

Little Thetford Parish Council

Chairman: Cllr G James

Clerk- Mrs Amy Jacklin, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG

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You are hereby summoned to the full council meeting of Little Thetford Parish Council to be held on Wednesday 14th July 2021 at 7.30pm for the purpose of transacting the following business. The meeting will be held at Little Thetford Village Hall.

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.

8th July 2021

Mrs Amy Jacklin Clerk to Little Thetford Parish

AGENDA

21/57 Chairman Welcome

21/58 To receive and accept apologies for absence.

21/59 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.

21/60 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.

21/61 Approval of Minutes

1. To approve minutes for signature from Wednesday 5th May 2021- PC Meeting/ Wednesday 19th May 2021- Extraordinary meeting/ Wednesday 28th April 2021-APM / Wednesday 23rd June- Extraordinary meeting
2. Matters arising from the minutes (For information only)
3. Clerks Report

21/62 To receive County Councillor & District Councillor Reports

21/63 Planning Matters

1. **21/00300/RMA- Amendment-** 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.
2. **21/00876/RMA** Reserved matters for **Plot 5** only for appearance, landscape, layout and scale of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location.
3. **21/00864/RMA** Reserved matters for **Plot 9** only for appearance, landscape, layout and scale of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location.

4. **21/00710/RMA- Amendment**- Reserved matters for **Plot 2** Self Build only for appearance, landscape, layout and scale of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location.
5. **21/00667/RMA** -Reserved matters for **Plot 3** Self Build only for appearance, landscape, layout and scale of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location.
6. **21/00786/RMA** Reserved matters for **Plot 7** Self Build only for appearance, landscape, layout and scale of previously approved 19/00408/OUM for Residential development for Phased outline proposal for 10 self/custom build dwellings and access Location.

21/64 Finance Matters

1. To receive an update on the financial situation of the council from the clerk.
2. To approve invoices to be authorised and paid as per schedule at the end of agenda.
3. To ratify invoices that have been authorised since May outside PC meetings, these are at the end of agenda.
4. Full financial report from wayleave completion.
5. To discuss grant for 'The Village Hall' from the COVID support fund.

21/65 Cemetery Matters

1. Discuss criteria for the input of memorial benches.

21/66 Council Administration Matters

1. Consider binding quotes for historic minutes.
2. Update on playpark - discuss and agree finance way forward.
3. Agree a way forward with the carpark licence and insurance.
4. To consider a joint working party with the Village Hall trustees to discuss land outside village hall.
5. To review the Annual Report before publishing.

21/67 Open Spaces

1. Discuss incident that occurred in the conservation area and agree action for access.
2. Update from clerk on progress of Tree Work
3. Discuss gardening at the conservation area and agree Village Maintenance Contract.

21/68 Risk Management

1. Clerk to share findings from quarterly risk assessments (As per audit requirements)

21/69 Motion to Exclude.

1. To review the Clerks probationary period.
2. To agree and implement the Terms of Reference document for the Clerk.
3. To review and agree a training agreement for the Clerk.

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.

21/70 Date of next meeting

Wednesday 11th August 2021.

May INVOICES-Paid 21st May 2021

Hamond Polishing	1	03-May-21	Repair Village Hall Floor	£ 109.59	£ 109.59	Paid 21/5/21
Came & Company Insurance	438988531	13-May-21	Annual Insurance	£ 466.34	£ 466.34	Paid 21/5/21
Mrs Amy Jacklin	1	06-May-21	Reimbursement of Bissel Carpet Cleaner for LTPS	£ 689.04	£ 689.04	Paid 21/5/21
Mrs Lisa Stubbs	1	13-May-21	Reimbursement from noticeboard key replacements.	£ 15.00	£ 15.00	Paid 21/5/21

JUNE INVOICES- Paid

Little Thetford 1st Brigade	1	20-May-21	Grant money (COVID) equipment	£ 100.00		£ 100.00	Paid 26th May 2021
Mrs Amy Jacklin	2105	25-May-21	Clerks Salary	£ 448.80		£ 448.80	Paid 26th May 2021
Mrs Amy Jacklin	2105EX	25-May-21	Stationary Reimbursement	£ 20.60		£ 20.60	Paid 26th May 2021
HMRC	120PZ2102	25-May-21	Clerks TAX	£ 60.80		£ 60.80	Paid 26th May 2021
Ernest Doe & Sons LTD	1008	03-Jun-21	Signage for pond	£ 40.00	£ 8.00	£ 48.00	Paid 24th June 2021
CAPALC	2676	03-Jun-21	Locum Services	£ 17.50		£ 17.50	Paid 24th June 2021
John Skipper	29/10/1905	31-May-21	Gardening services	£ 523.00		£ 523.00	Paid 24th June 2021
Canalbs	436	06-Jun-21	Internal Audit	£ 115.42		£ 115.42	Paid 24th June 2021
Greenwood Tree Surgery	1732	10-Jun-21	Fell additional tree @Holt Fen	£ 100.00	£ 20.00	£ 120.00	Paid 24th June 2021
Red Shoes	6913	15-Jun-21	Payroll Service	£ 37.50	£ 7.50	£ 45.00	Paid 24th June 2021
Mrs Amy Jacklin	2106	25-Jun-21	Clerks Salary	£ 448.80		£ 448.80	Paid 24th June 2021
HMRC	120PZ2102	25-Jun-21	Clerks TAX	£ 60.80		£ 60.80	Paid 24th June 2021
Wave			Cemetery Water	£ 5.00	£-	£ 5.00	Continues to be colle
Three	AP1176277684		Mobile Phone Charges	£ 8.33	£ 1.67	£ 10.00	Paid by DD

JULY INVOICES- TO BE APPROVED AND PAID

Wave			Cemetery Water	£ 5.00	£-	£ 5.00	Continues to be colle
Three	AP1176277684		Mobile Phone Charges	£ 8.33	£ 1.67	£ 10.00	Paid by DD
John Skipper	2138	30-Jun-21	Grass/Cemetery Maintenance	£ 573.00		£ 573.00	Outstanding
Greenwood Tree Surgery	1731	07-Jun-21	Tree Work	£ 6,411.00	£1,282.20	£ 7,693.20	Outstanding
Netwise	2172	27-Jun-21	Annual Subscription	£ 415.00	£ 83.00	£ 498.00	Outstanding