

**Minutes of the Annual Meeting of the Full Council, Yaxley Parish Council  
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley  
on 10th May 2016.**

Present:- Councillors A Bartle, G Bellamy, C Bolton, R Butcher, S Butler, P Croke, K Gulson, J Lusted, M Oliver, D Porteous, A Rees, C Thorne, S White, J Willis and A Wood.

In attendance – District Councillor E Butler and Mrs H Taylor

**FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**

On the proposition of Councillor C Thorne, seconded by Councillor R Butcher, it was unanimously RESOLVED that Councillor K Gulson be elected Chairman of the Council, and thereby Lord of the Manor, for the ensuing year.

*(Following which Councillor K Gulson read and signed the Declaration of Officer.)*

**FC2. ELECTION OF VICE CHAIRMAN**

On the proposition of Councillor D Porteous, seconded by Councillor A Rees, it was RESOLVED unanimously that Councillor R Butcher be elected Vice Chairman of the Council for the ensuing year.

**FC3. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillors J Reed (personal) and P Russell (personal).

**FC4. DECLARATION OF INTERESTS**

Councillor A Bartle declared an "other" interest in item FC15 due to him having previous dealings with Moore Stephens Accountants.

**FC5. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the meeting of the Council held 12<sup>th</sup> April 2016. This was seconded by Councillor J Lusted and **RESOLVED**.

**FC6. PUBLIC PARTICIPATION**

No Member of the public wished to speak.

**FC7. COMMITTEE REPORTS – PLANNING**

Members received and noted the Minutes of the Planning Committee held on 12<sup>th</sup> April 2016.

**FC8. ANNUAL REVIEW OF POLICIES**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members' attention was drawn to an annual requirement within Standing Orders to review working policies and procedures of the Council.

Members were reminded that during the past 7 months the Policy and Procedure Working Group had scrutinised a number of policies. Attention was then drawn to the recommendation of the Working Group with regard to length of service for a Chairman and 3 changes to the financial regulations published by NALC. Whereupon, it was proposed by Councillor J Lusted that the proposed amendments to the Standing Orders and Financial Regulations, as outlined in the report, be adopted. This was seconded by Councillor R Butcher and **RESOLVED**.

#### **FC9. COMMITTEE MEMBERSHIP**

In receiving a report by the Clerk (a copy of which is appended in the Minute Book) outlining minor changes to the terms of reference for full Council and the Council's four Committees, Councillor R Butcher proposed that the amendments be approved. This was seconded by Councillor A Rees and **RESOLVED**.

At the same time, Councillor J Lusted proposed that the following appointments be approved:

Community Facilities: Councillors G Bellamy, C Bolton, R Butcher, S Butler, P Crooke, K Gulson, J Lusted, M Oliver, D Porteous, A Rees, J Willis and A Wood.

Planning: Councillors G Bellamy, R Butcher, S Butler, M Oliver, J Reed, P Russell, C Thorne, A Wood (*K Gulson ex-officio*).

Property: Councillors A Bartle, C Bolton, R Butcher, K Gulson, J Lusted, M Oliver, J Reed, A Rees, P Russell, C Thorne, S White and J Willis.

Personnel: Councillors A Bartle, C Bolton, S Butler, J Lusted, J Reed, A Rees, S White and A Wood.

This was seconded by Councillor J Willis and unanimously **RESOLVED**.

#### **FC10. APPOINTMENT OF WORKING GROUPS - POLICIES AND PROCEDURES WORKING GROUP**

Councillor R Butcher proposed that Councillors A Bartle, G Bellamy, C Bolton, K Gulson, J Lusted and A Rees be appointed to the Policies and Procedures Working Group for the remainder of the Municipal Year. This was seconded by Councillor J Lusted and **RESOLVED**.

#### **FC11. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the Council's and employees' membership of other bodies. Whereupon, Councillor C Bolton proposed that the Parish Council remains a Member of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC). This was seconded by Councillor G Bellamy and **RESOLVED**.

Furthermore Councillor J Lusted proposed that the Parish Council renews its Membership of the Institute of Cemetery and Crematorium Management (ICCM). This was seconded by Councillor S White and **RESOLVED**.

Finally, Councillor J Lusted proposed that the Clerk remains a Member of the Society of Local Council Clerks. This was seconded by Councillor R Butcher and **RESOLVED**.

## **FC12. COMMUNITY INFRASTRUCTURE LEVY**

Members' attention was drawn to the receipt of £5,204.82 in Community Infrastructure Levy payments.

Members were reminded that the money must be spent in accordance with the Community Infrastructure Levy Regulations 2010. It states that local authorities are required to spend the levy's funds on the infrastructure needed to support the development of their area. With this in mind and given the projects currently being pursued by the Council, it was proposed by Councillor R Butcher that the money be earmarked for the new toddler play area in the recreation ground and for the development of Green Park. This was seconded by Councillor S Butler and **RESOLVED**.

## **FC13. BUDGET V ACTUAL**

Members received and noted a budget monitoring report (a copy of which is appended in the Minute Book) showing the position of the budget as at 31<sup>st</sup> March 2016 compared to that agreed.

## **FC14. FINANCIAL STATEMENTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2016**

In receiving the Financial Statements for the year ended 31<sup>st</sup> March 2016 (a copy of which is appended in the Minute Book) Members were apprised of the income and expenditure figures for the year.

It was noted that savings had been made in a number of areas including salaries, heating costs and general administration.

Given the information before them and in noting that the Council is currently in a healthy position, Councillor R Butcher that the Financial Statements for year ending 31<sup>st</sup> March 2016 be approved. This was seconded by Councillor J Lusted and unanimously **RESOLVED**.

In doing so, Members placed on record their thanks to the Finance Officer for a comprehensive and detailed report and praised the Clerk for driving down the Council's expenditure and staff for their diligence.

## **FC15. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2015/16**

A review of the effectiveness of the Internal Audit for 2015/16 was proposed for approval by Councillor G Bellamy and seconded by Councillor J Lusted. This was **RESOLVED** unanimously.

## **FC16. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2016**

The Annual Return and Statement of Governance, which included the conclusions of the Internal Auditor (a copy of which is appended in the Minute Book) was submitted to Council for adoption before submission for audit. Having been advised that the Council was now in a position to answer yes to the accounting statements and the Internal Auditor was satisfied that the accounts presented today were correct it was:

- (a) Proposed by Councillor R Butcher that the Annual Governance Statement 2015/16 be approved and the Chairman and the RFO be authorised to sign the

document, this was seconded by Councillor J Willis and unanimously **RESOLVED**;

- (b) Proposed by Councillor R Butcher that the Accounting Statements 2015/16 be approved and the Chairman be authorised to sign them on behalf of the Parish Council. This was seconded by Councillor S Butler and **RESOLVED** unanimously.

**FC17. GRASS CUTTING AGREEMENT WITH CAMBRIDGESHIRE COUNTY COUNCIL**

Consideration was given to a request from Cambridgeshire County Council to cut 3 new areas of grass in the village. Members were advised that these areas had previously been cut by Huntingdonshire District Council for the County but they had recently handed back the responsibility to the County. Having regard to the areas in question Members felt that the Parish Council did not have the equipment, training or manpower to take on the new areas. Therefore, Councillor R Butcher proposed that the request be refused. This was seconded by Councillor P Croke and **RESOLVED** unanimously.

**FC18. DIGITAL MAPPING SOFTWARE**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members considered purchasing a digital mapping software package to help with the external tree survey. In receiving a breakdown of two possible packages, Members were advised that the technology could be used to map street furniture, buildings and land. It could also be used as a way of recording the weekly play equipment inspections. Having been advised that a presentation of one of the packages had been arranged for the following week, Councillor R Butcher proposed that sufficient monies be earmarked within the Council reserves to cover whichever package was required and depending on the outcome of the demonstration, authority be delegated to the Clerk to order the software. This was seconded by Councillor A Bartle and **RESOLVED**.

**FC19. AWARD OF GRANT TO NEIGHBOURHOOD WATCH FOR USE OF FACILITIES**

Councillor S Butler proposed that a grant be awarded to Neighbourhood Watch for the use of the Owen Pooley Hall on a fortnightly basis subject to the hall being available and the number of attendees being sufficient to warrant fortnightly meetings. This was seconded by Councillor R Butcher and **RESOLVED**.

**FC20. POLICE MATTERS**

Members noted a summary of crimes, for the month of April, by street location for the Parish (a copy of which is appended in the Minute Book).

**FC21. BANK RECONCILIATION STATEMENT**

Due to technical difficulties it had not been able to print this report in time for the meeting, therefore the Bank Reconciliation Statement would be presented to the next meeting.

**FC22. ORDERS FOR PAYMENT**

The schedule of payments made since the previous meeting, which included details of the purchase ledger cheques requiring payment, (a copy of which is appended in the Minute Book) was proposed by Councillor D Porteous, seconded by Councillor J Lusted and **RESOLVED** by a unanimous vote to be paid.

**FC23. REPORTS FROM REPRESENTATIVES**

Members received updates from representatives including a County Council highway issue relating to a public footpath and improvements made to the bus stop on Church Street.

**FC24. EXCLUSION THE PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor G Bellamy that the meeting should be closed to the press and public at 8.52pm.

**FC25. INSURANCE**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members considered the renewal of the Council's insurance policy with Aon along with details of three outstanding claims.

Members were reminded that the policy was due for renewal on 1<sup>st</sup> June 2016 but due to the ongoing claims it had not been possible to undertake a review this year. However, it was reported that the Clerk had met with the company to go through the items on the list to make sure there were no discrepancies. Having discussed the financial benefits of taking out a 3 year fixed term agreement, Councillor R Butcher proposed that

- the Parish Council enter into a 3 year agreement with AON for insurance; and
- a payment of £10,686.71 to AON for this year's insurance renewal be approved.

This was seconded by Councillor A Wood and **RESOLVED**.

**FC26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor A Wood and seconded by Councillor J Willis that the press and public should be readmitted to the meeting.

Meeting closed at 9.00pm

Signed .....

Chairman.