**NOTICE OF MEETING**

**GREAT PAXTON PARISH COUNCIL**

**The Annual Meeting of the Parish Council will be held on Monday 18th May 2020 at 7.30pm.**

**All members of the Council are hereby summoned to attend the virtual meeting to consider and resolve the business to be transacted at the meeting as set out below.**

**Members of the Public and Press are invited to attend or to express any views/opinions by email.**

C. A. Brandon 12th May 2020

Clerk to the Parish Council (clerk@greatpaxton-pc.gov.uk or [www.greatpaxton-pc.gov.uk](http://www.greatpaxton-pc.gov.uk))

 **1. Election of Chairman**

 To elect a Chairman of the Parish Council for the ensuing year.

(The Councillor elected will sign the declaration of acceptance of office at the next ordinary meeting.)

 **2.** **Appointment of Vice-Chairman**

 To appoint a Vice-Chairman of the Parish Council for the ensuing year.

(The Councillor appointed will sign the declaration of acceptance of office at the next ordinary meeting.)

 **3. Apologies for absence and any declarations of interest**

 **3.1** Apologies

 **3.2** To receive declarations of interests from Councillors on items on the Agenda.

 **3.3** To receive written requests for dispensations for disclosable pecuniary interests (if any) and to grant any requests for dispensations as appropriate.

 **4. Comments & Observations from members of the public and District & County Councillors**

 **4.1** County & District Councillor Reports.

 **4.2** Public Forum to allow members of the public to address the Council (10 Minutes).

 **5. Minutes**

 To approve, as a correct record, the Minutes of the meeting held on 16th March 2020 - Copy enclosed. To be signed at the next ordinary meeting.

 **6.** **Allocation of Responsibilities**

To allocate to Councillors responsibility for the following Council business –

1. **Saxon Green**
2. **Cycle Path Project**
3. **Recreation Ground**
4. **Parish Paths**
5. **Trees**
6. **Highways**
7. **Planning and Building**
8. **Facebook Page/Website**
9. **Parish Magazine Liaison**
10. **Speed watch**
11. **Dementia Friendly Community**
12. **Climate Change/Emergency**

 **7. Council Constitution and Policies/Procedures**

 To review and adopt the following policies and procedures (Paper copies distributed to Parish Councillors in 2018, updated as required and available to view on the website) -

1. **Standing Orders**
2. **Financial Regulations: NEW**
3. **Code of Conduct for Members**
4. **Dispensation Procedures Guide**
5. **Complaints Procedure**
6. **Retention & Disposal Policy & Appendix**
7. **Model Publication Scheme**
8. **Information & Data Protection Policy**
9. **Equality Policy**
10. **Safeguarding Policy**
11. **Health & Safety Policy**
12. **Risk Management Policy**
13. **Social Media & Electric Communication Policy**
14. **Press & Media Policy**
15. **Grants Award Policy**
16. **Grievance Procedure**
17. **Inventory of Assets (submitted as part of the Annual Review)**

 **8.** **LHI Application 2021/22**

 Potential Scheme ideas? Revised Speed Limits for Paxton Hill??

 **9. Planning Matters: Update**

1. **Application No:** **19/02573/HHFUL -** Demolition of Barn, New Dwelling, 78 High Street. Approved 21st April 2020.
2. **NEW Application No: 20/00690/HHFUL -** Proposed Two Storey Side Extension, Recladding to Existing, Pitched Roof to Entrance Hall and Detached Garage, 101 High Street. Parish Council observations requested.
3. **NEW Application No:** **20/00653/S73** **-** Variation of Condition 1 (Temporary Time Period 5 years) to seek retention of a modular building for a further period of 5 years at Great Paxton School, Mount Pleasant. Parish Council observations requested.

**10. Annual Inspection – ROSPA**

To report on the outcomes of the Annual Safety Inspection of Saxon Green Play Space undertaken by Play Safety Limited on 14th April 2020 – a copy of the report has been circulated separately to Councillors.

**11. Correspondence: Request for Support**

* Holy Trinity Church
* Recreation Ground Committee
* St Neots Museum

 Letters/ emails circulated to Councillors.

**12**. **Resident Request: Appointment of Litter Picker Role**

**13. Updates**

1. Community Shop
2. Speed Watch: Update
3. Grounds Maintenance Contract: Latest
4. Proposed Planter on Church Lane Green - Awaiting meeting date with County

 Highways.

1. Disabled Access: Brookside – see above.
2. Dementia Friendly Community
3. Saxon Green: Routine Inspection
4. Highways, footpaths, trees etc

**14. Finance Matters**

 To note the Bank Reconciliation and approve any invoices/expenses for payment (to be circulated prior to the meeting).

**15. Dates of Meetings in 2020**

 To propose the following dates for meetings of the Parish Council in 2020 – all Mondays at 8pm?

13th July, 14th September, 2nd November and 7th December?