**NOTICE OF MEETING**

**GREAT PAXTON PARISH COUNCIL**

**The Annual Meeting of the Parish Council will be held in the Community Room on Monday 16th May 2022 at 8pm (or on the rising of the Annual Parish Meeting if later).**

*Members of the Public and Press are cordially 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.*

C. A. Brandon 10th May 2022

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))

**AGENDA**

*[ Councillors are reminded that they must make their Declaration of Acceptance of Office at or before the first meeting after they have been elected.]*

**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.)

**2. Co-Option of Parish Councillors**

To consider the co-option of two Councillors to vacancies on the Parish Council.

**3.** **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.)

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

a. Apologies

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

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

**5.** **Comments & Observations from Members of the Public and District & County Councillors**

a. County & District Councillor Reports.

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

**6. Community Shop**

Andy Wylde to report.

**7. Minutes**

To approve, as a correct record, the Minutes of the meeting held on 21st March 2022 - Copy enclosed.

**8.** **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**

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

To review and adopt the following policies and procedures (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**

**10. Internal Audit Report**

To appoint an Internal Auditor for the ensuing year and receive the report of the Internal Auditor for the Council Year 2021/22 (Copy of Annual Governance & Accountability Return (AGAR) Part 3 circulated to Councillors).

**11. Annual Governance Statement 2021/22**

To respond to the accounting statements required under the annual return for the year ended 31st March 2022. Chairman to sign.

**12.** **Planning Matters: Update (if any) on Proposed Developments**

1. **74 High Street, Variation of C2 (Plans) for 19/00959/FUL to amend the design of the detached 5 bed dwelling: 21/02150/S73 –** Refused by the District Council on 25th March 2022.

**ii Dairy Cottage: Repairs to gable wall, 65 High Street: 21/00911/LBC –** The Parish Council has raised no objections to this application.

**iii High Street Land: Any News?**

**13. Local Highway Improvements**

1. **2021/22 Approved Scheme: Buffer Zone on Paxton Hill – Proposed Design**

To formally approve the proposed scheme design. Copy enclosed.

1. **2022/23 Application:** Implications of CCC Highways & Transport Committee decision and next steps??

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

* Recreation Ground Committee

Statement circulated to Councillors.

**15. Saxon Green**

1. **Annual Inspection – ROSPA:** to discuss the outcomes of the Annual Safety Inspection of Saxon Green Play Space undertaken by Play Safety Limited on 29th April 2022 – a copy of the report has been circulated separately to Councillors.
2. **Routine Inspection?**

**16.** **Community Litter Picking/Purchase of Litter Pickers?**

To consider a request from a resident.

**17.** **Updates**

a. Speed Watch

b. Bridge Foot/Cycle Path: Update (if any)

c. Platinum Jubilee Celebrations: Purchase of Commemorative Gold Coins for Primary School children. Councillor Hall to report. Example to be available.

d. Highways, footpaths, trees etc

**18. 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.

**19. Dates of Meetings in 2022**

To propose the following dates for meetings of the Parish Council in 2022 – all Mondays at 8pm?

18th July, 19th September, 17th October and 28th November?