

## HAUXTON PARISH COUNCIL

I hereby give notice of the Annual Meeting of Hauxton Parish Council on **Wednesday 5 May 2021** at 7.30pm

**This meeting will be held remotely**

All members of the Council are hereby summoned to attend

### AGENDA

1. Apologies
2. Declarations of interest
3. Public Participation\* (up to 15 mins to hear representations from the public)
4. Minutes of the parish council meetings
  - 4.1. Minutes of meeting on 7 4 2021
  - 4.2. Matters arising from the minutes
5. Reports from County & District Councillors
6. Review of existing representation and procedures (required by the standing orders, section 2j)
  - 6.1. Review and adoption of standing orders
  - 6.2. Review of Financial Procedures
  - 6.3. Review of Financial Risk Assessment
  - 6.4. Review of Reserves policy
  - 6.5. Review of Equal Opportunities Policy
  - 6.6. Review of Safeguarding Policy
  - 6.7. Review of Data Protection Policy
  - 6.8. Review of Retention of Documents and Records Management Policy
  - 6.9. Review of Assessment of Personal data held
  - 6.10. Review of Privacy Notice
  - 6.11. Review of Code of Conduct for Members
  - 6.12. Review of the Complaints Procedure
  - 6.13. Review of Media Policy
  - 6.14. Review of Vexatious Correspondence Policy
  - 6.15. Review of Health & Safety Policy
  - 6.16. Review of Non-Financial Risk Assessment
  - 6.17. Review of representation on external bodies
    - 6.17.1. Hauxton Town Lands Charity
  - 6.18. Review of land and assets including buildings and office equipment, and Asset Register
  - 6.19. Review of the Council's and/or employees' memberships of other bodies
  - 6.20. Dates and times of ordinary meetings for the year ahead
7. Finance
  - 7.1. Current status - income, expenditure and cash balances
  - 7.2. Invoices for payment approval
  - 7.3. 2020/21 Annual Audit
    - 7.3.1. To agree the Annual Governance statement
    - 7.3.2. To agree the Annual Accounting statement
    - 7.3.3. To agree the dates of the period for the Exercise of Public Rights
    - 7.3.4. To agree actions to redress the 'other' matters made by the external auditors on the 2019/20 AGAR.
  - 7.4. Update on pavilion business rates
  - 7.5. To decide which budget should fund football rebound wall
8. Planning
  - 8.1. Reference: 21/01301/CL2PD  
Proposal: Certificate of lawfulness for a proposed loft conversion with double hip to gable with dormer to rear elevation and 3 x rooflights to front elevation  
Site address: 42 St Edmund's Way Hauxton CB22 5FP
  - 8.2. Reference: 21/01111/FUL  
Proposal: Erection of pump mist room, railings and associated works  
Site address: Hauxton House O2h Scitech Park Mill Lane Hauxton
9. To consider actions arising from the ROSPA Play Safety playground inspection
10. To agree the selection of the contractor to re-roof the bus shelter.
11. To consider the proposed branding option for Hauxton Centre
12. Grass cutting contract:
  - 12.1. To agree contractor for cutting of amenity areas
  - 12.2. To decide whether to cut the verges
13. Progress reports/feedback
  - 13.1. Sports Committee

13.2. Final account on the build.

13.3. East West Rail

13.3.1. To decide how much to donate towards legal advice on whether to pursue a judicial review

13.3.2. Anthony Browne MP: talking to residents on rec

14. Correspondence

15. Matters for future consideration

16. Date and location of next meeting

\*Members of the public and media are welcome to attend. Members of the public are able to speak for up to 3 minutes during the allocated 15 mins Public Participation session, with preference given where it relates to any item of business on the agenda. Those wishing to speak are strongly advised to contact the Clerk ahead of time in order to secure a place on the first come, first served basis.

Members of the public wishing to attend the meeting can only do so remotely, and are advised to contact the Clerk for details on how to link in to the remote meeting.



John Hammond  
Clerk to Hauxton Parish Council  
01223 872680