

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 4 May 2021 at 7.30 pm.

Due to Covid 19 the meeting will be conducted via Zoom video/teleconference. If you wish to join, please click on the link below or call the phone number using the passcode provided (normal rates apply).

Join by weblink (click on link or copy to web browser):

<https://zoom.us/j/95631497409?pwd=SHVBR2lOb0wwQ0d1TE5sSEVUYXo2dz09>

Meeting ID: 956 3149 7409 Passcode: 260858

Join by Phone: 0131 460 1196 and enter Passcode: 260858

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 2021/2022 & signing Declaration of Acceptance of Office**
2. **Apologies for absence**
3. **Election of Vice Chairman 2021/2022 & signing Declaration of Acceptance of Office**
4. **Laurentian reporting**
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 22 April 2021**
8. **Matters arising from these minutes**
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>
10. **Puppy classes Wed 6-8pm in June, July, August on the recreation ground**
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:**
Current: Planning Committee; Working Groups (Recreation & Amenities, Finance, Neighbourhood Plan, S106); Infrastructure; Police Liaison; IT/Web Site; Melbourn Area Youth Development (MAYD); Dovecote; Village Hall Representative(s); Recreation Ground Trust (RGT)
12. **Review of internal auditor report for year ending 31 March 2021 (awaited)**
13. **Annual Return for year ending 31 March 2021**
 - a. Section 1 - Complete and approve the Annual Governance Statement 2020/2021
 - b. Section 2 - Approve the Accounting Statements 2020/2021 as presented by the RFO
14. **Review of:**
 - a. **Bank accounts, direct debits and standing orders**

- b. Risk Register (the asset register was updated and approved at the Parish Council meeting on 22 April 2021)
 - c. Standing Orders, Code of Conduct and Policies
15. Approval of quotes:
- a. Insurance renewal (quotes awaited)
 - b. Metered electricity supply – 2-year fixed term (current term ends 11 June 2021).
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
 - c. Repair to Parish Council noticeboard £105
 - d. Safety post concrete pad £55
16. Review of trial period for grass cutting contractor and consider fixed term contract £130 per cut on a fortnightly, flexible basis
17. Approval of payments in attached schedule
Invoices received after the agenda has been published may be brought to the Parish Council meeting for approval
18. Consider whether to continue with virtual or face to face meetings from June 2021, the possibility of hybrid meetings and any delegation requirements
19. Items for next agenda
20. Date and time of Parish Council Meeting: Monday 7 June 2021 at 7.30pm

Annabel Wright

Annabel Wright, Parish Clerk – 28 April 2021
clerk@foxtonparishcouncil.gov.uk

Receipts

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

Payments made

Payee	Item	Paid by	Gross (£)	VAT (£)
Google Ireland	Gmail	BACS	41.40	0.00
Opus	Metered street lights	BACS	10.56	0.50
Opus	Unmetered street lights	BACS	97.87	4.66
Zoom video comms.	Monthly subscription	DD	14.39	2.40
Mr Groundsman	Recreation Ground seeding (S106) - approved PC 1 March 2021	BACS	2658.00	128.00
Progreen Lawncare	Fertiliser application – approved PC 11 Jan 2021	BACS	1344.00	224.00
SLCC	Clerk training: Committees & Working Groups (approved Clerk/Chair)	BACS	18.00	3.00

Payments to be made

Payee	Item	Pay by	Gross (£)	VAT (£)
Parish Clerk	Salary	BACS	Confidential	0.00
HMRC	NI Contribution & Tax	BACS	Confidential	0.00
Parish Clerk	Expenses	BACS	5.76	0.00
DP Garden Works	Grass cutting, strimming, litter picking (March)	BACS	495.00	0.00
DP Garden Works	Grass cutting, strimming, litter picking (April)	BACS	495.00	0.00