

## PARISH COUNCIL MEETING

held on Tuesday  
17<sup>th</sup> May 2022  
in the Village Hall, High St.

**Present:** J Holdich, OBE, Councillors D Batty, Mrs C Bysshe, G Kirt, D. Lane, R Randall, S Singh, A Staines and Mr JV Haste (Clerk). four members of the public were also present.

### MINUTES OF MEETING

**627. ELECT A CHAIRMAN FOR THE PARISH COUNCIL** Mr Holdich as retiring Chairman called for nominations.

There being only one nomination Councillor Gerry Kirt was elected unopposed.

**Proposed Cllr. Randall Seconded Cllr. Batty**

**628. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED.**

Cllr. Kirt duly signed the acceptance of office and took the Chair

**629. TO RECEIVE THE ACCEPTANCE OF OFFICE FORMS FROM ALL COUNCILLORS ELECTED IN THE UNCONTESTED ELECTION** - All elected councillors were present and all duly signed the acceptance of Office

**630. TO ELECT A VICE CHAIRMAN FOR THE PARISH COUNCIL.** In the absence of a nomination from councillors the chairman nominated Cllr Randall. Seconded by Cllr Mrs Bysshe. Cllr Randall accepted the nomination

**631. APOLOGIES FOR ABSENCE.** – None all councillors were present

**632. MEMBERS DECLARATION OF INTERESTS.** – Cllr Batty declared an interest as a director, and the parish council representative of CAPALC in the agenda item confirming affiliation to that body

**633. PUBLIC PARTICIPATION.**

- a. Helen Aylesbury raised the poor state of the children's play area in Ashburn Close and asked the parish council to consider some improvements and some infant play equipment.
- b. Sukhvinder Singh asked that the parish council consider again the issue of parking in the High Street around the start and finish times of the primary school.
- c. Ian Kelly raised the overgrown state of the Willows footpath from St Benedicts Close to Lincoln Road

**634. MINUTES OF THE PREVIOUS MEETING**

We **RESOLVED** to approve the minutes of the meeting held on 19<sup>th</sup> April 2022

**Proposed Cllr. Randall Seconded Cllr. Batty**

**635. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING** – For information only – Cllr. Mrs Bysshe asked if there was any news on a licence to cultivate and as there was none undertook to seek to clarify the intentions of residents in respect of the open space between Clarendon Way and The Willows

**636. RECEIPT OF NOMINATIONS AND ELECTION OF CHAIRMAN and MEMBERS TO WORKING GROUPS:** We unanimously agreed to Disband the task and finish group on the village hall and in respect of planning agreed that all parish councillors should view planning applications and to collectively reach decisions on the parish council observations at each parish council meeting. In respect of the Finance Working Group and the HR working Group we deferred consideration of the composition of each group to our next meeting.

**637. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK:**

- a. Representative on CAPALC - Cllr. Batty
- b. Representative on Rural NW Good Neighbours scheme – Cllr. Bysse

Given that there will be up to 6 new Councillors after filling vacancies we again deferred representation to remaining external bodies to our next meeting

**638. CONFIRM ELIGIBILITY FOR, AND CONSIDER ADOPTION OF, A GENERAL POWER OF COMPETENCE (GPOC) –** We confirmed our eligibility as a council to adopt the GPoC and unanimously agreed to the power conferred in the Localism Act

**Proposed Cllr. Bysse and Seconded Cllr. Randall**

**639. REVIEW & CONFIRMATION OF POLICIES & PROCESSES –** The following policies had been circulated with the agenda and having considered carefully their content we saw no reason to propose any change to those policies. We therefore unanimously agreed to confirm those policies.

- a) **STANDING ORDERS**
- b) **FINANCIAL REGULATIONS**
- c) **INTERNET BANKING PROCESS.**
- d) **CODE OF CONDUCT**
- e) **COMPLAINTS PROCEDURE**

**Proposed Cllr. Randall Seconded Cllr. Batty**

- f) **REGISTER OF INTEREST –** We were reminded of the legal requirement to complete the official form to record our financial and non-financial interests and undertook to let the Clerk have completed forms within the allotted time frame

**640. PLANNING MATTERS**

- a. **STATUS REPORT** we noted the changes to the report since our last meeting and that two applications had been permitted on 20<sup>th</sup> and 21<sup>st</sup> April.
- b. **22/00493/HHFUL – 8 Peakirk Road** – we noted that there are no conservation officers’ observations at the time we considered the data available on the planning portal. We considered that the cottage linked by a short flat roof to the planned extension looked disjointed and would prefer to see the tiles extend to meet to the roof of the cottage. The material of the garage and playroom should be stone and matching the existing cottage as required by planning policy set out in the supplementary Planning document relating to selected villages with Conservation areas and adopted by the planning authority.
- c. **22/00520/FUL – Arthur Mellows Village College, Helpston Road.** We applaud the proposal to install heat pump and to provide additional car parking spaces on condition that they are available to students and visors and are used to alleviate the parking problems in Beech road. We are also of the opinion that the college should take the opportunity to install solar panels in line with the stated climate change policies of Peterborough City Council.

**641. COMMUNITY MATTERS**

- i) **Queens Jubilee celebrations –** The chairman reported that the Beacon had been received and was currently held at his home. It is gas fired and we now need to acquire some gas cylinders. Cllr Kirt outlined the options to borrow, Purchase or hire and there were a limited number of suppliers. Rather than on the Village Green we agreed that the event should take place by the pump so that there was no risk to surrounding trees. Lighting of the beacon will be co-ordinated with the national and commonwealth timing at 9.45pm. The Clerk undertook to notify the Jubilee pageant master of our participation in the event. Given that the event takes place on 2<sup>nd</sup> June, prior to our next meeting we **RESOLVED** to delegate to the chairman the sourcing of the gas

**Proposed Cllr. Randall Seconded Cllr. Bysse**

**ii) Playing Field Swings** – The Clerk had received a response from the City Council that the swings were beyond repair and that there was no capital budget for any replacement. Aragon had provided a quote for an installed replacement of £10619 on a bonded surface. Mr Holdich had provided a copy of an email from Cabinet member Cllr. Simons that PCC could fund up to £3k. we Unanimously agreed to fund the balance of ££7619 and stressed the urgency of the work to be carried out given the imminence of half term and Summer holidays.

**iii) Suggestions from Residents**

**(1) Ashburn Close Play area** – Helen Aylesbury had suggested the need for improvements and undertook to give further consideration and bring suggestions to the next meeting

**(2) Outdoor Gym equipment** - We considered this suggestion with mixed views as to the degree of use that might be expected and agreed to ask for the experience of other parishes that had installed like equipment in their play areas

**642. GOVERNANCE MATTERS**

**a. FINANCIAL ACCOUNTS & ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

i) **Annual Accounts** - The Clerk as Responsible Finance Officer, presented a set of financial accounts prepared on a receipts and Payments basis. We noted the increase in reserves and comparison with the previous financial year. We unanimously noted these accounts subject to both internal and external reports.

ii) **Accounting statement** in Annual Governance & accountability Return (page of 5 of 6). On the basis of the financial accounts presented we **RESOLVED** to accept the Accounting Statement before us.

**Proposed Cllr Lane Seconded Cllr. Randall**

**iii) INTERNAL AUDIT** - The Clerk informed us that Mr Steve Davies, a retired accountant, was conducting the audit and anticipated completion during this week. We agreed to ask Mr Davies if he would be prepared to conduct the audit for 2022/23 and if so authorised the Clerk to confirm his appointment. We **RESOLVED** to authorise payment of the anticipated fee of £175 on completion of the audit

**Proposed Cllr Kirt Seconded Cllr. Byshe**

iv) **EXTERNAL AUDIT OF 2021/22 ANNUAL RETURN** – The Clerk as Responsible Financial Officer informed us that he had set the dates of the period for the exercise of public rights as from: Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July. The appropriate notice would be displayed on notice boards and published on the website.

**b. REVIEW OF PARISH COUNCIL AND CLERK’S MEMBERSHIP SUBSCRIPTIONS TO OTHER**

**BODIES**- We considered and RESOLVED to confirm continued affiliation and subscription to each of the following bodies

- a) CAPALC (£498.78)
- b) CPRE Campaign for the protection of rural England -(£36 no increase)
- c) SLCC- Society of Local Council Clerks (shared with Castor PC – estimated Glinton share to be £150
- d) PSMA Public Sector Mapping Agreement (est £80) – Copyright free use of Ordnance Survey maps and public sector overlays where available.
- e) Good Neighbour scheme - associate annual membership fee £703 (previously £1402)

**Proposed Cllr. Byshe Seconded Cllr. Lane**

**c. ELECTION – RESULT OF UNCONTESTED ELECTION - CO-OPTIONS TO PARISH COUNCIL VACANCIES –**

i. We expressed our appreciation of the valuable and valued service of the four former councillors who had not stood for re-election with over 170 years combined service between them. We Asked the Clerk to formally record our appreciation in the minutes of this meeting

- ii. We noted that the uncontested election had left the parish council with four vacancies and we noted that three people had put themselves forward to be co-opted in the vacant seats on the parish council. We considered how best to proceed and noted that had those persons put themselves forward as candidates for election they would have been elected unopposed. Therefore, with that in mind we **RESOLVED** to co-opt all three persons on to the parish council as from the June meeting of the council and notify all three candidates.

Proposed Cllr. Kirt Seconded Cllr Batty

**d. OTHER GOVERNANCE MATTERS**

- (1) **Insurance renewal** – We consider the insurance renewal quote of £1818.95 (previously £1433.56) due on 1<sup>st</sup> June and authorised the Clerk to accept the quotation.
- (2) We also consider the option of entering in to a Long-Term Agreement (LTA) at £1818.95 for each of the three years in the LTA. We agreed to decline that option and to again seek confirmation of the Village Hall valuation with a view to securing a reduction in premium for future years

**643. STANDING ITEM – REPORTS FROM THE CLERK AND COUNCILLORS ON ATTENDANCE AT MEETINGS OR EVENTS ON BEHALF OF, OR AFFECTING THE PARISH COUNCIL**

- a. **Parish Council Liaison meeting** – The Clerk reported attendance at the Parish Council Liaison meeting which in future would be open to all councillors from parishes in Peterborough. The working group behind these meetings are also responsible for the Peterborough Parish Councils Conference which this year is to be held at Ferry Meadows on 8<sup>th</sup> July on an environmental theme. The Clerk undertook to circulate information on the event and a link for those who wished to register a place at the conference

**644. HIGHWAYS**

- I. Cllr. Singh reported that the pedestrian access to the playing field off Lincoln Road is spring loaded and bangs on every use. The access is next to a property on the Lincoln Road and he asked if measures could be taken to quieten the gate
- II. On a similar point Cllr Staines referred to the kissing gate at the public right of way in North Fen Road adjacent to the last Bungalow

**645. SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD** - We noted the dates suggested and circulated with the agenda and reproduced at the end of these minutes. We provisionally agreed all dates subject to review in each case nearer to those dates

**646. EXCLUSION OF PRESS AND PUBLIC**

We **RESOLVED** to exclude Press and public on the grounds of personal data to be considered in respect of the following items.

**Proposed Cllr. Randall Seconded Cllr. Kirt**

- a. We considered the effect of the National Pay award for Clerks negotiated by the National Association of Local Councils (NALC) and back dated to 1<sup>st</sup> April 2021. We agreed to implement the pay award in full. Cllr Lane referred to the previous three-year agreement for the Clerk to progress through three points on pay scale LC2, we agreed that the Clerk should progress a further point on the scale with effect from 1<sup>st</sup> April 2022.
- b. Given that the Clerk had indicated an intention to terminate his appointment in September we asked the Clerk to provide written advice on the salary scale appropriate to a replacement Clerk and to draft a suitable advertisement with a view to an overlapping handover to ensure the smooth running of the parish council
- c. Other HR related matters. We considered other suggestions from the chairman we agreed that they were appropriate for further consideration. Cllr. Kirt agreed to seek to progress those suggestions and bring them back to a future meeting of the parish council for possible endorsement

**647. RE-ADMITTANCE OF PRESS AND PUBLIC**

We **RESOLVED** to re-admit the Press and public for the remainder of the meeting

**Proposed Cllr. Bysse Seconded Cllr Lane**

**648. DATE OF NEXT MEETING – TUESDAY 21ST JUNE, 2021 AT 7.15PM IN THE VILLAGE HALL.**

**FUTURE MEETING DATES:** 2022 - 19<sup>th</sup> July, (16<sup>th</sup> August if required), 20<sup>th</sup> Sept, 18<sup>th</sup> Oct, 15<sup>th</sup> Nov, 20<sup>th</sup> Dec  
2023 - 17<sup>th</sup> Jan, 21<sup>st</sup> Feb, 21<sup>st</sup> Mar, 18<sup>th</sup> Apr, 16<sup>th</sup> May (Annual Parish council)

Meeting closed at 9.47pm



Clerk/Proper Officer,  
19<sup>th</sup> May, 2022

Chairman  
Dated:

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