

CAXTON PARISH COUNCIL
**Minutes of the Annual Meeting of the Parish Council held in the Village Hall
on Thursday 14 May 2015 at 8.45 pm**

Present: Councillors: K Howard (Chairman), E Blair, R Millard, K Human, H Barbour and J Molloy.

In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services)

1. **Election of Chairman and to receive the declaration of acceptance of office**
RESOLVED that Cllr Howard be unanimously elected Chairman ^(Prop RM, 2nd EB). Cllr Howard signed his declaration of acceptance of office in the presence of a member.
2. **To approve the minutes of the previous meeting on 12 March 2015**
The minutes of the meeting of 12 March were approved and signed by the Chairman. ^(Prop EB, 2nd HB)
3. **Apologies for absence and declarations of interest**
 - 3.1 **To receive written apologies for absence and reasons**
Apologies were received from Cllr Post (out of parish) and County and District Cllr Mervyn Loynes.
 - 3.2 **To receive declarations of interests from councillors on items on the agenda**
All members except Cllr Millard declared an interest in any matter affecting Ermine Street, and also the existence of their dispensations, as residents of Ermine Street.
 - 3.3 **To receive written requests for dispensations including requests and to grant any requests for dispensation as appropriate**
None.

Cllr Human stated her intention to stand down as a member of the Council after this meeting, due to increased work commitments. She indicated her willingness to support the Council where possible. The Parish Council expressed its thanks to Cllr Human for all her hard work and efforts during her time as a member.

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

A report from the new District Councillor had been received at the Annual Parish Meeting.

4. **Annual Business**
 - 4.1 **To elect a Vice-Chairman**
RESOLVED to elect Cllr Blair as the Vice-Chairman. ^(Prop JM, 2nd HB)
 - 4.2 **To appoint committees or any other officers which the Council deems necessary**
RESOLVED that no committees were required.
 - 4.3 **To appoint representatives on any other organisation or authority, which the Council deems necessary**
RESOLVED to make the following appointments: ^(Prop EB, 2nd RM)
Police liaison – Cllr Blair
Village Hall Trustees– Cllrs Molloy and Howard
Recreation grounds – Cllrs Howard and Barbour
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, Blair and Barbour. Cllr Howard to cover the north of the village up to Crowdene/Eltisley Bridleway, Cllr Blair the south of the village, and Cllr Barbour the central area.

- 4.4 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
5. **To consider resolutions from the Annual Parish Meeting, if any**
RESOLVED to reply to Colin Reeve asking him to write an article for the newsletter regarding the possible formation of a group to investigate the possibility of modifications to the Bourn Road bridge so that large vehicles can use the bypass rather than travelling through the village.
6. **Matters arising from the last meeting**
- 6.1 **(4.3) To consider quotations for Brockholt Road goals refurbishment**
RESOLVED to accept the quotation from Cambourne Parish Council. (Prop JM, 2nd HB)
- 6.2 **(7.2) Buchans – shrub maintenance on pond area to consider costs**
Deferred to the next meeting.
- Other**
RESOLVED that the weeds in the pond were growing vigorously and that there were fish present and to contact the contractors to ask when they will be carrying out the second treatment.
- On a proposition by the Chairman, it was agreed to vary the order of business to take Item 9.2 next.
- RESOLVED given the Chairman's report that contractors carrying out white lining work had offered to re-paint the white lines in the Village Hall car park using surplus materials at an advantageous rate to unanimously approve the payment of £348.60 to County Highways money previously allocated for the minor improvement scheme which had been unsuccessful. (Prop JM, 2nd RM)
7. **Local matters and members' items for info only unless stated**
- 7.1 **Oil buying scheme**
RESOLVED to note the community oil scheme run by Jeremy Cole and the financial returns to the village. Cllr Blair will place an article in the newsletter to raise residents' awareness.
- 7.2 **Proposal that the Parish Council purchases some more 30 mph bin stickers**
RESOLVED to enquire about the costs, process and legal conditions for erecting 30 mph repeater signs to deter speeding, and to obtain a quotation for 30 mph bin stickers, quantity 50-100, for consideration at the next meeting.
- 7.3 **Proposal for signage at exits to the village**
RESOLVED to obtain a quotation for signs with the wording "Thank you for driving carefully through the village," then to apply for a Community Chest grant from SCDC to cover the cost. (Prop EB, 2nd KHu)
- 7.4 **Street lights – day burner and the cost to the Parish Council**
RESOLVED given the report that a street light outside 77 Ermine Street was lit continuously that this should be reported via the County Council's online reporting

facility and that Cllr Molloy will place a reminder in the newsletter for residents to use the online reporting facility if they see any street light problems.

7.5 Residents' complaints about 77 Ermine Street – to consider if these should be reported to the Enforcement Officer

RESOLVED to note residents' concerns about outside furniture, food waste, lighting and noise, and to note that the issues had already been reported to the Environmental Health Officer, who was looking into the matter. No action on the part of the Parish Council was required.

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

RESOLVED not to pursue listing at this time. Deferred to a future meeting to enable members to give this matter further consideration.

7.7 Home Front

Withdrawn.

7.8 Resident – complaint about brambles

RESOLVED following a complaint from a resident about brambles on either side of the footpath between St Peter's Street and Rosemary Green Close no brambles had been seen at a site meeting but hedges were encroaching on the footpath and restricting its width. A letter is to be sent to two residents reminding them of their responsibility to cut back and maintain their hedges. The Chairman will include a reminder to all residents in his newsletter report.

Cllr Blair will report a broken slat on the bridge on the footpath via the CCC website.

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

RESOLVED that the Parish Council had no objections. ^(Prop KHo, 2nd RM)

8.2 SCDC notifications - to note any received

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.

Noted.

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.

Noted.

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.

Noted.

8.3 Tree works applications – to consider any received

None.

9. Finance and procedure

9.1 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 checked at the end of the meeting, before the cheques were signed.

RESOLVED that the payments as listed, plus Buchans (Grass cutting) £42.80, Salary £22.57, and County Highways (White lining) £348.60, be approved for payment. ^(Prop KHu, 2nd HB)

Notice board company (Notice board)	£525.60
Salary	£111.74
LGS Services (Admin support)	£419.69
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

Receipt of the precept was noted.

9.2 To consider any quotes for urgent works required because of risk
None.

9.3 Annual play inspection

RESOLVED to accept the quotation from Algar Signcraft for £120 to supply and install an A3 size sign for the MUGA, to be installed with landscape orientation and preferably screwed to the top left hand corner where the hoop is.

RESOLVED to ask Algar Signcraft if the sign can be erected with screws that cannot be removed. (Prop KHu, 2nd EB)

RESOLVED to seek a quotation from Cambourne Parish Council to repair the gate in accordance with the RoSPA requirements and to change the bolts and cut off the ends.

9.4 Annual reviews

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

RESOLVED that the Standing Orders, revised Financial Regulations, Risk Assessment and all other policies including the Code of Conduct, Dispensations, Public Access and Amenity, Equal Opportunities, Race Relations, Freedom of Information, Data Protection, Child Protection, Clerk Administration, Management of Records and Health and Safety Policies be confirmed and continue unchanged (Prop KHo, 2nd EB)

9.5 Internal Auditor report to the Council on FY ending 31 March 2015 and Internal Auditor appointment for FY2016

RESOLVED to note the report's content.

RESOLVED to appoint Jacquie Wilson of CANALBS as internal auditor for FY 2016 at a cost of £35 per hour plus milage.

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

RESOLVED that the accounts be approved (Prop KHu, 2nd JM) and the statements in section 2 of the annual return were all answered 'Yes' except for Trust Funds which is 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

10. To consider matters arising out of correspondence received including

10.1 CCC – consultation on Local Validation list for applications for planning permission

RESOLVED to respond that the Parish Council feels the proposed revision is measured and balanced. (Prop KHo, 2nd EB)

10.2 CCC consultation on boundary changes

RESOLVED to note the proposed changes and to respond that the Parish Council voted by a narrow margin in favour of the proposal. (Prop KHo, 2nd RM, carried with 3 in favour, 2 against, carried by Chairman's casting vote)

11. Closure of meeting

Signatories on the bank mandate will be an agenda item for the next meeting.

There was no further business and the meeting closed at 10.50 pm.

SignedChairmandate.