	419.69
LG STOHR	SALARY	111.54
LGS SERVICES	ADMIN SUPPORT	1423.36
ALGAR SIGNCRAFT	SIGNS	777.60
PLAYSAFETY LTD	ROSPA INSPECTION	103.20
BUCHANS	GRASS CUTTING	328.80
CAPALC	AFFILIATION FEE	210.81
SCDC	WEBSITE HOSTING	100.00

Total expenditure 4112.34

Balance c/f £30,846.11

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be reported to the meeting