**NOTICE OF MEETING**

**GREAT PAXTON PARISH COUNCIL**

**The Annual Meeting of the Parish Council will be held ‘online’ on Monday 17th May 2021 at 8pm (or on the rising of the Annual Parish Meeting if later).**

**Members of the Public and Press are invited to attend or to express any views/opinions by email/letter. If members of the public wish to speak on any Agenda Item, please let the Clerk or Chairman know at least 24 hours before the meeting.**

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

**A link to the meeting will follow.**

C. A. Brandon 12th May 2021

Clerk to the Parish Council ([clerk@greatpaxton-pc.gov.uk](mailto: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. *Councillors are reminded to review and, if necessary, update their Register of Interests.* Change forms are available from the Clerk on request.

**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 15th March 2021 - Copy enclosed.

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

To allocate to Councillors’ responsibility for the following Council business –

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

To consider whether Councillors should be appointed to cover the following two areas given inactivity/changes in those areas in 2020/21 - Cycle Path/Bridge Project & Dementia Friendly Community.

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

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

1. **Standing Orders**
2. **Financial Regulations**
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. **Operation London Bridge**

**8. Internal Audit Report**

To appoint an Internal Auditor for the ensuing year and receive the report of the Internal Auditor for the Council Year 2020/21 (Copy of Annual Governance & Accountability Return (AGAR) Part 2 circulated to Councillors).

**9. Annual Governance Statement 2020/21**

To respond to the accounting statements required under the annual return for the year ended 31st March 2021. Chairman to sign.

**10.** **LHI Application 2020/21**

Update on MVAS & Lighting/Site Meeting.

**11. College Farm Footpath: Footpath Re Organisation**

Formal Consultation letter from the County Council. Observations requested by 26th May. Copy of letter and Scheme Plan circulated to Councillors.

**12.** **Report Back on ‘Walkabout’ With CCC Highways Officer**

**13. Reports on Meetings (if any)**

* **Demand Response Transport for St Neots & Huntingdon: 15th April**
* **Central Area Community Forum: 21st April**
* **Great Ouse Valley Trust AGM: 22nd April**

**14. Planning Matters:** Update on Application for the Erection of War Memorial, Holy Trinity Church, Church Lane (21/00057/FUL)

**15. Correspondence: Request for Support?**

* Recreation Ground Committee

Letter circulated to Councillors.

**16.** **Annual Inspection – ROSPA**

To report on the outcomes of the Annual Safety Inspection of Saxon Green Play Space undertaken by Play Safety Limited on 15th April 2021 – a copy of the report has been circulated separately to Councillors.

**17.** **Saxon Green: Routine Inspection, New Adult Gym & Play Equipment and Surface Drainage/Ground Works to include adjacent ditch?**

**18. Updates**

1. Community Shop
2. Speed Watch: Update
3. Bus Shelter: Replacement Panels - Progress
4. Welcome Pack – Progress
5. Bridge Foot/Cycle Path: Update
6. Highways, footpaths, trees etc

**19. Finance Matters**

1. To note the Bank Reconciliation and approve any invoices/expenses for payment (to be circulated prior to the meeting).
2. To appoint a Councillor responsible for verifying and signing the Bank Reconciliation.

**20. Dates of Meetings in 2021**

To propose the following dates for meetings of the Parish Council in 2021 – all Mondays at 8pm?

5th July, 20th September, 18th October and 29th November?