

FOXTON PARISH COUNCIL

Clerk: Annabel Wright

Foxton Parish Council, Foxton Village Hall, Hardman Road, Foxton, CB22 6RN

Tel: 01763 838 430

There is to be an Annual Meeting of Foxton Parish Council at the Village Hall on Monday 9 May 2022 at 7.30 pm.

All members of the Parish Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the Public and Press are invited to address the Council at the Open Forum and are asked to submit comments by email to the clerk at clerk@foxtonparishcouncil.gov.uk if possible.

AGENDA

- 1. Election of Chairman for 2022/2023 & signing Declaration of Acceptance of Office**
- 2. Apologies for absence**
- 3. Laurentian reporting process**
- 4. Parish Council vacancies and co-option of new councillors**
- 5. Open Forum for public participation**
- 6. Members declarations of interest for items on the agenda**
- 7. To approve and sign the minutes of the meeting of 4 April 2022**
- 8. Matters arising from these minutes**
- 9. County Councillors report**
- 10. District Councillors report**
- 11. Infrastructure Report**
 - a. Travel Hub Update**
 - b. LHI Update**
- 12. Planning Committee Report and application: Reference: 21/01922/FUL
Site address: 71A High Street Foxton CB22 6RP
Conversion of storage barn to form detached two storey dwelling.
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01922/FUL>**
- 13. Election of Vice Chairman and approve Committees and Working groups membership and allocation of Councillors responsibilities for 2022/2023 and review Terms of Reference**

Planning Committee; Working Groups (Recreation & Amenities, Finance, Neighbourhood Plan, S106, Personnel); Responsibilities: Sports Clubs Liaison and Village Warden Management; Infrastructure; Police Liaison; IT/Web Site; Melbourn Area Youth Development (MAYD); Rail; Dovecote; 2 Village Hall Representatives); Recreation Ground Trust (RGT)
- 14. Review of internal auditor report for year ending 31 March 2022**
- 15. Annual Return for year ending 31 March 2022**
 - a. Section 1 - Complete and approve the Annual Governance Statement 2021/2022**
 - b. Section 2 - Approve the Accounting Statements 2021/2022 as presented by the RFO**

16. **Review and approval of:**
 - a. **Bank accounts, direct debits and standing orders**
 - b. **Asset Register**
 - c. **Risk Register**
 - d. **Adoption of Local Government Association Model Councillor Code of Conduct 2020**

A review of the Parish Council's policies will be undertaken at the June Parish Council meeting to allow newly elected councillors time to review these.

17. **S106 Update**
18. **R&A Update including (i) Antisocial behaviour on basketball court; (ii) Football Foundation Grant; (iii) whole recreation ground risk assessment on 30 May 2022**
19. **Approval of quotes:**
 - a. **CAPALC Councillor training £75x 2 and Chairman training £50**
 - b. **Insurance renewal (one quote received £1,645.75, second awaited, third unable to provide insurance cover)**
 - c. **Fertiliser application Contractor A £1120+VAT; Contractor B £2400+VAT**
 - d. **Recreation ground grass cutting near allotments £50**
 - e. **Foxton Jubilee Picnic S106 flyer - 250 A5 flyers £44; 250 A5 double sided flyers £60, 250 A4 flyers £47; 500 A5 flyers £52; 500 A5 double sided flyers £84, 500 A4 flyers £65**
20. **Finance**
 - a. **Approval of bank signatories**
 - b. **Approval of payments in attached schedule**
Invoices received after the agenda has been published may be brought to the Parish Council meeting for approval
21. **Ways of getting PC information to residents - social media, leaflets, Laurentian**
22. **Items for next agenda**
23. **Date and time of Parish Council Meeting: Monday 6 June 2022 at 7.30pm**
Motion to exclude Public and Press: Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted on the following agenda item 24
24. **Consider legal correspondence relating to letter from Tees Law on behalf of their client at 28 Illingworth way re (i) the extension of the play area; and (ii) the maintenance of land behind 28 Illingworth Way**

Annabel Wright

Annabel Wright, Parish Clerk – 4 May 2022
clerk@foxtonparishcouncil.gov.uk

Receipts

- | | |
|---------------|----------|
| 1. Precept | £22,500 |
| 2. VAT refund | £1402.08 |

Payments

Payments made (prior agreed)

- | | |
|--|---------------------|
| 1. Salary (SO), pension - LGA 1972 s112, s111 | <i>Confidential</i> |
| 2. Google Ireland Gmail - LGA 1972 s111, s142 | £41.40 |
| 3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £19.69 inc VAT |
| 4. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £228.04 inc VAT |

5.	Cambridge Conservation Volunteers Foxton Woods Open Spaces Act 1906 s9-10	£28.05
6.	Foxton Village Hall meeting room hire x 2 - LGA 1972 s111	£28.45
7.	Foxton Village Hall office hire x 2 - LGA 1972 s111	£85.38
8.	Peter Evans – village warden duties - Open Spaces Act 1906 s9-10	£175.00
9.	Red Shoes Accounting payroll (including RGT recharge £15.50+VAT) LGA 1972 s112/ LGA 1972 s111	£74.40
10.	Amazon printer paper and lever arch files	£42.74 inc VAT

Payments to be authorised

1.	Parish Clerk Salary, NI/tax, phone and home allowance, mileage LGA 1972 s112/ LGA 1972 s111	<i>Confidential</i>
2.	Parish Clerk Expenses – mileage - LGA 1972 s111	£25.02
3.	Phillimore Garden Centre – Trees, Laurels, compost Open Spaces Act 1906 s9-10, S106 – approved PC 4 April 2022	£559.82
4.	Foxton Village Hall meeting room hire x 2 - LGA 1972 s111	£32.40
5.	Peter Evans village warden duties (16.5hrs) - Open Spaces Act 1906 s9-10	£288.75
6.	DP Garden Works April grass cutting/ litter pick - Open Spaces Act 1906 s9-10	£550.00
7.	Foxton Cricket Club April grass cutting - Open Spaces Act 1906 s9-10	£350.00
8.	SW Gardens grass cutting April - Open Spaces Act 1906 s9-10	£135.00
9.	SW Gardens grass cutting May - Open Spaces Act 1906 s9-10	£135.00
10.	LGS Services internal audit - LGA 1972 s111	£150.00 inc VAT
11.	Top up Lloyds Treasurers Account	£42.74
12.	CAPALC Councillor training x 2 and Chairman training x 1	£200

*Local Government Act