**Minutes of Meeting of the Annual Parish Council held at The Christie Hall**

**Held on Thursday 18th May 2023 for the purpose of transacting the business detailed below.**

**Present:**

Cllr M Beuttell (Chair) Cllr I Turner Cllr M Riddington

Cllr M Bradshaw Cllr D Price Parish Clerk Charlie Newman

8 members of the public were present.

**Business Discussed**

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|  | **Opening of meeting.** Cllr Beuttell welcomed everyone to the meeting. |
| **1** | **Apologies for Absence.** To receive and accept apologies for absence – Cllr J Wright & Cllr E Engel |
| **2** | **Report from Chair of Parish Council**  Good Evening, and welcome to you all.  The year has seen several planning applications, with nothing too contentious. I was involved in the appeal made by Pure Fuels application to HDC for change of use of the buildings at Nene Valley, and we are awaiting the outcome, however they have successfully applied to have accommodation for staff approved on the site. Last year we saw an application from Newlands to erect Industrial units on land south of Chesterton, however I am pleased to say that this application has now been withdrawn.  HDC have announced the review of their Local Plan, which was due to expire in 2036. However, Government requires that all Local Plans be reviewed on a 5 yearly basis. HDC have now called for “Sites” which means that developers can apply for use of land they currently have options on to be used for building of houses etc. We must be diligent in looking out for any application for the Sibson Site, which caused much contention a few years ago, and any other sites that may be looked at. I will keep residents and the PC up to date when I have information to share.  As you are all aware, we successfully applied for an LHI improvement grant to place Double Yellow lines along the Great North Road, to try and stop HGV lorries parking along the Road. Highways Cambridge continually inform us that this has been delayed, Weather etc. being their excuse. Having escalated my concern regarding this, I await further information, but am pressing hard for these lines to be placed as soon as possible.  We also, like the rest of the country have an ongoing problem with potholes, which we report, and although they are filled in, the work is not good enough to prevent them recurring.  We held our Platinum Jubilee party on the 4th June and this proved to be a great success. The PC planted and Oak tree on the Corner of New Lane to mark this occasion. Unfortunately, within a few months Queen Elizabeth II died, and I for one will miss her steadfast service to our country. The PC have ordered a replacement bench for the village to commemorate her life.  A ‘Village Picnic” to celebrate the coronation of King Charles III, was held in the grounds on the Haycock Hotel on the 7th May, which also proved to be a great success with the weather being very kind. It was a pleasure to see so many children in attendance.  I would also like to welcome Charlotte Newman who replaces Wendy Gray as our new Parish Clerk, and I hope that you will all give her your support as she settles into her new position on the Parish Council.  Thank you once again to my fellow Councillors for their help and Support during the past year.  And finally, and most importantly, thank you for all our residents who attend our meetings. I would like to give my personal apologies for the change of dates we have had to make recently, which I know inconvenienced many. |
| **3** | **Annual Accounts 2021- 2022** |
| a | **To approve the Annual Governance Statement by resolution.** Agreed |
| b | **Consider the Accounting Statements by members as a whole.** Pending completion of audit |
| c | **Approve the Accounting Statements by resolution.** Pending completion of audit |
| d | **On approval Accounting Statement to be signed and dated by person presiding at meeting at which approval is given.** Pending completion of audit |
| **4** | **Questions.** None |
| **5** | **Any Other Matters.** None |
| **6** | **Conclusion of Annual Parish Meeting.** Cllr Beuttell closed by thanking everyone for attending the Annual Parish Meeting. |
| **7** | **Declaration of Acceptance of Office** |
| **7.1** | **(Annual) Election of Chairman:** Cllr Beuttell elected. Cllr Bradshaw seconded |
| **7.2** | **Declaration of Acceptance of Office:**Received |
| **7.3** | **From Chairman:** Acceptance Received |
| **7.4** | **From ALL members:** Acceptance Received |
| **7.5** | **Election of Other Officers/Representatives:**as follows |
| **7.6** | **Vice Chairperson.** Cllr Bradshaw |
| **7.7** | **Street Light Representative.** Cllr Price |
| **7.8** | **Cambridgeshire & Peterborough Association of Local Councils Representative.** Cllr Beuttell |
| **7.9** | **Christie Hall Management Committee Representative.** Cllr Bradshaw |
| **7.10** | **Tree Warden.** Cllr Turner |
| **7.11** | **Parochial Church Council Representative.** Cllr Wright |
| **7.12** | **Parish Footpaths and Bridleways Representative.** Cllr Turner |
| **7.13** | **Police Liaison Representative.** Cllr Riddington |
| **7.14** | **Road Safety Representative.** All Cllrs |
| **7.15** | **Planning and Development and Land Issues Representative(s).** All Cllrs |
| **7.16** | **Parish Maintenance Representative.** Cllr Riddington |
| **7.17** | **Finance Representative.** Cllr Beuttell |
| **7.18** | **Health & Safety Representative.** C.Newman - Clerk |
| **7.19** | **Line Manager for Clerk.** Cllr Beuttell |
| **7.20** | **Thornhaugh Development Action Group.** Cllr Engel |
| **7.21** | **Any Other Representations.** Dual A47 - All Cllrs |
| **8** | **Declaration of Interest in Business to be Transacted: to receive declarations of interest – person and/or prejudicial and the nature of those interests relating to items on the agenda.** None |
| **9** | **Review of Subscriptions:** |
| **9.1** | CAPALC - membership agreed at a cost of £235.11 |
| **9.2** | Defib maintenance - see acceptance of finances in normal meeting minutes |
| **10** | **Business Expressly Required by Statute:** |
| **10.1** | **Review Council Insurance.** Agreed |
| **10.2** | **Review Standing Orders including Complaints Procedure.** Agreed |
| **10.3** | **Review Financial Regulations.** Pending completion of audit |
| **10.4** | **Review Financial Risk Assessment.** Pending completion of audit |
| **10.5** | **Review Clerk’s Terms and Conditions.** Agreed |
| **10.6** | **Job Description as Clerk.** Agreed |
| **10.7** | **Job Description as RFO.** Agreed |
| **10.8** | **Confirmation of Scale of Pay 2021/2022.** Pending completion of audit |
| **10.9** | **Expenses.** Pending completion of audit |
| **10.10** | **Review Internal Auditor Services.** Pending completion of audit |
| **10.11** | **Review Freedom of Information Publication Scheme.** Agreed |
| **10.12** | **Approve updated Asset Register.**  **Action:** Cllr Beuttell to review and submit |
| **11** | **Code of Conduct:** |
| **11.1** | **To agree Local Government Association Model Code of Conduct.** Agreed |
| **12** | **Date of next meeting: 16 May 2024** |
| **13** | **Annual Parish Council Meeting follows** |