

# Little Thetford Parish Council

Chairman: Cllr C Mitchell

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

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Minutes of the Full Council Meeting held on Wednesday 11<sup>th</sup> May 2022 at 7.30pm

**Attendees:** Cllr Charlotte Mitchell (Chair), Cllr Ian Driver, Cllr Olibhe Collins-Neat, Cllr Alison Kilby, Cllr T Durham and Cllr Phil Hadley.

**Clerk:** Amy Jacklin  
Members of the public- Three  
Start Time 7.30pm

## 22/01 Election of Chairman

It was RESOLVED by a majority vote that Cllr Mitchell would be re-elected as Chairman for the next 12 months. It was noted that the declaration of Office was signed by Cllr Michell at the meeting.

## 22/02 Election of Vice Chairman

It was RESOLVED by a unanimous vote that Cllr Kirby would be re-elected as Vice Chairman for the next 12 months. It was noted that the declaration of office was signed by Cllr Kirby at the meeting.

## 22/03 To receive and accept apologies for absence.

Cllr Dan Peacock

## 22/04 Councillor's Declarations of Interest

Cllr O Collins-Neat declares an interest on 22/12-1 &2- Due to being on the Village Hall Committee and the Feast Committee.

## 22/05 Public and Press Participation Session

Mr James attended on behalf of the Village Hall to talk about the grant that has been applied for. He clarifies that if the village shop were to go ahead it wouldn't be part of the Village Hall it would be a separate entity. To apply for future grants, it needs to come from an established organisation, this is where the Village Hall are supporting. The grant money applied for £700, will pay for a year's membership with Plunket's, this charity will supply expertise and support required. Acre will also be used for their model rules.

Mrs Melloy- The feast would like to donate the money for the table tennis table to the Parish Council. They would like the Parish Council to pay for it and insure it. It was established more work needs to be completed with the Village Hall before any decision is made about installing a feeder pillar onto Parish Council land. Jubilee weekend is all in hand, but any help on the day would be much appreciated.

## 22/06 Approval of minutes

1. It was **Proposed** by Cllr Kilby and **Seconded** by Cllr Hadley and **agreed** unanimously to accept the minutes from Wednesday 13th April 2022 and minutes from the APM on Tuesday 26<sup>th</sup> April 2022.
2. The clerk **noted** that parishioners could have their view on the Dewberry Gardens access that was discussed at Aprils Parish Council meeting on agenda item 21/183.3. The information on how to do this will be in the Village Newsletter.
3. No questions regarding the clerk's report.

## 22/07 Finance Matters

1. It was **proposed** by Cllr Hadley and **seconded** by Cllr Driver, with a unanimous vote to **accept** the council's inventory of land, street furniture and assets to be correct.
2. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **approve** Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
3. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **approve** Section 2 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
4. It was **proposed** by Cllr Durham and **seconded** by Cllr Kilby, with a unanimous vote to **accept** the council's financial position.
5. It was **proposed** by Cllr Durham and **seconded** by Cllr Collins-Neat, with a unanimous vote to pay the invoices for May.

**22/08 Review and Adoption of Statutory Documents, Appointments and Policies.**

1. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **approve and adopt** the 2022 Standing Orders.
2. It was **proposed** by Cllr Durham and **seconded** by Cllr Hadley, with a unanimous vote to **approve and adopt** the 2022 Financial Regulations.
3. It was **proposed** by Cllr Kilby and **seconded** by Cllr Durham, with a unanimous vote to appoint Mrs Amy Jacklin as the responsible Financial Officer.
4. It was **proposed** by Cllr Kilby and **seconded** by Cllr Collins-Neat, with a unanimous vote to update signatories on our Cambridge Building Society accounts to Cllr Kilby, Cllr Mitchell and Cllr Durham. And to remove Cllr Stubbs and Cllr Clark as both have resigned. It was agreed no actions were needed for the Unity Bank signatories.
5. It was **proposed** by Cllr Kilby and **seconded** by Cllr Mitchell, with a unanimous vote that no changes were needed to the authorised persons on the Unity bank account or BACS system which is a dual process.
6. N/A
7. N/A- The clerk **noted** no expenditure under S137 of the Local Government act 1972.

**22/09 Review of Policies and Procedures.**

1. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **agree** the complaints procedure.
2. It was **proposed** by Cllr Durham and **seconded** by Cllr Kilby, with a unanimous vote to **agree** to the policy for data protection and freedom of information.
3. It was **proposed** by Cllr Durham and **seconded** by Cllr Kilby, with a unanimous vote to **agree** to the policy for dealing with Press and Media.
4. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Kilby, with a unanimous vote to **agree** to the employment policies and procedures.
5. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **agree** to the councils' subscriptions to other bodies.

**22/10 To receive County Councillor & District Councillor Reports**

None

**22/11 Planning**

None

**22/12 Council Administration Matters**

1. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley after a majority vote (2 For and 1 against) (2 abstentions) to **agree** the grant application for the Village Hall for £700.
2. It was **proposed** by Cllr Hadley and **seconded** by Cllr Kilby, with a unanimous vote to **agree** the grant application for Feast Committee for £375 to pay for the defibrillator parts.
3. It was **agreed** that the Morecomms quotation was the right concept for the village but more research was needed getting other quotations and liaising with ECDC around the monthly line rental charges. The clerk would investigate current regulations also to ensure the council is compliant with CCTV policies.
4. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Hadley, with a unanimous vote to **accept** the quotation for the grit bin and for the clerk to place the order.

**22/13 Date of next meeting**

8<sup>th</sup> June 2022

End meeting 8.50pm

Wave			Cemetery Water	£	5.00		£	5.00	Continues to be collected	
Three	AP1176277684		Mobile Phone Charges	£	8.33	£	1.67	£	10.00	Paid by DD
John Skipper	2217	30-Apr-22	Village Maintenance	£	558.00			£	558.00	paid 12/5
Safety Signs 4 less	3351893	22-Apr-22	Signs for carpark	£	16.77	£	3.35	£	20.12	paid 12/5
Groundsman	LIT001	27-Apr-22	Grit Bin	£	190.44	£	38.09	£	228.53	paid 12/5
The Village Hall	1	12-May-22	Successful Grant Application	£	700.00			£	700.00	paid 12/5
The Feast Committee	01/01/1900	12-May-22	Successful Grant Application	£	375.99			£	375.99	paid 12/5

Signed.....

Dated.....

