

Hauxton Parish Council

Minutes of the Annual PC Meeting held on Wednesday 1 May 2019 in the Village hall

Present: Jane Ward (JW) - Chair, Richard Geyman (RG), Sue Cook (SC), Janet Lockwood (JL) Gary Page (GP), Jill Down (JD), Caroline Ruben (CR), Roger Hickford (RH), Kevin Cuffley (KC), Ian Sollom (IS), Hazel Hammond (HH) - RFO and John Hammond (JH) - Clerk

<u>Item</u>	<u>Subject</u>	<u>Comments</u>	<u>Action</u>	<u>By</u>
1	Apologies:	None		
2	Public Participation	A resident raised the issue of awarded ditches once again and the lack of progress in getting these cleared. IS agreed to follow up with SCDC colleagues.		IS
3 Minutes of Parish Council meetings				
3.1		Minutes of meeting on 20 March 2019 were approved.		
3.2		Matters arising:		
4.2:		It was noted that the new bus stop flags had not yet been installed	Chair to chase up	JW
4.2:		A resident appeared to have been advised by the Cambs CC Footpath Officer differently to the advice given to the Clerk concerning prohibition of cycling on footpath No.1.	County Councillor to follow up and clarify the position	RH
11.		It was confirmed that the revised draft of the Cambridgeshire and Peterborough Minerals and Waste Local Plan did not include Rectory Farm.	Clerk to publish on web site.	JH
4 Reports from County and District Councillors				
		CCC: RH advised that funding had been confirmed for a two year study to evaluate the feasibility of dualling the A505 between junction 10 of the M11 and Royston. A consultation exercise was on-going in relation to the Park & Ride on the A1307. The M11 Park & Ride in Hauxton is being considered at the next GCP meeting.		
		SCDC: IS commented on the benefit of having a Neighbourhood Plan, particularly in relation to the amount of Community Infrastructure Levy (CIL), ie S106 funds, that a parish receives for agreed development. IS offered to help if Hauxton wished to progress this, but advised that it is a resident driven process, not a parish council one.		
5 Review of existing representation and procedures (required by the Standing Orders, section 2j)				
5.1		Standing Orders. These had been reviewed and updated by the Clerk to the 'Model Standing Orders' issued by NALC in July 2018, following GDPR. These had been circulated prior to the meeting and were adopted.		
5.2		Financial Procedures. These had been updated on 2/5/2018 to reflect revised banking arrangements with Barclays Bank. No other changes were required.		
5.3 - 5.4		Financial Risk Assessment and Reserves policies were reviewed and remain unchanged.		
5.6		Safeguarding. This had been revised on 19/12/2018 to reflect the extension of this from just children to include vulnerable adults. No other changes were required.		
5.7 - 5.9		Data Protection, Document Retention, Assessment of Personal Data and the Privacy Notice had all been updated to reflect GDPR on 6/6/2018. Subsequent guidance from the Cambridgeshire Archiving Service (CAS) on document retention and archiving had been incorporated into the HPC Document Retention and Records Management Policy and was adopted. No changes were required for the other policies.		

5.10 - 5.14	Code of Conduct, Complaints Procedure, Media and Vexatious Correspondence Policies were reviewed and no changes were considered necessary.		
5.15 - 5.16	Health & Safety Policy and Non-Financial Risk Assessments had been revised in May 2018. No further changes were deemed necessary.		
5.17	External body representation. Following the changes to the governance of the Village Hall Charity, only Hauxton Town Lands Charity (HTLC) required representation by HPC. The HTLC governing document requires that the Chair of HPC is the representative.		
5.18	The Asset Register and list of land owned by HPC had been circulated to the council prior to the meeting. These were agreed as correct.		
5.19	Memberships of other bodies. The existing memberships to other bodies was reviewed and confirmed, with the exception of LCPAS, where it was considered that the benefits of the GDPR service no longer represented good value.	Subscription not to be renewed	HH
5.20	Meetings will be held approximately every 6 weeks. A list of dates was handed out at the meeting and each one will be published at the appropriate time.		
5.21	Tree and Shrub Management: This had not been updated since 12/1/2012, and required more consideration. It was agreed to review fully at the next meeting	Tree wardens to review and advise PC. Clerk to put on next agenda	JL/AGA/JH
6 Declarations of Interest	None		
7 Finance	Councillors received copies of the accounts and payments for approval before the meeting		
7.1	The accounts were approved		
7.2	The list of payments (see appendix) was approved. This included 4 benches for the Recreation Ground and Sports Ground, at a cost of £489 + VAT, which had previously been agreed by councillors by email.		
7.3	PWB loan: The decision taken at the PC meeting of 3/10/2018 had been to apply for a loan if required by the Village Hall Charity, but only to resolve any short term cash flow difficulty. It was acknowledged that the situation had changed and it would now be prudent to take out a loan for £50K - £75K when final figures become clear.	RFO to prepare documentation in preparation	HH
7.4	Section 1 (Governance Statement) of the Annual Governance and Accountability Return (AGAR) for 2018/19 was approved and signed by the Chair and Clerk.	RFO to submit to external auditors	HH
7.5	Section 2 (Accounting Statement) of the AGAR for 2018/19 was approved and signed by the Chair.	RFO to submit to external auditors	HH
7.6	The dates of the period for the Exercise of Public Rights relating to the audit for 2018/19 were agreed as 24 June 2019 to 2 August 2019.	RFO & Clerk to publish at the appropriate time	JH/HH
7.7	It was agreed to continue with the existing contractor for pest control. Alternative suppliers had been approached but offered no benefits or cost savings.	RFO to renew annual contract in August	HH
7.8	Insurance: The RFO reported that a response was pending from the existing insurer and therefore this could not be dealt with at this meeting.	RFO to circulate details when available	HH
8 Recreation Ground	It was resolved to purchase a dual recycling/general waste bin for the Recreation Ground from SCDC, and have it installed by them, at a cost of £541 + VAT. Collection/emptying will then be handled by SCDC free of charge.	RFO to progress purchase	HH
9 Progress reports/feedback			
9.1	Living Sport survey: Results of the survey were circulated by the Chair. Discussions were now taking place with Living Sport with a view to setting up 'taster sessions' for the popular activities.	Chair to advise when more progress is made	JW

9.2 Sports Ground: The installation of the tennis courts were reported to be on track. CR was due to go on an LTA approved Welfare Officer Safeguarding course shortly. Membership of the LTA, and the provision of an online booking system, was dependent on this.

It was reported that 84 junior and colt football matches had been played at the Sports Ground during the 2018/19 season. Another local team had expressed interest in also using it as their home pitch, for 15 matches during next season. This may require additional administration and maintenance.

Clerk to discuss with clubs and review JH

A formal pitch improvement inspection had taken place as part of the requirement for funding by the FA. A report with recommendations will be provided in due course.

Clerk to circulate JH

The Chair asked for volunteers to help maintain and prepare the cricket pitches. GP advised that the cricket day planned for 9 June had been postponed

10 Correspondence

None

11 Matters for future consideration

Tree and Shrub Management Policy to be updated
Recreation Ground Rules of Use to be reviewed

12 Date of next meeting

19 June 2019

It was resolved to change the date of the Annual Parish Assembly from 23 May 2019 to either 21 May or 22 May, because of the increasing likelihood of European Elections taking place on 23 May and requiring the Village Hall as a polling station

Clerk to advise when availability is confirmed JW/JH

APPENDIX - Payments List

		Inc. VAT
A J King	March grass cutting	504.00
Cambridge Courts	2nd stage payment (35%)	25,830.00
HMRC	March PAYE	121.60
Information Commissioner's Office	Data protection fee	40.00
Clerk expenses	Homebase	2.95
Clerk expenses	Homebase	1.50
Clerk expenses	Harston garage	12.38
Clerk expenses	Harston garage	13.60
RFO expenses	WH Smith	9.17
Clerk expenses	Mackay	2.90
Clerk expenses	Mackay	5.62
Walton Loo Hire	Toilet hire sports ground (April)	105.60
ROSPA Play Safety	Annual playground inspection	128.40
CAPALC	Annual membership	319.03
Clerk expenses	W H Smith	3.99
Viking Stationers	Stationery	44.29
HMRC	April PAYE	96.60
Cambridgeshire Cricket Ltd	Aeration/Vertidrain/Fertilizer sports ground	550.00
A J King	April grass cutting	714.00
Marmax	4 benches	587.76