

**CAXTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held in the Village Hall  
on Thursday 9 May 2019 at                      pm following the Annual Parish Meeting**

Present: Councillors: K Howard (Chairman), H Barbour, S Bushby, A Halket, R Millard,  
R Jack and L Kelly.

In attendance: None.

1.     **Election of Chairman and to receive the declaration of acceptance of office**  
RESOLVED that items 1, 2, 4, 5, 6, 7 and 8 be deferred to the next meeting.  
RESOLVED that Cllr Howard be elected Chairman for this meeting. (Prop KH, 2nd AH,  
unanimous)
2.     **Election of Vice-Chairman**
3.     **To approve the minutes of the previous meeting**  
RESOLVED that the minutes of the meeting of 14 March 2019 be approved and signed  
by the Chairman at the end of the meeting. (Prop HB, 2nd KH, unanimous)
4.     **To appoint committees or any other officers which the Council deems necessary**
5.     **To appoint representatives on any other organisation or authority, which the  
Council deems necessary**
6.     **To review any deeds and trust instruments in the custody of the Council**
7.     **Standing Orders, Financial Regulations, Risk Assessment and other policies  
review**
8.     **Assets, Insurance Policy and fidelity guarantee review**
9.     **Apologies for absence and declarations of interest**
- 9.1    **To receive written apologies for absence and reasons**  
Apologies had been received from County Cllr Mandy Smith.
- 9.2    **To receive declarations of interests from councillors on items on the agenda**  
None.
- 9.3    **To receive written requests for dispensations and to grant any requests for dispensation  
as appropriate**  
None.

**Comments & observations from members of the public and reports from District &  
County Cllrs**

Reports were given at the Annual Parish Meeting.

10.    **To consider resolutions from the Annual Parish Meeting, if any**  
None.
11.    **To consider matters arising from the minutes**
- 11.1   **Caxton village sign and wall repair/replacement**  
RESOLVED to repair the wall for now and to submit an LHI bid for gates for the  
entrance to the village (Four gates at approximately £1500.00 per pair), and that the  
Parish Council should contribute 20% of the cost.  
Enquiries are to be made of CCC about which posts may be used to mount the speed  
signs. (Prop HB, 2nd RJ, unanimous)
12.    **Local matters and members items for info only unless stated**
- 12.1   **To consider AED (Defibrillator) and CPR Training**  
RESOLVED, given that most Village Halls have a defibrillator mounted outside, to  
contact the Air Ambulance and invite them to the next meeting to talk to the Parish

Council about obtaining a defibrillator and providing free training. (Prop KH, 2nd AH, unanimous)

## 12.2 Dog Fouling signage

RESOLVED, given the occurrence of dog fouling on St Peter's Street, to obtain prices for dog fouling signs for consideration at the next meeting. (Prop KH, 2nd AH, unanimous)

## 13. **Planning and tree works**

### 13.1 Applications received since the last meeting

- 13.1.1 S/4832/18/OL – Firs Farm, St Peter's Street – Outline planning permission with some matters reserved except for access for the erection of self-build dwelling following demolition of agricultural building

Cllr Millard declared an interest and left the room.

RESOLVED, noting that the First Farm planning application had been refused due to the lack of a bat survey, and that there was an appeal in progress, that the Parish Council need make no further comment as it has already supported the plans. (Prop KH, 2nd HB, carried with 1 abstention)

Cllr Millard re-joined the meeting.

### 13.2 SCDC notifications - to note any received

- 13.2.1 S/0183/19/VC – Pastures, St Peter's Street – Removal of condition 2 (Materials) pursuant to planning permission S/0361/18/FL – Permission granted.
- 13.2.2 S/0436/19/FL – 23 Brockholt Road – Proposed dwelling and garage – demolition of existing structure, adjustments to existing driveway – Permission granted
- 13.2.3 S/0305/19/DC – Caxton Depot - Discharge of condition 3 (Travel plan) and 7 (Ecological enhancement) pursuant to planning permission S/1064/17/FL – Permission granted.
- 13.2.4 S/0285/19/OL – Land west of telephone exchange, Bourn Road - Outline planning permission for new dwelling and garage, with some matters reserved except for access – to note recommendation for refusal made between meetings – Withdrawn.

### 13.3 Tree works applications

RESOLVED to note that the Tree Warden had removed the fallen horse chestnut from Ermine Street. The Parish Council would like to thank him.

## 14. **Finance, procedure & risk assessment**

RESOLVED that items 14.1, 14.2 and items 14.4-14.10 inclusive should be deferred to the next meeting.

### 14.1 To receive the financial report and approve the payment of bills

### 14.2 To consider any quotes for urgent works required because of risk

### 14.3 To consider the RoSPA play inspection report

RESOLVED, given that the fence around the Village Hall play area will need some attention in a couple of years, to consider the fencing and other play equipment at the next financial planning meeting.

RESOLVED that a volunteer will be sought from the community for the repainting of the goal posts. Cllr Howard will place an item in the village newsletter. (Prop SB, 2nd LK, unanimous)

RESOLVED that records of the Council's play inspections should be maintained and held by the Clerk. Cllr Barbour will pass the record sheet to Cllr Jack for the Brockholt Road play area.

- 14.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2018 and 31 March 2019)

- 14.5 To consider the Internal Auditor's report if received

- 14.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 14.7 To approve the Annual Governance Statement by resolution
- 14.8 To consider the Accounting Statements (Section 2 of the Annual Return)
- 14.9 To approve the Accounting Statements by resolution
- 14.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

**15. To consider any correspondence received**

- 15.1 The Salvation Army – request to site clothing recycling bank in the village  
RESOLVED to respond that there is already a Salvation Army clothing bank in the village.

**16. Closure of meeting**

There was no further business and the meeting closed at     pm.

Signed .....Chairman .....date.

APPROVED