**NOTICE OF MEETING**

**GREAT PAXTON PARISH COUNCIL**

**The Annual Meeting of the Parish Council will be held in the School Hall, Great Paxton Primary School on Monday 15th May 2023 at 7.30pm (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 9th May 2023

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**

**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.** **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.)

**3.** **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.

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

a. County & District Councillor Reports (if anything to add after the Annual Parish Meeting?).

b. 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 20th March 2023 - Copy enclosed.

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

To allocate to Councillors’ specific 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 agree to allocate any new responsibilities to Councillors as these arise during the year.

**7. 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**
18. **Dignity At Work Policy**

**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 2022/23 (Copy of Annual Governance & Accountability Return (AGAR) Part 2 circulated to Councillors) – To Follow.

**9. Annual Governance Statement 2022/23**

To respond to the accounting statements required under the annual return for the year ended 31st March 2023. Chairman to sign.

**10. Request for Support**

* Recreation Ground Committee
* Community Shop

Any advance statement received will be circulated.

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

**i Erection of dwelling with access, widening of existing access including dropped kerbs, footpath, and demolition of outbuildings, 58 High Street: 22/01426/FUL (Original and amended application).** Approved by the District Council on 18th April.

**ii Erection of a bungalow split into two properties, with garden space, 2 car parking spaces, bin and bike storage, Land West of The Bungalow River Lane: 22/01359/FUL.** Still ‘in progress’

**iii Two storey side extension and single storey rear extension, 47 Rectory Close: Application No. 23/00156/HHFUL.** ‘Pending decision’.

**iv**  **Proposed Accommodation in outbuilding ancillary to dwelling, 22 London Lane: Application No. 23/00190/HHFUL.** Still ‘in progress’.

**v NEW: 36 Meadow Way, erection of first floor extension & raising of roof height to add a second floor: Application No 23/00385/HHFUL.**

**12. CIL Payment & Potential Use?**

To report that the Parish Council has received a CIL payment of £12,349.17 (Community Infrastructure Levy) in connection with Application No: 19/00959/FUL Development at 74 High Street.

**13. Local Highway Improvements 2022/23 & 20mph Application**

**To note:**

* In respect of the LHI Application for improvements to the High Street, CCC have advised that Officers are reviewing applications and will produce a cost estimate for each. If needed, Officers will liaise with the Parish Council if anything about the application is unclear. Nothing else received to date.
* In respect of the 20mph application, this was submitted by the April deadline. No other updates received.

**14. CAPALC: Affiliation**

In May 2019, the Parish Council decidednot to renew its membership of CAPALC but to review the position annually. The Parish Council has since consistently taken the view that the Clerk’s membership of the Society of Local Council Clerks offers a source of advice and support when required. In addition, Councillors believed that rising fees and increasing pressures on a limited precept were such that it could not justify further expenditure. An invitation to affiliate to CAPALC for the year commencing April 2023/24 has been received. The fee for annual membership has increased to £389.55 (from £374.54) plus membership of the Data Protection Scheme @£50 = a total fee of £439.55. A flyer describing the benefits of membership is enclosed for Councillors. The Parish Council is requested to consider the invitation to re-join CAPALC.

**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 18th April 2023 – a copy of the report has been circulated separately to Councillors.
2. **Routine Inspection plus Adult Gym Check**

**16.** **Attendance at Meeting:** **Great Ouse Valley Trust AGM: 22nd April 2023**

Councillor Mrs Jill Peters to report.

**17.** **Updates**

a. Speed Watch

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

c. Recreation Ground Management Committee

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; and
3. To verify and sign the Bank Reconciliation for April 2023.

**19. Dates of Meetings in 2023**

To propose the following dates for meetings of the Parish Council in 2023 – all Mondays at 7.30pm?

10th July, 18th September, 16th October and 27th November?