

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 Tuesday 9 May 2023 at 7pm.

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. **To elect the Chair of the Council & to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chair of the Council & to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies for absence**
4. **Open Forum for public participation**
5. **Members declarations of interest for items on the agenda**
6. **To approve and sign the minutes of the meeting of 3 April 2023**
7. **Matters arising from these minutes**
8. **Parish Council vacancies and risk of Parish Council becoming inquorate and approval of copy for June laurentian**
9. **Infrastructure**
 - a. Update on 20mph application
 - b. Update on LHI 22/23 installation of infrastructure work. MVAS risk assessment to be completed. Authorise Parish Councillors and named volunteers to (i) program, move and alter the location of the MVAS units; and (ii) provide data to Cambridgeshire County Council. Volunteers must be provided with MVAS training and safety guidance and all volunteer names should be provided to the Parish Clerk.
 - c. Update on GCP meeting with the Parish Council and District Cllr. James Hobro re Melbourn Greenway in Foxton
 - d. Issue raised about parking outside the village shop during/ after sports matches
10. **Playground project to approve:**
 - a. Alistair Russell Quantity Surveyor and Project Management contract £3,600
 - b. Timeline for phase 1
 - c. Design brief for tender and contract documents
 - d. Evaluation committee to consider all bids received from the tendering process
 - e. Refurbishment of multi-play unit Quote A £7045+VAT, Quote B £4,228.72+VAT (2 further companies were approached but declined to quote)
11. **Planning**
 - a. **Reference: 23/01208/ADV, Site address: The White Horse, 45 High Street Foxton**
Installation of illuminated and non-illuminated signs to the exterior of the building
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01208/ADV>
 - b. **Reference: 23/01446/HFUL, Site address: 1 Hall Close, Foxton**
Construction of detached garage at front of property.

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01446/HFUL>

- c. **Reference: 23/01512/FUL, Site address: Moores Farm**
Erection of domestic stables, hay barn and menage
- d. **Burlington Press application approved**
12. **Review of internal auditor report for year ending 31 March 2023**
13. **Annual Return for year ending 31 March 2023**
 - a. Section 1 - Complete and approve the Annual Governance Statement 2022/2023
 - b. Section 2 - Approve the Accounting Statements 2022/2023 as presented by the RFO
14. **Review and approve**
 - a. Bank accounts, bank signatories and direct debits
 - b. Asset (including land) Register and Risk Register
15. **Appoint members of Planning Committee and Finance & Personnel Committee and approve terms of reference**
16. **Review working groups and allocation of Councillors responsibilities (R&A, Finance, S106, Sports Clubs Liaison; Infrastructure; Police; IT; Rail; Dovecote; Village Hall Representatives)**
17. **Approve updated Standing Orders and review: financial regulations, scheme of delegation and other policies**
18. **Approval of quotes:**
 - a. Insurance renewal (Year 2 of 3-year undertaking) £1,392.64
 - b. Repairs to old phone box £365.48
 - c. Approval of payments in attached schedule
Invoices received after the agenda has been published may be brought to the Parish Council meeting for approval
19. **R&A**
 - a. Update on Football foundation grant and recreation ground treatments
 - b. Update on Sports Clubs meeting
 - c. Update on playground inspection
 - d. Approve recreation ground rules, sports clubs' terms & conditions 2023-24
20. **Police update – 32 Fowlmere Road**
21. **Items for next agenda**
22. **Date and time of Parish Council Meeting: Monday 5 June 2023 at 7pm**

Annabel Wright

Annabel Wright, Parish Clerk – 3 May 2023
clerk@foxtonparishcouncil.gov.uk

Receipts

- | | |
|--|------------|
| 1. Precept | £24,300.00 |
| 2. Lloyds bank S106 bank interest - LGA 1972 s111 | £29.39 |
| 3. Lloyds bank 32-day notice general bank interest - LGA 1972 s111 | £42.61 |

Payments

Payments made (prior agreed)

- | | |
|--|---------------------|
| 1. Salary (SO)/ pension - LGA 1972 s112 | <i>Confidential</i> |
| 2. Google Ireland Gmail - LGA 1972 s111, s142 | £29.81 |
| 3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £19.61 inc VAT |
| 4. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £45.66 inc VAT |
| 5. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301 | £9.48 inc VAT |

6. Yu Energy - Parish Councils Act 1957, s3; Highways Act 1980 s301	£10.31 inc VAT
7. Caroline Ilott APM expenses (refreshments) - LGA 1972 s111	£74.61
8. Melbourn library – S137	£50.00
9. Peter Evans village warden - Open Spaces Act 1906 s9-10	£216.00
10. Starboard Systems Scribe accounting software - LGA 1972 s111	£414.72 inc VAT
11. Foxton village hall office hire - LGA 1972 s111	£109.81
12. Foxton village meeting room hire (x2) - LGA 1972 s111	£28.45
13. Langham Press 20mph flier - LGA 1972 s111	£46.00
14. SW Gardens grass cutting - Open Spaces Act 1906 s9-10	£210 inc VAT

Payments to be authorised

1. Parish Clerk Salary/ expenses/ HMRC- LGA 1972 s112/ LGA 1972 s111	<i>Confidential</i>
2. David Bracey -Open Spaces Act 1906 s9-10	£240.00 inc VAT
3. BHIB Insurance - LGA 1972 s111	£1392.64
4. SW Gardens grass cutting April (1) - Open Spaces Act 1906 s9-10	£210 inc VAT
5. SW Gardens grass cutting April (2) - Open Spaces Act 1906 s9-10	£210 inc VAT
6. DP Garden Works grass cutting/ litter picking - Open Spaces Act 1906 s9-10	£525 inc VAT
7. Peter Evans village warden - Open Spaces Act 1906 s9-10	£216.00
8. Peter Evans signS refurb - Open Spaces Act 1906 s9-10	£525.00
9. Foxton village meeting room hire (x3) - LGA 1972 s111	£44.65