**Little Thetford Parish Council**

Chairman: Cllr G James

Clerk- Mrs Amy Jacklin, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG 07828 402 093 parish.clerk@littlethetford.org.uk

You are hereby summoned to the full council meeting of Little Thetford Parish Council to be held on Wednesday 5th May 2021 at 7.30pm for the purpose of transacting the following business. The meeting will be held via Zoom (online platform)

<https://us02web.zoom.us/j/85069945233?pwd=VmJMcVNROVpWdmZPajk5UnhmR2NFQT09>

**Meeting ID**: 850 6994 5233 **Passcode**: 093765

Members of the Press and Public are invited to attend and participate. If you wish to address the Council, please advise the Clerk or Chairman ahead of the meeting.

29th April 2021 ***Mrs Amy Jacklin***  Clerk to Little Thetford Parish

**AGENDA**

**21/37 Election of Chairman**

To elect the chairman for 2021/22. The elected Chairman will then execute the Declaration of Acceptance of Office.

**21/38 Election of Vice Chairman**

To elect the Vice Chairman for 2021/22. The elected Vice-Chairman will then execute the Declaration of Acceptance of Office.

**21/39 To receive and accept apologies for absence.**

**21/40 Councillor’s Declarations of Interest**

1. To receive declarations of Interest from Councillors on the items on the agenda.
2. For declarations of interest received, Councillors to inform the chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
3. To receive written requests for dispensations for disclosable pecuniary interests (if any).
4. To grant any requests for dispensation as appropriate.

**21/40 Public and Press Participation Session (10 minutes)**

1. Open Forum to provide the opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
2. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
3. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the chairman. Limited to 3 minutes per person, 10 minutes in total.

**21/41 Approval of Minutes**

1. To approve minutes for signature from Wednesday 10th March 2021
2. Matters arising from the minutes (For information only)
3. Clerks Report

**21/42 Finance Matters**

1. Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii)
2. To review and approve Section 1 ‘Annual Governance Statement 2020/21’ of the Annual Governance and Accountability Return.
3. To review and approve Section 2 ‘Annual Governance Statement 2020/21’ of the Annual Governance and Accountability Return.
4. To receive an update on the financial situation of the Council from the Clerk.
5. To approve invoices for payment as per schedule at the end of agenda.

**21/43 Review and Adoption of Statutory Documents, Appointments and Policies**

1. To review, approve and adopt Standing Orders (SO5j ix)
2. To review approve and adopt Financial Regulations (SO5j ix)
3. To appoint and responsible Financial Officer (FR1.8)
4. To review and approve Councillors as bank signatories on all bank accounts (FR6.4)
5. To review and approve councillors appointed to authorise BACS payments on the Councils online bank account (FR 6.9)
6. To consider and appoint an Internal Auditor for 2021/22 (FR2.5)
7. To agree meeting dates for full council meetings (SO5j xxi)
8. For information only- Insurance Policy renewal in respect of all insurable risks (FR15 and SO5j xiv)
9. To review the Councils expenditure incurred under s.137 of the Local Government Act 1972.

**21/44 Review of Policies and Procedures**

1. Risk Management Policy (FR17)
2. Review the Councils complaints procedure (SO5j xvi)
3. Review of Councils policies, procedures, and practises in respect of its obligations under freedom of Information and data protection legislation (SO5j xvii)
4. Review of Councils policy for dealing with Press and Media (SO5j xix)
5. Review of Councils employment policies and procedures (SO5j xix)
6. Review of the Councils and /or staff subscriptions to other bodies (SO5j xv)

**21/43 To receive County Councillor & District Councillor Reports**

**21/44 Planning Matters**

1. The 21/00300/RMA- Reserved matters of Appearance, Landscaping, Layout & Scale for **PLOT 1** only of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location: Plot 1 Land Of Little Thetford Acorns, The Wyches, Little Thetford. (Extension given until 6th May)
2. 21/00456/FUL-Create new access to cross verge and ditch with timber gates Location: 1 Rose Meadow Park, Stretham Station Road Wilburton Ely Cambridgeshire
3. 21/00168/RMA- For information only- this application has already been approved by ECDC. An **amendment** has been received for the proposed development. The amendment includes revisions to the material range and appearance of the side elevations. Reserved matters of Appearance, Landscaping, Layout & Scale for PLOT 8 only of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location: Land To West Of Little Thetford Acorns (Pre-school and Children’s Club) Wyches, Little Thetford
4. 21/00643/FUL -To create a field corner pond of 70m2 in a damp field corner near to the Catchwater in order to create a new habitat for a variety of priority species Location: Bedwell Hey Farm Ely Road Little Thetford Ely Cambridgeshire Reference:

**21/46 Council Administration Matters**

1. Flooding update from Cllr James to note the progress and agree additional recommendations in report.
2. To receive update from clerk and consider received tenders for the tree surgery.
3. To consider a COVID grant application- Little Thetford Primary School

**21/47 Motion to Exclude.**

To consider Clerks terms of employment as per note to be circulated by Cllr James.

Section 21/47 of the meeting shall be closed under the Public Bodies (Admissions to Meetings) Act 1960 S1(2) A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

**21/48 Date of next meeting**

To be discussed and agreed, based on clerks’ holiday and village hall re-opening.

**21/49 Information Only (Agenda Items for June/July 2021**

1. Full financial report from wayleave completion
2. Cemetery Matters x3 items.
3. Consider binding quotations.
4. Discuss and agree a contractor for the playpark tender which expired 31st March 21.
5. Discuss incident that occurred in conservation area and agree action for access.
6. Agree a way forward with carpark licence.
7. To consider a joint working party with village hall trustees to discuss land outside village hall.
8. Discuss footpaths and Bridal ways within the parish.
9. Invite Cllr Schumann to talk about flooding developments (subject to re-election)
10. Discuss completing and distributing a village Questionnaire.

April Invoices-For information ONLY



May Invoices for approval

