

**Minutes of the Annual Meeting of the Full Council, Yaxley Parish Council
held via Zoom on 4th May 2021.**

Present:- Councillors R Butcher, D Chapman, R Doncaster, E Gilchrist, K Gulson, D Hitchcock, A Knight, S McMullon, G Needham, M Oliver, S Wayland and A Wood.

In attendance – Mrs H Taylor (Clerk) and Bev Porter (Finance Officer).

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

On the proposition of Councillor E Gilchrist, seconded by Councillor M Oliver, it was unanimously **RESOLVED** that Councillor R Butcher be elected Chairman of the Council, and thereby Lord of the Manor, for the ensuing year.

(Following which Councillor R Butcher read and signed the Declaration of Officer.)

FC2. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor R Butcher, seconded by Councillor G Needham, it was **RESOLVED** unanimously that Councillor M Oliver 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 Lusted, P Russell and S Sanderson (all personal reasons).

FC4. DECLARATION OF INTERESTS

Councillors K Gulson and S McMullon declared other interests in FC12 by virtue of being allotment holders.

Councillor G Needham declared a pecuniary interest in item FC16 by virtue of being one of the organisers for the Yaxley Vintage Festival and did not partake in the vote thereon. Councillor A Knight declared an other interest in FC16 by being on the Committee of the Scouts and Guides.

Finally, Councillor K Gulson declared a pecuniary interest in FC25 by virtue of being a named payee in the list of payments.

FC5. MINUTES

Councillor D Hitchcock proposed approval of the Minutes of the meeting of the Council held 13th April 2021. This was seconded by Councillor M Oliver and **RESOLVED** unanimously.

FC6. PUBLIC PARTICIPATION

No member of the public wished to speak.

FC7. COMMITTEE REPORTS – COMMUNITY FACILITIES COMMITTEE

The Minutes of the Community Facilities Committee held on 27th April 2021 were received and noted.

FC8. ANNUAL PARISH MEETING OF THE ELECTORATE

Members received and noted the draft minutes of the Annual Parish Meeting held on 13th March 2021.

FC9. REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS

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 4 months the Policy and Procedure Working Group had scrutinised a number of policies and regulations including 6.18 of the Financial Regulations relating to the instructions for the making of financial payments by debit card. Having noted the reasons for the Working Group's recommendation to increase the available spend, it was proposed by Councillor R Butcher that the work of the Working Group be noted and 6.18 of the Financial Regulations, single transaction maximum spend on the debit card, be increased to £500. This was seconded by Councillor D Chapman and **RESOLVED**.

FC10. COMMITTEE MEMBERSHIP

Councillor S McMullon proposed that the following appointments be approved:

Community Facilities: Councillors R Butcher, D Chapman, K Gulson, A Knight, J Lusted, S McMullon, A Minns, G Needham, M Oliver and S Wayland.

Planning: Councillors R Butcher, R Doncaster, E Gilchrist, S McMullon, M Oliver, P Russell, S Sanderson and A Wood.

Property: Councillors R Butcher, D Chapman, R Doncaster, K Gulson, D Hitchcock, G Needham, M Oliver, D Porteous, S Sanderson and S Wayland.

Personnel: Councillors D Chapman, E Gilchrist, J Lusted, K Gulson, D Hitchcock, P Russell, S Sanderson and A Wood

This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

FC11. APPOINTMENT OF WORKING GROUPS

Councillor R Butcher proposed that the following appointments to Working Groups be made for 2021/22:

Yaxley Festival Planning Group: Councillors S McMullon, G Needham, M Oliver and S Wayland;

Yaxley Charities: Councillor J Lusted;

Policies and Procedures Working Group: Councillors D Chapman, R Doncaster, K Gulson, P Russell and A Wood.

This was seconded by Councillor A Knight and **RESOLVED** unanimously.

FC12. ALLOTMENT INSPECTIONS

Councillor R Butcher proposed that Councillors G Needham and M Oliver be appointed to undertake the allotment inspections. This was seconded by Councillor R Doncaster 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 K Gulson proposed that they remain Members of:

- Cambridgeshire and Peterborough Association of Local Councils (CAPALC);
- The Institute of Cemetery and Crematorium Management (ICCM);
- Cambridgeshire ACRE; and
- The Society of Local Council Clerks (SLCC).

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

FC14. LIST OF LAND AND BUILDING ASSETS

Members received and noted a schedule of land and building assets owned by the Parish Council which is available on the Council's website as required by the Local Government Transparency Code.

FC15. ACTION PLAN

The content of the latest Parish Council Action Plan for 2021/22 (a copy of which is appended in the Minute Book) was presented to Full Council. With regard to the Local Highway Improvement Bid for double yellow lines around the Eagle at Normans Cross, the Clerk confirmed that she has reminded the County Council that the scheme hasn't been completed with missing lines and no signage.

Having thanked the staff for progress the various schemes/initiatives within the plan, it was proposed by Councillor E Gilchrist, seconded by Councillor A Knight and **RESOLVED** that the contents of the updated Action Plan for 2021/22 be approved.

FC16. SECTION 137 BUDGET – AWARD OF GRANT

Councillor K Gulson proposed that an award of £250 be made to Yaxley Scouts and Guides for the Yaxley Vintage Festival. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

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 31st March 2021 compared to that agreed.

FC18. FINANCIAL STATEMENTS FOR YEAR ENDING 31ST MARCH 2021

In receiving the Financial Statements for the year ended 31st March 2021 (a copy of which is appended in the Minute Book) Members were apprised of the income and expenditure figures for the year.

Given the information before them and in noting that the Council is currently in a healthy position, Councillor A Knight proposed that the Financial Statements for year ending 31st March 2021 be approved. This was seconded by Councillor S Wayland and unanimously **RESOLVED**.

FC19. INTERNAL AUDITORS REPORT 2020/21

Councillor M Oliver proposed that the Internal Auditor's report for the year ending 31st March 2021 be received. This was seconded by Councillor D Chapman and **RESOLVED** unanimously.

FC20. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2020/21

A review of the effectiveness of the Internal Audit for 2020/21 was proposed for approval by Councillor R Butcher and seconded by Councillor E Gilchrist. This was unanimously **RESOLVED**.

FC21. TERMS OF REFERENCE FOR THE INTERNAL AUDITORS 2021/22

In reviewing the Council's internal audit work, the following requirements were proposed by Councillor A Knight:

- Check the effectiveness and efficiency of systems and policies of the Council and Trust;
- Check compliance with laws and regulations including GDPR;
- Check the reliability and accuracy of financial and operational information;
- Follow up on recommendations included in previous audit reports;
- Provide professional services to the Council with regard to management reports, verification of accuracy and to make recommendations.

This was seconded by Councillor D Hitchcock and unanimously **RESOLVED**.

FC22. APPOINTMENT OF INTERNAL AUDITORS FOR 2021/22

Members gave consideration to the appointment of an Internal Auditor for the financial year 2021/22. Whereupon, it was proposed by Councillor R Doncaster that Moore Stephens be re-appointed as Internal Auditor. This was seconded by Councillor D Chapman and unanimously **RESOLVED**.

FC23. ANNUAL RETURN FOR FINANCIAL YEAR ENDING 31ST MARCH 2021

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 satisfied that the Council was in a position to answer yes to the accounting statements and in noting the Internal Auditor was content that the accounts presented today were correct it was:

- (a) proposed by Councillor E Gilchrist that the Annual Governance Statement 2020/21 be approved and the Chairman and the RFO be authorised to sign the document, this was seconded by Councillor D Chapman and unanimously **RESOLVED**; and
- (b) proposed by Councillor D Hitchcock that the Accounting Statements 2020/21 be approved and the Chairman be authorised to sign them on behalf of the Parish Council. This was seconded by Councillor S McMullon and **RESOLVED** unanimously.

FC24. BANK RECONCILIATION STATEMENT

Councillors received and noted the contents of the Bank Reconciliation Statement as at 30th April 2021 (a copy of which is appended in the Minute Book).

FC25. 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 Hitchcock, seconded by Councillor R Doncaster and **RESOLVED** by a unanimous vote to be paid.

FC26. FREEDOM OF INFORMATION REQUESTS

Members received a report (a copy of which is appended in the Minute Book) detailing one freedom of information request received during the period 1st May 2020 and 30th April 2021.

FC27. ROADSIDE DATA RECORDING

With the assistance of a report by the Clerk (a copy of which is appended in the Minute Book), Members discussed the benefits of road traffic data recording, mobile vehicle activated signs and automatic number plate recognition. The issue of speeding in the village had been raised at previous meetings and the concept of installing number plate recognition cameras has been put forward by Councillor S Sanderson.

In considering the information before them, Members were of the opinion that speeding was the overriding priority for the village and that the first step should be the collection of data to identify the extent of the problem before seeking a long term solution. With this in mind, Members were of the view that the hiring or purchase of a road traffic data recorder be investigated further, the cost of which to be met from the General Reserves. Following which, Councillor K Gulson proposed that the Clerk be requested to pursue this, which was seconded by Councillor A Wood and unanimously **RESOLVED**.

FC28. REPORTS FROM REPRESENTATIVES

No reports were received.

FC29. 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 A Knight and seconded by Councillor M Oliver that the meeting should be closed to the press and public at 8.00pm.

FC30. YOUTH PROJECT

By way of a verbal report by the Clerk Members were updated with the outcome of discussions with Cambridgeshire County Council regarding applying for funding from the Innovate & Cultivate Fund – Cambs Community Foundation, to support a community youth worker. Members were advised that the meeting had been very positive and that there is up to £15,000 available over 2 years to support such work. Whilst working in a partnership with St Peters Church, who has experience of recruiting to such roles, the Parish Council would need to match fund any money awarded and work towards making the role of youth worker self sufficient. In the first two years the cost of the project was expected to be approx. £40,000 and Members were reminded that there remained £14,000 in the earmarked reserves for community & youth projects. If the scheme was successful in getting the £15,000 from the Innovate & Cultivate Fund this would leave a balance of £11,000 to be included in the 2022/23 budget.

Having discussed the scope of the project including how its success could be measured, Members felt that this joint venture would be beneficial long term and could support the needs of young people in the village and address local issues in doing so. Whereupon, it was proposed by Councillor K Gulson that the youth worker model be pursued in partnership with St Peter's Church and the funding be made available as outlined above to support an application to the Innovation and Cultivate Fund. This was seconded by Councillor A Wood and **RESOLVED**.

FC31. REQUEST TO USE THE AMENITY CENTRE CAR PARK TO SITE A WOOD FIRE PIZZA STALL

With the assistance of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members considered a request to site a wood fire pizza stall in the Amenity Centre car park on a Saturday evening. Given the close proximity of other businesses providing a similar service in the village and the potential disruption on hall hirers, it was proposed by Councillor M Oliver, seconded by Councillor D Hitchcock and unanimously **RESOLVED** that the requested be refused.

FC32. 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 M Oliver and seconded by Councillor G Needham that the press and public should be readmitted to the meeting.

Meeting closed at 8.20pm



Signed

Chairman.