

## **Minutes of the Meeting held on Tuesday 4 May 2021 at 7.30pm**

**Present** – Simon Buggiey, Jane Trevanion, Sheryl Williamson, Caroline Ilott, Peter Tye, Andy Brown, Peter Howell, Geoff Barnes. There was 1 member of the public present.

Due to Covid 19 the meeting was conducted via video/teleconference. The conference was recorded following all attendees' consent. The recording will be kept until the minutes are approved at the next meeting.

- 1. Election of Chairman for 2021/2022 & signing Declaration of Acceptance of Office**  
Simon Buggiey was elected as Chairman. Proposed Jane Trevanion, seconded Sheryl Williamson. All agreed. Simon Buggiey signed the declaration of acceptance of office as Chairman for 2021-2022
- 2. Apologies for Absence** – Cllr. Deborah Roberts, County Cllr. Peter McDonald
- 3. Election of Vice Chairman 2021/2022 & signing Declaration of Acceptance of Office**  
Caroline Ilott was elected as Vice Chairman. Proposed Peter Tye, seconded Peter Howell. All agreed. The Parish Clerk will provide Caroline Ilott with the declaration of acceptance of office form to sign.
- 4. Laurentian Reporting** – Peter Howell
- 5. Open Forum for Public Participation** - none
- 6. Members Declarations of Interest for items on the Agenda** - none
- 7. To approve and sign the minutes of the Parish Council Meeting on 22 April 2021**  
The minutes were approved. Proposed Jane Trevanion, seconded Andy Brown. All agreed.  
The confidential minutes were approved. Proposed Caroline Ilott, seconded Andy Brown. All agreed.

Simon Buggiey signed the minutes during the Parish Council meeting.

### **8. Matters arising from these minutes:**

All Parish Clerk actions completed except for confirmation of June in-person meeting to village hall – awaiting discussion under item 18 of this agenda.

#### **Action Cllr. McDonald Advice on provision of broadband assistance to pupils**

- GCP proposal change and chase answers to 4 questions posed by the Parish Council in November
- Chase Seearo's environmental licence and set up a site visit in due course
- Find out why Foxton's LHI bid was refused

#### **Action all**

- Virtual meetings - Councillors to feedback to the Clerk to collate a response to government consultation (deadline 17 June 2021)
- Review Committee and working group T&Cs
- Review policies, including recreation ground rules and potential need for a booking form/ process

- Consider whether to continue with Zoom payments

**Action Sheryl Williamson**

- Inform Cricket Club about puppy classes

**Action Caroline Ilott**

- Bring proposals for road safety in the village following on from the Local Highways Initiative (LHI) bid failure, to a future Parish Council meeting

**Action Andy Brown**

- Chase answers to 4 questions posed by the Parish Council in November
- Draft response for East West Rail Consultation (deadline 9 June 2021) and circulate to councillors

**Action Simon Bugey**

- Research WIFI options for village hall

**Action Clerk**

- Respond to request for fun day on Sat 16 July 2022
- Respond to request for puppy classes
- After signing, submit AGAR to external auditor and publish notice of public rights and publication of unaudited AGAR
- Research savings account with third bank
- Query salary standing order
- Update risk register and circulate
- Check NALC updated standing orders
- Seek advice on how often play equipment should be checked/ fun day requirements
- Renew insurance 1 June 2021
- Accept Opus 2-yr fixed term metered electricity supply quote
- Submit orders for noticeboard repair and installation of post
- Send grass cutting contract to S W Gardens for signature
- Prepare risk assessment for return to face to face meetings, consider safety and booking requirements and early notice to residents. Confirm village hall booking.

Caroline Ilott explained that Poppy Pow, Chair of Friends of Foxton School has informed that they will hold their fun day on the school playing fields this year and would like to hold next year's fun day on Saturday 16 July 2022 on the recreation ground. Poppy has emailed the Cricket Club about this to discuss any fixture clashes and is awaiting a reply. The preference for a Saturday, rather than a Sunday booking, is due to availability of staff help and to encourage more support and participation in the event. The Parish Clerk will look into any risk assessment/ insurance requirements and confirm that the fun day can go ahead on the recreation ground on 16 July 2022.

- 9. Planning application: 7 West Hill Road Foxton CB22 6SZ, Ref: 21/01486/HFUL  
Roof extension and internal alterations to garage to form accessible sanitary accommodation and utility room**  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01486/HFUL>

Caroline Ilott explained that this is an internal garage alteration to a disabled access bedroom, wet room and utility room and storage space. There will be no additional on-road car parking. The flat roof of the garage is being raised approx. 13-14 inches.

*Foxton Parish Council recommend approval for this application.*

- 10. Puppy classes Wed 6-8pm in June, July, August on the recreation ground**  
The Clerk clarified that the recreation ground space by the pavilion has been requested and the classes have the necessary insurance (certificate to be provided). They have undertaken their own risk assessment; puppies will be kept on the lead; and they will clear up any mess afterwards. Simon Buggey commented that there should be enough space alongside any Colts cricket matches. Sheryl Williamson will inform the Cricket Club. Proposed Simon Buggey, seconded Caroline Ilott. All agreed.
- 11. Review of Committees and Working Groups, Terms of Reference and allocation of Councillors responsibilities for 2021/2022, including consideration of a Personnel Committee/ Working Group:**

Currently the personnel responsibilities have been covered by the Finance Working Party. It was discussed whether to have a Personnel Committee or Working Group and it was agreed for the time being to have a combined Finance and Personnel Working Group with updated terms of conditions. The terms and conditions will be prepared and brought to a future meeting for approval.

Caroline Ilott noted that it may be useful to have an R&A Committee with its own working budget for R&A items.

The Parish Council decided not to make any changes to the current organisation of its committee and working groups. It will continue to monitor and review its working groups and whether any of these should become committees, potentially with their own budgets.

The Planning Committee and Working Groups Terms of Reference will be reviewed and updated to be brought to a future Parish Council meeting for approval.

The following responsibilities were allocated for 2021-2022:

<b>Chair</b>	Simon Buggey
<b>Vice-chair</b>	Caroline Ilott
<b>Clerk/ RFO</b>	Annabel Wright

**Committees:**

<b>Planning Committee</b>	Caroline Ilott, Andy Brown, Peter Howell, Sheryl Williamson (although Sheryl may not be able to attend some meetings). Simon Buggey, as Chair, to be co-opted as necessary
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**Working Groups:**

<b>Recreation &amp; Amenities</b>	Sheryl Williamson, Peter Howell, Andy Brown, Jane Trevanion (trees only) <i>Notes from R&amp;A meetings will be circulated to all councillors prior to Parish Council meetings</i>
<b>Finance &amp; Personnel</b>	Simon Buggey, Jane Trevanion, Sheryl Williamson and Annabel Wright as the Responsible Financial Officer
<b>Infrastructure</b>	Caroline Ilott, Peter Tye
<b>Police Liaison</b>	Geoff Barnes
<b>Melbourn Area Youth Development (MAYD)</b>	Geoff Barnes
<b>Dovecote</b>	Andy Brown
<b>Climate Change champion</b>	Jane Trevanion
<b>Village Hall Representatives</b>	Peter Howell
<b>S106</b>	All councillors
<b>Rail User Group and Rail Community Partnership</b>	Geoff Barnes, Andy Brown
<b>Twinning</b>	Peter Howell
<b>Recreation Ground Trust (RGT)</b>	all councillors as members of the Parish Council

**12. Review of internal auditor report for year ending 31 March 2021**

The Parish Council records, including policies, financial documents and minutes, were reviewed by the internal auditor and the internal auditor report circulated to the Parish Council.

The internal auditor highlighted two items. The first being the known issue raised by the external auditor about the incorrect notice period for the publication. The second was that all payments relating to the Clerk should be summarised as one total in the minutes. Apart from these matters raised the internal auditor was happy with Foxton Parish Council's governance procedures.

### 13. Annual Return for year ending 31 March 2021

#### a. Section 1 - Complete and approve the Annual Governance Statement 2020/2021

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the arrangements of the Accounting Statements, and all agreed, to the best of their knowledge and belief with respect to the Accounting Statements for the year ended 31 March 2021, the following:

Statement 1 - Yes  
 Statement 2 - Yes  
 Statement 3 - Yes  
 Statement 4 - No  
 Statement 5 - Yes  
 Statement 6 - Yes  
 Statement 7 - Yes  
 Statement 8 - Yes  
 Statement 9 - Yes

Statement 4 – Unfortunately the notice period for the exercise of electors’ rights was insufficient with the dates incorrectly stated on the notice and as such the Parish Council cannot agree to this statement. The external auditor asked the Parish Council to make sure it uses the correct dates this year and the Clerk will ensure it these are correct.

Proposed Simon Buggiey, seconded Caroline Ilott. All agreed.

#### b. Section 2 - Approve the Accounting Statements 2020/2021 as presented by the RFO

The Accounting Statements, as presented by the RFO, were unanimously approved.  
 Proposed Simon Buggiey, seconded Caroline Ilott. All agreed.

### 14. Review of:

#### a. Bank accounts, direct debits and standing orders

The Parish Council has the following bank accounts with current bank balances to date as follows:

##### Lloyds Bank:

S106 Instant Access Savings £61,563.33  
 32 Day Notice Account £23,901.13  
 Treasurers Account £ 500.00

##### Barclays Bank:

Business Saver Account £ 14.60  
 Business Current Account £42,402.19  
 Base Rate Reward Account £84,362.98

The FSCS deposit protection limit is £85,000 per authorised firm and as such the Parish Council will look to set up a new savings account with a third bank in order to share and protect the funds.

There is one standing order on the current account for the Clerk's salary. This may need updating to reflect changes in hourly payments over the last two years. Advice is awaited from payroll advisor.

Direct debits as follows:

Opus metered electricity supply - variable

Opus unmetered electricity supply - variable

Zoom online video conference facility - £14.39 inc. VAT (consider whether to continue)

Gmail (Google Ireland) - £41.40 (per councillor, currently paying for 8 councillors and 1 clerk emails)

ICO data protection registration fee - £35 (mandatory)

**b. Risk Register (the asset register was updated and approved at the Parish Council meeting on 22 April 2021)**

The risk register was last updated in 2019 and needs updating. The Clerk ran through each item and will update the register accordingly and circulate to councillors. Concern was raised about having the right expertise to check play equipment. The Clerk will seek advice on how often the play equipment should be checked.

**c. Standing Orders, Code of Conduct and Policies**

All policies and regulations can be found on the Parish Council website. The Parish Council should review its standing orders, regulations each year at its Annual Meeting. The Clerk had circulated a list of the Parish Council's current policies. The Local Government Association has drafted a model code of conduct for principal authorities and local councils but the government has yet to respond to this. NALC's template 2018 standing orders were updated in 2020 and the Clerk will check to see whether any changes need to be made to the Parish Council's standing orders (updated in 2018). Many of the Parish Council's policies have been adopted recently or in the last few years. Councillors were asked to review the current policies, particularly older policies and advise if any updates were needed. Caroline Ilott noted that the recreation ground rules will need updating and asked councillors to review these. The Clerk added that the rules reference a booking form which does not exist.

**15. Approval of quotes:**

**a. Insurance renewal**

The current 3-year fixed term insurance is about to end on 31 May 2021. The insurance broker, Came & Company, has provided three insurance quotes, all with an additional admin fee of £50. Quote A: £1258.20 annual only; Quote B: £1634.37; Quote C: £1661.02 annual only. Came & Company recommend Quote A being the cheaper and more comprehensive quote. The Parish Council agreed to accept Quote A from Pen Underwriting Ltd, £1258.20 + £50 admin fee which is within the budget. Proposed Simon Buggey, seconded Jane Trevanion. All agreed.

- b. **Metered electricity supply – 2-year fixed term (current term ends 11 June 2021).**  
This supply is for the walkway/ training lights on the recreation ground. The 1-year fixed term with Opus is coming to an end on 11 June 2021.

The Clerk obtained the following quotes:

Quote A standing charge 29p per day, 18.01p per kWh excl. VAT

Quote B standing charge 31.86p per day, 18.2p per kWh excl. VAT

Quote C standing charge 27.41p per day, 17.148p per kWh, FIT 0.658 excl. VAT

The Parish Council agreed to stay with the current supplier Opus and accept Quote A for renewable energy. It acknowledged that any small saving in supplier rates could be far outweighed in the administrative cost of changing supplier. Although Opus has made billing mistakes, they have rectified these. Proposed Simon Buggiey, seconded Caroline Ilott. All agreed.

- c. **Repair to Parish Council noticeboard £105**

Caroline Ilott explained that the noticeboard is in need of maintenance to avoid it falling into greater disrepair. The Parish Council agreed Peter Evan's quote of £105 to undertake the repairs. Proposed Caroline Ilott, seconded Sheryl Williamson. All agreed.

- d. **Safety post concrete pad £55**

The post installed previously by the Parish Council to stop cars driving onto the recreation ground needs to be reinstalled. The Parish Council agreed S W Gardens and Landscapes quote of £55 to undertake the work. Proposed Caroline Ilott, seconded Andy Brown. All agreed.

**16. Review of trial period for grass cutting contractor and consider fixed term contract £130 per cut on a fortnightly, flexible basis**

Peter Tye advised that S W Gardens has been providing grass cutting on the outer areas of the recreation ground on a 6-month trial basis. The trial period has now ended and Peter Tye explained that he was happy with the work undertaken. The price per grass cut has increased to £130 per cut due to a slight alteration of the scope of works. The new contract will provide an annual cost saving of about £1350. The Parish Council agreed to contract S W Gardens from 1 May to 31 March 2022. Proposed Peter Tye, seconded Sheryl Williamson. All agreed.

**17. Approval of payments**

The bank reconciliation, account reports and bank statements have been circulated and checked and approved by Andy Brown.

The following payments were approved. Proposed Simon Buggiey, seconded Andy Brown. All agreed.

**Receipts**

Payer	Item	Paid by	Gross £
SCDC	Precept	BACS	22,500
HMRC	VAT reclaim	BACS	242.82

**Payments****Payments made (prior agreed)**

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary & pension	SO	859.28	0.00	LGA 1972 s112, LGA 1972 s111
Google Ireland	Gmail	BACS	41.40	0.00	LGA 1972 s111, s142
Opus	Metered street lights	BACS	10.56	0.50	Parish Councils Act 1957, s3; Highways Act 1980 s301
Opus	Unmetered street lights	BACS	97.87	4.66	Parish Councils Act 1957, s3; Highways Act 1980 s301
Zoom video comms.	Monthly subscription	DD	14.39	2.40	LGA 1972 s111
Mr Groundsman	Recreation Ground seeding (S106) - approved PC 1 March 2021	BACS	2658.00	128.00	Open Spaces Act 1906 ss9/ S106
Progreen Lawncare	Fertiliser application – approved PC 11 Jan 2021	BACS	1344.00	224.00	Open Spaces Act 1906 ss9
SLCC	Clerk training: Committees & Working Groups (approved Clerk/Chair)	BACS	18.00	3.00	LGA 1972 s111

**Payments to be authorised**

Payee	Item	Payment by	Gross (£)	VAT (£)	Power
Parish Clerk	Salary, phone, home allowance, HMRC	BACS	514.89	0.00	*LGA 1972 s112/ LGA 1972 s111
Parish Clerk	Expenses	BACS	5.76	0.00	LGA 1972 s111
DP Garden Works	Grass cutting, strimming, litter picking (March)	BACS	495.00	0.00	Open Spaces Act 1906 ss9
DP Garden Works	Grass cutting, strimming, litter picking (April)	BACS	495.00	0.00	Open Spaces Act 1906 ss9

**Invoices received after agenda circulated**

LGS Services	Internal Audit	BACS	150.00	25.00	LGA 1972 s111
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Came & Company	Insurance	BACS	1308.20	0.00	LGA 1972 s111
SW Gardens	New Dovecot meadow gate £585.88 approved PC 1 Feb 2021, increased costs of post £30 – approved clerk under emergency authority	BACS	£615.88	0.00	Open Spaces Act 1906 ss9/ S106
SW Gardens	Grass cutting	BACS	£130.00	0.00	Open Spaces Act 1906 ss9
Foxton Cricket Club	Grass cutting	BACS	£300.00	0.00	Open Spaces Act 1906 ss9

\*LGA: Local Government Act

**18. Consider whether to continue with virtual or face to face meetings from June 2021, the possibility of hybrid meetings and any delegation requirements**

The temporary virtual meetings regulations expire on 7 May 2021. The village hall has published its safety requirements. The main hall has capacity for 30 people. The Parish Council agreed that the next Parish Council meeting will be in person in the main hall on Monday 7 June 2021. Names and contact details will need to be taken and due to the limitation of numbers a pre-booking system will be needed. The Clerk will prepare a risk assessment and the Parish Council will need to consider its safety requirements well in advance of the meeting. The agenda will be published with as much notice as possible to give good notice of the new requirements. The Clerk reminded Councillors that the meeting should be kept as short as possible and updates and reports could be published outside of the meeting. Caroline Ilott noted that it would be very helpful to have WIFI in the village hall to allow hybrid meetings in the future. Working party meetings can continue online.

**19. Items for next agenda** – to be submitted to the Parish Clerk by email.

**20. Date and time of next Parish Council Meeting:** Monday 7 June 2021 at 7.30pm

The meeting closed at 9pm.

Annabel Wright  
Foxton Parish Clerk  
6 May 2021