

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 13th May 2019 at 7.45 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.

AGENDA

- 1. Election of Chairman for 2019/2020 & signing Declaration of Acceptance of Office**
- 2. Apologies for absence**
- 3. Election of Vice Chairman 2019/2020 & 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 1st April 2019**
- 8. Matters arising from these minutes**
- 9. County Councillors report**
- 10. District Councillors report**
- 11. Feedback from meetings and events**
- 12. Allocation of Councillors responsibilities for 2019/2020:**
Planning Committee; Working Groups (Recreation & Amenities, Finance, Neighbourhood Plan); Infrastructure; Police Liaison; IT/Web Site; Melbourn Area Youth Development (MAYD); Dovecote; Village Hall Representative; Recreation Ground Trust (RGT)
- 13. Review of Standing Orders, Regulations and Working Party Terms of Reference (the risk register & asset register were approved at the March 2019 Parish Council meeting)**
- 14. Review of bank accounts and savings**
- 15. Review of internal auditor report for year ending 31 March 2019**
- 16. Annual Return for year ending 31 March 2019**
 - i. Section 1 - Complete and approve the Annual Governance Statement 2018/2019
 - ii. Section 2 - Approve the Accounting Statements 2018/2019 as presented by the RFO
- 17. Planning Committee report, applications and decisions**
Planning Minutes are available on the Parish Council website or from the Clerk
 - i. Consider application S/1132/19/FL 3, Fowlmere Road, Foxton (external finish)
- 18. Infrastructure report**
- 19. Working Party reports and decisions:**
 - a. Finance
 - i. Appointment of CAPALC as Data Protection Officer
 - ii. Transfer of S106 money (£567.01) from Barclays savings (Barclays Base Rate A/C) to current account to cover previous S106 expenditure from current account
 - iii. Approval of variable direct debit to npower for street lighting and the Information Commissioner's Office for the data protection fee
 - iv. Approval of payments in attached schedule
Invoices received after the agenda has been published may be brought to the Parish Council meeting for approval
 - b. IT/Website
 - i. Website and email options

- c. Recreation and Amenities
 - i. Grass cutting tenders – update and approval of changes to requirements for grass cutting by SP Landscapes and approval of tender and contract for grass cutting of sports pitches only
 - ii. Barrier to stop cars going on to the recreation ground
- d. Dovecote and Dovecote meadow – update on rental payments and potential purchase
- e. S106 – update after working party meeting
 - i. Proposal for a small biodiversity area & orchard in corner of school playing field
- f. RGT

20. Police Liaison report

21. Correspondence

22. Items for next agenda

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 items.

23. Payment of Parish Clerk salary by standing order

Date and time of Parish Council Meeting: Monday 3rd June 2019 at 7.45pm

Annabel Wright

Annabel Wright, Parish Clerk – 7 May 2019

clerk@foxtonparishcouncil.gov.uk

Payments made

Payee	Item	Paid by	Gross (£)	VAT (£)
npower	Street lighting	DD	29.00	1.38
Charlie Vince	Tree works	BACS	336.00	56.00
D. Salmons	Bin emptying, village maintenance	BACS	535.00	0.00
D.P. Garden Works	March grass cutting	BACS	230.00	0.00
Parish Clerk	Admin - notepad	BACS	5.88	0.00

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 (subsistence allowance £20, travel £11.52 and phone £30.50)	BACS	62.02	0.00
Parish Clerk	Admin expenses (stationary inc. files for new financial year £19.04 & stamps £15.72)	BACS	34.76	0.00
Foxton Village Hall	Office £103.69 PC room hire March £28.45	BACS	132.14	0.00
Foxton Village Hall	PC room hire April		32.40	0.00
Starboard Systems	Scribe book keeping software	BACS	339.60	56.60
Came & Company Insurance	Insurance	BACS	1,072.10	0.00
Simon Buggey	Councillor expenses APM refreshments and copying	BACS	80.66	0.00
Foxton Cricket Club	Grass Cutting	BACS	150.00	0.00
CAPALC	CAPALC annual membership fee	BACS	371.54	0.00
ICO	Data Protection Registration Fee	DD	35.00	35.00
R Nightingale	Supply and plant grass seed	BACS	700.00	0.00
D Salmons	Bins & village maintenance	BACS	480.00	0.00
Langham's Press	Neighbourhood Plan printing & banner costs	BACS	520.40	69.40
D.P. Garden Works	Grass Cutting	BACS	890.00	0.00

