

**Minutes of the Annual Meeting of the Full Council, Yaxley Parish Council  
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley  
on 9th May 2017.**

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

In attendance – District Councillor E Butler and Mrs H Taylor  
Mr L Alberga and Michelle Lay from the Yaxley Partnership.

*At the start of the meeting Mr Alberga indicated that he wished to film the meeting as he was trying out his new camera, to which Members agreed subject to any editing of the meeting being approved by the Clerk prior to any publication.*

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

On the proposition of Councillor J Willis, seconded by Councillor J Lusted, 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 G Bellamy, 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 S Butler, P Crooke, J Reed and C Thorne (all personal).

**FC4. DECLARATION OF INTERESTS**

Councillor R Butcher declared an “other” interest in item FC26 as a named payee and in item FC27 as a named requestee.

Councillor M Oliver declared an “other” interest in item FC23 as a member of the Festival Committee and did not vote on the matter.

Councillor A Bartle declared an “other” interest in item FC27 as a named requestee.

In receiving a schedule of requests for disclosable interests (a copy of which is appended in the Minute Book) Councillor J Lusted proposed that the list be received and the requests granted. This was seconded by Councillor R Butcher and **RESOLVED** unanimously.

**FC5. MINUTES**

Councillor J Willis proposed approval of the Minutes of the meeting of the Council held 11<sup>th</sup> April 2017. This was seconded by Councillor J Lusted and **RESOLVED**.

**FC6. PUBLIC PARTICIPATION**

District Councillor E Butler referred to progress of the Yaxley to Farcet footpath, in response to which Councillor R Butcher asked that the installation of a barrier on the bend

be considered. Councillor R Bellamy added that he was disappointed that the scheme did not include any additional street lights.

Councillor P Russell asked Councillor Butler if the Parish Council could be advised as soon as possible when the application for the office in the repeater station at Normans Cross will be considered by the Development Control Panel.

#### **FC7. COUNCILLORS CROOKE AND REED**

The Chairman paid tribute to Councillors Philippa Crooke and James Reed who had decided to retire as Parish Councillors with immediate effect, due to relocating and work commitments respectively. In that respect, Councillor A Bartle proposed that a letter of thanks be sent to Philippa for her accomplishments at Green Park open space and to James for his work on the Planning Committee. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

#### **FC8. COMMITTEE REPORTS**

##### **FC8.1 PLANNING COMMITTEE**

Members received and noted the draft Minutes of the Planning Committees held on 11<sup>th</sup> and 25<sup>th</sup> April 2017.

##### **FC8.2 COMMUNITY FACILITIES COMMITTEE**

The Minutes of the Community Facilities Committee held on 25<sup>th</sup> April 2017 were received and noted. In doing so, Members' attention was drawn to the Minute No. CF98 (shredders) and having been advised that the tractor would be sold to offset part of the cost, it was proposed by Councillor A Bartle that a sum of £9,000 be earmarked in the Council's reserves for the purchase of a reconditioned Greenmech shredder. This was seconded by Councillor R Butcher and **RESOLVED**.

#### **FC9. 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. Whereupon, it was proposed by Councillor R Butcher that the work of the Working Group be noted. This was seconded by Councillor G Bellamy and **RESOLVED**.

#### **FC10. COMMITTEE MEMBERSHIP**

Councillor J Willis proposed that the following appointments be approved:

Community Facilities: Councillors G Bellamy, C Bolton, R Butcher, S Butler, K Gulson, J Lusted, J Orchard, D Porteous, J Willis and A Wood (and 2 vacancies).

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

Property: Councillors A Bartle, G Bellamy, C Bolton, R Butcher, K Gulson, J Lusted, M Oliver, D Porteous, P Russell, S White and J Willis (and 1 vacancy).

Personnel: Councillors A Bartle, G Bellamy, C Bolton, S Butler, J Lusted, M Oliver, P Russell and A Wood.

This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

**FC11. APPOINTMENT OF WORKING GROUPS - POLICIES AND PROCEDURES WORKING GROUP**

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

Councillor R Butcher proposed that Councillors A Bartle, S Butler, J Lusted, K Gulson and Mr R Dyke be appointed to the Adult Outdoor Gym Equipment Working Group for the remainder of the Municipal Year. This was seconded by Councillor P Russell and **RESOLVED**.

**FC12. GENERAL POWER OF COMPETENCE**

Members were provided with details on the General Power of Competence and what actions to take should they decide to use it (a copy of the report is appended in the Minute Book).

Whereupon, Councillor M Oliver proposed that:

- the report on the General Power of Competence be received and the content noted; and
- it be agreed the Council meets the eligibility criteria required to use the Power of Competence at this point in time.

This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

**FC13. 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 A Bartle proposed that the Parish Council remains a Member of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC). This was seconded by Councillor R Butcher and **RESOLVED**.

Furthermore, Councillor G Bellamy proposed that the Parish Council renews its Membership of the Institute of Cemetery and Crematorium Management (ICCM). This was seconded by Councillor D Porteious and **RESOLVED**.

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

**FC14. COMMUNITY INFRASTRUCTURE LEVY AND S106**

Members received and noted a report by the Clerk (a copy of which is appended in the Minute Book) detailing income and expenditure for CIL and S106. Members were advised that the Parish Council had recently received an additional £5,466.43 in CIL payments, increasing the CIL reserve to £16,907.20. Full Council were reminded that the money had previously been earmarked for the adult outdoor gym equipment.

**FC15. LOCAL HIGHWAY IMPROVEMENT BID**

Following the Parish Council's successful LHI bid for a zebra crossing on Broadway, Members were advised that the County Council have now drawn up a provisional design and have costed the scheme. The estimation is significant higher than the £15,000

estimation previously suggested and has increased to approx. £20,000. In order for the scheme to go ahead then the Parish Council would need to increase their funding from £5,000 to £10,000. Having been advised that £5,000 previously earmarked for street lighting in the 2017/18 budget would no longer be required, it was proposed by Councillor A Bartle that the design be accepted and the funding from the Parish Council be increased to £10,000 with the additional cost to be met from street lighting. This was seconded by Councillor D Porteous and unanimously **RESOLVED**.

**FC16. ANNUAL PARISH MEETING**

Members received and noted that draft minutes of the Annual Parish Meeting held on 6<sup>th</sup> March 2017.

**FC17. 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 2017 compared to that agreed.

**FC18. FINANCIAL STATEMENTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

In receiving the Financial Statements for the year ended 31<sup>st</sup> March 2017 (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 and fuel costs and that income had increased for the 3G pitch, hire of the Owen Pooley hall and Council Chambers.

Given the information before them and in noting that the Council is currently in a healthy position, Councillor D Porteous proposed that the Financial Statements for year ending 31<sup>st</sup> March 2017 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.

**FC19. INTERNAL AUDITORS REPORT 2016/17**

Consideration was given to the Internal Auditor's report for the year ending 31<sup>st</sup> March 2017. Members noted that the Responsible Finance Officer's responses to the report would be submitted to the next meeting.

**FC20. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2016/17**

A review of the effectiveness of the Internal Audit for 2016/17 was proposed for approval by Councillor D Porteous and seconded by Councillor R Butcher. This was **RESOLVED** unanimously.

**FC21. APPOINTMENT OF INTERNAL AUDITORS FOR 2017/18**

Members gave consideration to the appointment of an Internal Auditor for the financial year 2017/18. Whereupon, it was proposed by Councillor J Willis that Moore Stephens be re-appointed as Internal Auditor. This was seconded by Councillor P Russell and unanimously **RESOLVED**.

## **FC22. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2017**

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 J Orchard that the Annual Governance Statement 2016/17 be approved and the Chairman and the RFO be authorised to sign the document, this was seconded by Councillor P Russell and unanimously **RESOLVED**; and
- (b) proposed by Councillor R Butcher that the Accounting Statements 2016/17 be approved and the Chairman be authorised to sign them on behalf of the Parish Council. This was seconded by Councillor J Lusted and **RESOLVED** unanimously.

## **FC23. YAXLEY FESTIVAL ACCOUNTS**

Having received a copy of the Yaxley Festival Funding Limited Statement of Accounts for the year ended 31<sup>st</sup> August 2016 (a copy of which is appended in the Minute Book) and being satisfied with their content, it was proposed by Councillor A Wood that the earmarked funding of £10,000 plus VAT in the 2017/18 budget be made available to the Festival. This was seconded by Councillor A Bartle and unanimously **RESOLVED**. At the same time, it was stressed that any request for a substantial amount of funding needs to be considered before the precept is set every December and that this should include the submission of the applicants accounts and the grant application form for consideration by the November meeting of Council. Members agreed that the rewording of the form to reflect this be considered by the Policy and Procedures Working Group.

## **FC24. 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).

## **FC25. BANK RECONCILIATION STATEMENT**

Councillors received and noted the contents of the Bank Reconciliation Statement as at 30<sup>th</sup> April 2017 (a copy of which is appended in the Minute Book).

## **FC26. 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 C Bolton, seconded by Councillor P Russell and **RESOLVED** by a unanimous vote to be paid.

## **FC27. FREEDOM OF INFORMATION REQUESTS**

Members received a report (a copy of which is appended in the Minute Book) detailing freedom of information requests received since 1<sup>st</sup> May 2014.

## **FC28. REPORTS FROM REPRESENTATIVES**

Councillor A Bartle reported that he would be meeting with County Councillor M McGuire and District Councillor D Watt regarding the closure of the Community Information Shop. Councillor J Willis added that there were a number of petitions in the village collecting names against the closure of the shop.

Attention was drawn to a request from the Yaxley Partnership to hold a picnic on the Recreation Ground as part of the Great Get Together on the weekend of 17<sup>th</sup> and 18<sup>th</sup> June, in memory of Jo Cox MP. In supporting the event, Members suggested that the Austin Hall be offered as an alternative venue if it rains.

Members were reminded that it was the Festival weekend and any help with setting up or putting away would be gratefully received by the Festival Committee.

Meeting closed at 8.50pm

Signed .....

Chairman.

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