

CAXTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council held in the Village Hall
on Thursday 12 May 2016 at 8.27 pm

Present: Councillors: K Howard (Chairman), E Blair, H Barbour, R Millard, J Molloy, S Bushby and L Post.

In attendance: Mrs C Newton (Minutes Secretary, LGS Services)

1. **Election of Chairman and to receive the declaration of acceptance of office**
 Cllr Howard was elected Chairman and signed the Declaration of Acceptance of Office in the presence of a member. (Prop SB, 2nd EB, unanimous)
2. **Election of Vice-Chairman**
 Cllr Blair was elected Vice-Chairman. (Prop KH, 2nd RM, unanimous)
3. **To approve the minutes of the previous meeting on 10 March 2016**
 RESOLVED that the minutes of the previous meeting on 10 March 2016 be approved and signed by the Chairman. (Prop RM, 2nd JM, unanimous)
4. **Apologies for absence and declarations of interest**
 - 4.1 **To receive written apologies for absence and reasons**
 None.
 - 4.2 **To receive declarations of interests from councillors on items on the agenda**
 None.
 - 4.3 **To receive written requests for dispensations and to grant any requests for dispensation as appropriate**
 None.

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

The District Councillor had already reported at the Annual Parish Meeting.

5. **Annual business**
 - 5.1 **To elect a Vice-Chairman**
 Taken earlier.
 - 5.2 **To appoint committees or any other officers which the Council deems necessary**
 RESOLVED that no committees were required.
 - 5.3 **To appoint representatives on any other organisation or authority which the Council deems necessary**
 RESOLVED to make the following appointments:
 Police liaison – Cllr Blair
 Village Hall Trustees – Cllrs Molloy and Bushby
 Recreation Grounds – Cllrs Howard and Barbour
 Verges monitoring – Cllr Millard
 Gransden Aerodrome Consultative meetings – Cllr Bushby
 Memorial site – Mr Sewell, if he is willing, otherwise Cllr Howard.
 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.
 Coalition of Parish Councils – Cllrs Howard and Blair.
 - 5.4 **To review any deeds and trust instruments in the custody of the Council**

RESOLVED to note that the Council has the following registered titles and that there were no changes: (Prop EB, 2nd RM, unanimous)

- 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 and 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.

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

The policies were reviewed.

RESOLVED that there should be no changes to the Standing Orders.

RESOLVED to adopt the new model Financial Regulations, subject to the proviso that the existing levels of controls should be retained and the Clerk should not be a counter-signatory (6.4), just the service administrator (6.15).

RESOLVED to adopt the new complaints form.

RESOLVED having reviewed the Risk Assessment and other policies, that there should be no changes.

5.6 Assets, Insurance Policy and fidelity guarantee review

RESOLVED to add the notice board at Crowdene to the assets list.

RESOLVED, given the value of the items of play equipment, and previous issues, to note that the play equipment was not included within the Insurance cover due to the large minimum excess and implications of a claim on future premiums, and to consider at a future meeting a reserve to cover the play equipment, currently valued at £6000, for any eventuality.

RESOLVED to consider the appointment of a lead member with responsibility for the play equipment at the next meeting.

6. **To consider resolutions from the Annual Parish Meeting, if any**

None.

7. **Matters arising from the last meeting**

7.1 (3.1) Speed reduction measures including stickers for wheelie bins, repeater signage and thank you for driving carefully signage – to consider responses from CCC

RESOLVED to thank Great Gransden Parish Council for their letter sent to CCC in support of the request for a buffer zone with a reduced speed limit.

RESOLVED, given the response from Sharon Piper of CCC that there was no funding for this initiative, that Cllr Blair should prepare an application under the Minor Highways Improvement Scheme for a buffer zone, chevrons and gates, and to make provision of £1300.00 representing 10% of the cost in the Parish Council's budget.

Signage and Speedwatch signs – Cllr Blair reported that he thought he had sent the outstanding info to the Clerk.

Stickers for wheelie bins – no decision has been taken as yet.

7.2 (4.4) Proposal for internet hub at Village Hall – to consider quotations and the next steps

RESOLVED, having considered the quotation from Talk Talk for £7.50 pcm plus £17.70pcm line rental for a limited service and speed of 38 MB a lock would be required on the phone and parental controls will also be required and whether the costs could be met from £150 from the Agricole money received from the Oil Club leaving a

requirement for £140 from the Parish Council, that Cllr Blair should seek costings for the installation and connection of an unlimited service and bring a report and recommendation to the next meeting.

7.3 (7.6) Resident – pills and litter in the car park

This had previously been reported to the Police. It was noted that the amount of litter appeared to have reduced. The Parish Council will continue to monitor the situation.

Other

7.4 (3.2) Brockholt Road fencing

RESOLVED to note that the Chairman had obtained 5 rails and 4 posts from McVeigh Parker at a total cost of £40.49, to be delivered to the site and installed by volunteers. RESOLVED unanimously to send a letter of thanks to the volunteers.

8. Local matters and members' items for info only unless stated

8.1 Caxton Bridleway 5 antisocial behaviour, reporting issues and Police suggestion for a litter bin

Following a party held under the bridleway at Easter time, many broken bottles, 13 cases of alcohol and a barbecue had been left behind. This had been reported to the County Council (CCC) who had replied that they dealt with only the surface of the bridleway, not the glass. SCDC should deal with flytipping and the Police should be informed. CCC had provided a list of suggestions including: liaison with Cambourne to provide more entertainment for youths; the provision of a litter bin (although there is already one in the vicinity). It was noted that the Police regularly patrol the bridleway, and that someone, perhaps from Cambourne, had swept and cleared the area. The support of CCC was considered important. However, CCC had responded to the Council's report that there were no issues outstanding, even though they had previously stated it was not their problem. The Parish Council believed that if a user of the bridleway should be injured by glass, it was not the Parish Council's responsibility but that of CCC, as the Parish looked after the area on behalf of CCC.

RESOLVED to ask Kirsty Human to provide a quantity of manure to spread in the area to act as a deterrent, and that Cllr Howard should investigate and spread it on the bridleway. (Prop SB, 2nd HB, unanimous)

RESOLVED, given that no response had been received from CCC after a pedestrian had almost been run over during a cycle event on the bridleway, that the Clerk should follow this up with CCC.

8.2 Transparency fund

RESOLVED that the Clerk should investigate the level of grants available and seek a grant towards the maintenance of the website. (Prop SB, 2nd JM, unanimous)

RESOLVED to consider the possibility of obtaining a computer and running "how to" lessons, at a future meeting once the hub has been established.

9. Planning and Tree Works

9.1 Applications received since the last meeting

9.1.1 S/0775/16/LB – 1 Bourn Road – re-cladding and re-roofing of existing detached barn and single storey extension to barn

RESOLVED to recommend approval. (Prop EB, 2nd HB, unanimous)

9.1.2 S/0774/16/FL – 1 Bourn Road – re-cladding and re-roofing of existing detached barn and single storey extension to barn

RESOLVED to recommend approval. (Prop EB, 2nd HB, unanimous)

9.2 SCDC notifications - to note any received

None.

9.3 Tree works applications – to consider any received

9.3.1 2 Ermine Street

Amendment – RESOLVED that the Parish Council has no comments.

10. Finance and procedure10.1 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 are signed.

RESOLVED that the payments as listed be approved for payment, plus CAPALC (membership renewal) £556.18, McVeigh Parker (posts and rails) £40.49, and to note that the payment to LGS Services (admin support) should be £556.18 not £555.18. ^(Prop HB, 2nd LP, unanimous)

LGS Services (Admin support)	£555.18
LGS Services (Admin support)	£506.52
Salaries	£136.65
Buchans (Grass cutting)	£144.00
Village Hall (Room hire)	£108.00
LGS Services (Payroll)	£111.60
Playsafety (Rospa inspection)	£109.20
Canalbs (Internal audit)	£105.15

The Parish Council still wishes to close the SCDC webhosting.

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

None.

10.3 To consider play inspection reports

RESOLVED, having considered the play inspection reports: ^(Prop JM, 2nd KH, unanimous)

- that Cllr Millard is to obtain bolts and investigate with a view to replacing the nuts on the goal posts with the locking type and to cut the protruding thread. A written risk assessment is to be carried out.
- to obtain quotations to repair the wood on the slide.
- to ask the grass cutters to take care when strimming around the play equipment, due to the comments made.
- that Cllr Barbour is to look for a latch required on the gate.
- to order a Basketball notice as previously agreed.

10.4 To consider the Internal Auditor's report and to appoint an internal auditor for 2017

RESOLVED to note the Internal Auditor's report and re-appoint Canalbs Ltd as internal auditors for FY2017. ^(Prop SB, 2nd LP, unanimous)

10.5 To review the effectiveness of the system of internal control

RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that its systems of internal control are very good.

10.6 To prepare and approve the statement of assurance

RESOLVED that the statements in Section 2 of the Annual Return should all be answered "Yes" except for Question 9 (Trust funds) which was not applicable. ^(Prop EB, 2nd LP, unanimous)

10.7 To approve the statement of accounts FY ending 2016

RESOLVED that the accounts be approved and signed by the Chairman on the Council's behalf, together with the supporting accounts. ^(Prop EB, 2nd LP, unanimous)

11. To consider any correspondence received11.1 Invitation to join Cam Valley Forum at £10 pa

RESOLVED not to join. ^(Prop KH, 2nd HB, unanimous)

11.2 A428 Black Cat to Caxton Gibbet Scheme

RESOLVED, having noted the correspondence, to appoint Cllr Howard as the Parish Council's contact for the Scheme. (Prop EB, 2nd kh, unanimous)

12. Closure of meeting

There was no further business and the meeting closed at 10.27 pm.

SignedChairmandate.

DRAFT