



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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To: All Members of Yaxley Parish Council

Sir/Madam

You are hereby summoned to attend a Special Meeting of the **Full Council** of Yaxley Parish Council to be held **on Tuesday 21st April 2020 at 7.00pm by Zoom app** – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting.

H. Taylor

Helen Taylor
Clerk to Yaxley Parish Council

14th April 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- FC160. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- FC161. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- FC162. MINUTES**
To approve as a correct record the Minutes of the meeting of the full Council held on Tuesday 10th March 2020 - attached.
- FC163. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- FC164. ANNUAL PARISH MEETING OF THE ELECTORATE**
To receive the Minutes of the Annual Parish Meeting of the electorate held on 10th March 2020 (copy herewith).
- FC165. BANK RECONCILIATION STATEMENT**
To receive a bank reconciliation statement as at 31st March 2020 – attached.
- FC166. ORDERS FOR PAYMENT**
To receive and approve the schedule of Orders for Payment for March - attached.
- FC167. REPORTS FROM REPRESENTATIVES**

Cut off time for the meeting is 20.00

FC162

**Minutes of the Meeting of Full Council, Yaxley Parish Council
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley
on 10th March 2020.**

Present:- Councillor R Butcher - Chairman.

Councillors R Doncaster, E Gilchrist, K Gulson, S McMullon, M Oliver, D Porteous, S Sanderson, D Seaton and A Wood.

In attendance – Mrs H Taylor (Clerk), District Councillor E Butler and 17 Members of the Public.

FC151. APOLOGIES

Apologies for absence from the meeting were received and accepted on behalf of Councillors J Lusted, G Needham and P Russell (all personal).

FC152. DECLARATION OF INTERESTS

No declarations were received.

FC153. MINUTES

Councillor M Oliver proposed approval of the Minutes of the meeting of the Council held 11th February 2020. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED.**

FC154. PUBLIC PARTICIPATION

District Councillor E R Butler reported that the District Council had only just received the application to dismantle the old mushroom factory and that they would be getting an application for its development in the near future.

FC155. SPECIAL MOTION

A special motion was brought by Councillors R Butcher, K Gulson, M Oliver and A Wood as follows:

'that with reference to Standing Order 7a, the Council rescinds Resolution FC145 which relates to the pond in the Recreation Ground:

"that the pond in the Recreation Ground be filled in and planted as a wild flower meadow."

and that the future of the pond be reconsidered.

Councillor K Gulson spoke in favour of the motion and referred to the new information that had come to light since the last meeting. He touched on the discussions that had been held with Yaxley Countryside Volunteers and the new ideas that they had put forward that would rejuvenate the pond but would not increase it to the depth of between 1.5m and 2m suggested by Froglife. It was recognised that there were frogs spawning in the pond at the moment and that any work to clear it of the sediment and dead weed would need to be done at the end of August which would give the Parish Council and Yaxley Countryside Volunteers sufficient time to plan how this area can be a working pond for frogs and to complete a risk assessment. It was added that local business man Des Watt had offered to provide machinery, labour and expertise to enhance the pond.

Councillor A Wood reminded Members that at their previous meeting there had been considerable discussion over the plans put forward by Froglife to deepen the pond with concerns being raised over ongoing maintenance and sustainability given that it is not a spring fed pond. Councillor Wood explained that since the meeting he had spoken with Mr

Bingham of the Yaxley Countryside Volunteers and had been informed that the pond drying out was a positive rather than a negative thing for frogs and he was satisfied with this new information.

Mr Bingham explained that the pond had been originally planted with various types of plants which had grown across the whole of the pond and now need reigning in. He suggested that some of the plants be cleared and the aggressive weeds removed.

Having thanked Mr Bingham and the Yaxley Countryside Volunteers for the work that they do, Councillor K Gulson proposed that the resolution at FC145 be rescinded and Mr Bingham be invited to prepare a proposal to clear the pond of the weeds and sediment with a view to undertaking the work at the end of August and that a risk assessment be prepared on the final proposal. This was seconded by Councillor M Oliver and **RESOLVED**.

FC156. SECTION 137 BUDGET – AWARD OF GRANT

Councillor D Porteious proposed that an award of £170 be made to the North Hunts Community Car Scheme and £180 to the Yaxley Age Well Club towards phone costs and the purchase of sound equipment respectively. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

FC157. BANK RECONCILIATION STATEMENT

Councillors received and noted the contents of the Bank Reconciliation Statements as at 29th February 2020 (copies of which are appended in the Minute Book).

FC158. 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 K Gulson, seconded by Councillor D Porteious and **RESOLVED** by a unanimous vote to be paid.

FC159. REPORTS FROM REPRESENTATIVES

Councillor A Wood reported that he had represented the Parish Council at the funeral of former Councillor Ann Rees, Members acknowledged how active Ann had been as a Parish Councillor. Councillor K Gulson also reported that he had attended the funeral that day of former Councillor Paul Richardson, in paying tribute to Paul mention was made of the various community roles Paul had been involved in including the North Hunts Community Car Scheme, the Cuckoos Clearing and the Community Fridge.

Councillor K Gulson reported that he and Councillors P Russell and A Wood had attended an Extraordinary General Meeting of CAPALC where it was agreed to move to a company limited by guarantee. The Clerk advised that a report on the benefits of being a member of CAPALC would be submitted to the next meeting.

The Chairman reported that he and the Clerk had attended a joint town and parishes meeting this morning where items discussed included the environment, policing and CAPALC.

Mention was made of the repair café which had met on 1st March, the project had a strong pool of volunteers able to repair items but would benefit from having someone to organise the event on the day rather than relying on the staff in the office. One issue that would

require attention was the number of people booking items in but not turning up and any suggestions on how this can be overcome as well as offers of help from Members would be gratefully received by the Clerk.

Finally, the Clerk updated the meeting on the guidance given to staff and the additional measures introduced to help prevent the spread of the coronavirus.

Meeting closed at 7.30pm

Signed

Chairman.



Minutes of the **ANNUAL PARISH MEETING** for the Parish of Yaxley held on 20th March 2020 at Daimler Avenue, Yaxley.

PRESENT

Councillor R Butcher, Chairman of the Parish Council in the Chair

Nine Members and the Clerk of the Parish Council

District Councillors E R Butler and K Gulson (also serving on the Parish Council)

Mr R Bingham, Yaxley Countryside Volunteers

20 members of the public.

APOLOGIES

An apology for absence was submitted on behalf of Parish Councillors J Lusted, G Needham and P Russell and County and District Councillor M McGuire.

WELCOME AND INTRODUCTIONS

Councillor Butcher welcomed everyone to the meeting.

MINUTES OF THE ANNUAL PARISH MEETING HELD ON 13TH MARCH 2018.

Upon being moved by Councillor K Gulson and seconded by Councillor M Oliver, the Minutes of the Annual Parish Meeting held on 12th March 2019 were approved and signed as a correct record by the Chairman.

CHAIRMAN'S REPORT

Councillor R Butcher read out his detailed Annual Report to the meeting and thanked the Councillor and staff for their work over the year, a copy of the report is available on the Parish Council's website.

QUESTIONS AND COMMENTS

Mr R Bingham of Yaxley Countryside Volunteers referred to recent reports on social media about the Parish Council's decision not to deepen the pond in the Recreation Ground but to turn it into a wild flower meadow. Mr Bingham expressed sadness about the misinformation being circulated and that criticism had been directed at individuals on the Parish Council. He explained that he had worked with the Parish Council for many years and had been involved in the ponds construction in 2001 which involved the Parish Council, Wildlife Trust and Countryside Volunteers. He stressed that the pond had never been called the James Orchard Pond and that it was created as a seasonal pond and is not fed by a spring. The plan had been to create a wetland that was safe for the public with no deep sides. Over the last three years, the pond has dried out in the summer but with the recent wet winter the area is currently quite wet. He lamented claims that there was a wide range of species living in the pond stating that there were frogs who love shallow water but no dragonflies, fish or larvae. Referring to a recent proposal to deepen the pond, Mr Bingham advised that Froglife had wanted to redevelop the area at a cost of £3,500 but now couldn't raise the funds to do so. He added that the Parish Council had been concerned over Froglife's plans to make the pond 1.5 to 2 metres deep and that this had "frightened everyone". He advised the meeting that he had discussed some fresh ideas for the pond with the Parish Council and was reassured that the item was being revisited by Full Council after this meeting. He summed up by saying the he knew that people were interested in the pond and hoped that they

would help in taking it forward by helping, adding that the Parish Council can not always be involved in the maintenance of the pond.

Mr P Underwood, a local resident, thanked Mr Bingham for his input and referred to the various posts on social media about the pond. He said that he had put forward a request in March 2018 to have the pond updated and made into a tranquil area. He added that Froglife were involved and Mr Bingham had put forward a realistic proposal. Mr Underwood expressed his disappointment that the proposal had been thrown out by the Council and that no risk assessment had been undertaken. He referred to the other ponds in the village being at Pound Lane and Persimmons Fields.

In response to the above, Councillor Butcher explained that he was concerned that the proposal from Froglife was too deep and that it could result in someone drowning. However, he reiterated that the item was to be revisited by Full Council after the meeting due to the new proposal put forward by Mr Bingham.

Gemma Wells of Gemma Hearts reported that a defibrillator had been installed that day on the pavilion on the Recreation Ground and that to coincide with this there would be defibrillator training in the pavilion on 24th March 2020 between 6.00pm and 8.00pm.

In response to a question regarding the redevelopment of the old mushroom site and concerns over traffic, the Clerk advised that the Parish Council had yet to see any planning application for the site but that when they do they would be able to add a request for traffic calming measures as part of the Parish Council's comments.

In reply to a comment about fly tipping at the entrance of the Wykes and concerns that the District Council had cut back on their weekly litter pick, the Clerk advised that she would contact both the District Council and O & H Hampton as landowner of the Wykes regarding these issues.

There being no further business, the Chairman declared the meeting closed at 7.00pm.

Chairman.

Yaxley Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment BalancesBank Statement Balances

31/03/2020	Unity Trust Current Statement	5,250.24
24/03/2020	Barclays Current Statement	28,668.07
31/03/2020	Petty Cash Counted	141.73
31/03/2020	Barclays Debit Card Statement	400.07
31/03/2020	Unity Deposit Acc Statement	139.81
31/03/2020	Barclays High Interest Account	100,526.38
31/03/2020	Nationwide B. Society Instant	26,746.30
31/03/2020	Nationwide B Soc. 90 Day Acc	395,012.70
31/03/2020	Account not in use	0.00
31/03/2020	Cheques awaiting banking	0.00

556,885.30

Receipts not on Bank Statement

21.00

Closing Balance

556,906.30

All Cash & Bank Accounts

1	Unity Trust Current Account	5,271.24
2	Barclays Current Account	28,668.07
3	Petty Cash	141.73
4	Barclays - Debit Card	400.07
5	Unity Trust Deposit Account	139.81
6	Barclays High Int Reserve	100,526.38
7	Nationwide Building Soc .6%	26,746.30
8	Nationwide Building Soc 1.05%	395,012.70
9	Cashbook Memo Account	0.00
10	Monies Received	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	556,906.30

Cheques Suppliers Payments made

Unity	19-Mar-20	Bacs	Roythornes Legal Advise	£	420.00
Unity	19-Mar-20	Bacs	North Hunts Car Scheme s137	£	170.00
Unity	19-Mar-20	Bacs	Yaxley Age Well Club 5137	£	180.00
Barclays	02-Mar-20	Barclay Card	I Drive.com Off site backups	£	56.12
Barclays	03-Mar-20	Barclay Card	Scribble	Hand Sanitiser	£26.10
Barclays	04-Mar-20	Barclay Card	Almagamated Tryes	Van Repair	£66.00
Barclays	19-Mar-20	Barclay Card	Amazon	Ink Cartridge	£ 34.99
				Cash/Debit Card/Cheques etc. Grand Total	<u>£ 953.21</u>

Retro	11-Mar-20	Salary Payments Net Bacs	£	33,131.70	
Retro	17-Mar-20	HMRC PAYE & Pension	£	8,262.02	
Retro	16-Apr-20	Bacs Payments Listed	£	8,795.69	Pages 1 & 2
Retro		Debit crd/Cheque Payments Listed above	£	953.21	
Retro		Payments listed below	£	5,851.87	
Grand Total			<u>£</u>	<u>56,994.49</u>	

Additional Internal Transfers made, retrospective approval

Nationwide	11-Mar-20	Transfer to	Barclays Current	£	30,000.00	Nationwide Transfer
Barclays	10-Mar-20	Transfer to	Unity Trust	£	6,000.00	Barclays Transfer
Barclays	24-Mar-20	Transfer to	Unity Trust	£	3,000.00	Barclays Transfer
Unity Trust	10-Mar-20	Internal Transfer	Barclays top up Debit Card	£	100.00	Barclays top up Debit Card

Direct Debits/BACS

		McMullon, Crossett, Ebony, Whitehead,			
	Deposit	Simpkins, Lockdale Coins, Kingsgate, Simmons,			
Unity	Refunds	Orton, Hargreaves	£	1,636.00	
Barclays	04-Mar-20	1 & 1 INTERNET Emails	£	5.99	
Debit Card	06-Mar-20	Barclays Bank Debit Card Bank Chg	£	6.50	
Barclays	06-Mar-20	Barclays Bank Bank Chg	£	20.00	
Unity	06-Mar-20	PENINSULA Employers Advise	£	180.60	
Unity	09-Mar-20	ALLSTAR FUEL Equipment Fuel	£	303.58	
Unity	12-Mar-20	TOTAL GAS & POWER	£	1,211.89	
Unity	12-Mar-20	TOTAL GAS & POWER	£	38.00	
Barclays	18-Mar-20	ANGLIAN WATER	£	129.66	
Unity	18-Mar-20	ANGLIAN WATER	£	375.49	
Unity	19-Mar-20	FOOD FOR NOUGHT. (FRIDGE)	£	42.00	
Unity	19-Mar-20	PENINSULA Staff Advise	£	16.20	
Unity	19-Mar-20	WORLDPAY Merchant charges	£	44.65	
Unity	23-Mar-20	SWALEC DDR	£	455.62	
Barclays	23-Mar-20	ANGLIAN WATER	£	60.03	
Barclays	23-Mar-20	ANGLIAN WATER	£	89.80	
Barclays	23-Mar-20	ANGLIAN WATER	£	53.71	
Unity	23-Mar-20	ANGLIAN WATER	£	11.93	
Barclays	23-Mar-20	ANGLIAN WATER	£	14.76	
Unity	27-Mar-20	EE MOBILE Mobile Phones	£	44.05	
Unity	30-Mar-20	SWALEC DDR	£	326.32	
Unity	30-Mar-20	VEOLIA DDR Waste Removal	£	620.86	
Unity	31-Mar-20	ONECOM Broadband & Telephones	£	83.23	
Unity	31-Mar-20	Unity Bank Charges	£	81.00	
			<u>£</u>	<u>5,851.87</u>	

This report will be updated on the 13th April 2020 for any further invoices received

Linked to Cashbook 2

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AKF100 A & K Fencing Contractors Ltd							
7546/661/FENCING/A & K Fencing	10/03/2020	7546	1	1,572.00	0.00	1,572.00	0.00
					0.00	1,572.00	
AUB100 Aubergine 262 Ltd							
AUB8038/685/WEBSITE/Aubergine	31/03/2020	AUB8038	1	2,040.00	0.00	2,040.00	0.00
					0.00	2,040.00	
CHA100 Chandlers (Farm Equip.) Ltd							
484614/687/PIN,COLLAR,WASHER/C	18/03/2020	484614	1	17.59	0.00	17.59	0.00
					0.00	17.59	
CIT100 City Locks Ltd							
29521/662/5 KEYS AND LOCK/City	09/03/2020	29521	1	40.50	0.00	40.50	0.00
					0.00	40.50	
CNS100 Computer Network Services Ltd							
37567/667/VPN AND CONFIG/Compu	18/03/2020	37567	1	552.60	0.00	552.60	0.00
37569/666/WFH SET UP/Computer	18/03/2020	37569	1	285.00	0.00	285.00	0.00
37602/668/OFFICE 365/Computer	18/03/2020	37602	1	37.92	0.00	37.92	0.00
37740/688/REMOTE SUPPORT/Compu	31/03/2020	37740	1	28.50	0.00	28.50	0.00
					0.00	904.02	
ESP100 Eastern Shires Purchasing Organisation							
5602855/671/HANDWASH/Eastern S	11/03/2020	5602855	1	22.80	0.00	22.80	0.00
5602887/670/STATIONERY/Eastern	11/03/2020	5602887	1	50.42	0.00	50.42	0.00
5614122/690/TOWELS & TOILET R/	19/03/2020	5614122	1	121.38	0.00	121.38	0.00
					0.00	194.60	
ETH100 Ethos Communications inc Walters							
W153464/669/PRINTING/Ethos Com	13/03/2020	W153464	1	125.45	0.00	125.45	0.00
					0.00	125.45	
FBS100 Freelance Business Services							
march bookkeeping	31/03/2020	YPC BK 0169	1	1,771.55	0.00	1,771.55	0.00
					0.00	1,771.55	

Continued over page

Linked to Cashbook 2

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOW100 Howsafe Ltd							
691\ORANGE VEST\HOWSAFE	23/03/2020	SIN0698852	1	21.48	0.00	21.48	0.00
					<u>0.00</u>	<u>21.48</u>	
HP2100 HP2g Ltd							
3988/692/HEATING REP/HP2g Ltd	31/03/2020	3988	1	126.00	0.00	126.00	0.00
					<u>0.00</u>	<u>126.00</u>	
LMR100 L & M Retail - Yaxley Convience Store							
5983301/693/PAINT KEYS ETC/L &	31/03/2020	5983301	1	39.10	0.00	39.10	0.00
					<u>0.00</u>	<u>39.10</u>	
MAS100 P & J Massingham							
10950/696/EMERGENC Y LIGHT/P &	23/03/2020	10950	1	148.20	0.00	148.20	0.00
10951/694/ELEC COND REPORT/P &	23/03/2020	10951	1	210.00	0.00	210.00	0.00
10952/695/TOILET HEATING	23/03/2020	10952	1	345.00	0.00	345.00	0.00
10956/697/ELEC COND REPORT/P &	23/03/2020	10956	1	630.00	0.00	630.00	0.00
					<u>0.00</u>	<u>1,333.20</u>	
MPH100 MPH Automotive							
04724/672/TOP MOUNT/SPRING/MPH	18/03/2020	04724	1	186.50	0.00	186.50	0.00
					<u>0.00</u>	<u>186.50</u>	
PLA100 Plantscape Ltd							
00002253/675/HOLESTAR MOULDING	18/03/2020	00002253	1	417.72	0.00	417.72	0.00
					<u>0.00</u>	<u>417.72</u>	
TRA101 Trade UK - Screwfix							
1059618060/679/GLOVES CHEM RES	09/03/2020	1059618060	1	5.98	0.00	5.98	0.00
					<u>0.00</u>	<u>5.98</u>	
				Proposed Payment Total	<u>0.00</u>	<u>8,795.69</u>	