

**Notice of Meeting:** Full Council Meeting

**Date:** 14<sup>th</sup> June 2023      **Time:** 7.30pm

**Venue:** The Village Hall, The Wyches, Little Thetford CB6 3HG



To All Members of the Parish Council. You are hereby summoned to attend the full council meeting of the Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

**Quorum: 3                      Members: 6                      Vacancies: 1**

Mrs Amy Jacklin – Clerk/Proper Officer, 8<sup>th</sup> June 2023

*Mrs Amy Jacklin*

#### AGENDA

**23/59 Chairman Welcome**

**23/60 To receive and accept apologies for absence.**

**23/61 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.

**23/62 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.

**23/63 Approval of Minutes**

1. To approve minutes for signature from Wednesday 10<sup>th</sup> May 2023
2. Matters arising from the minutes (For information only)
3. Clerks Report

**23/64 Finance Matters**

1. To receive an update on the financial situation of the Council from the Clerk.
2. To approve invoices for payment as per schedule at the end of agenda.
3. To review and approve Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
4. To review and approve Section 2 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
5. Clerk to share report and recommendations from the Internal Audit.
6. Clerk to share proposal from Scribe- A premium cloud software for Parish Councils and decide whether it would be appropriate for Little Thetford Parish Council.

7. **For information only-** Community Infrastructure levy (CIL) payment- May

**23/65 To receive County Councillor & District Councillor Reports**

**23/66 Progress on Planning Applications (For Information)**

**21/01639/FUL- Status: Application Approved-** Construction of detached single storey, detached double garage with store above, access, parking and landscaping. Rear of 19 Main Street, Lt Thetford

**23/67 Review of Policies and Procedures**

1. Review the freedom of Information policy and Publication Scheme for 2023.
2. Review the Risk Assessment and Management document for 2023.
3. Review the Equality and Diversity Policy for 2023.

**23/68 Council Administration Matters**

1. To consider applications for Co-Option to the Parish Council- Councillors to vote on the applications received and appoint accordingly.
2. Share update from Ward Gethin regarding the lease break on the MUGA, changing rooms and Rec.
3. Council to sign the Civility and Respect pledge.
4. Clerk to share information about 20's Plenty campaign.
5. To discuss the refurbishment of the telephone box.
6. Discuss quantity/contractor of playpark inspections for the children's playpark.
7. Discuss East Cambs District Councils proposal for cameras at Red Fen Road to prevent fly tipping.

**23/69 Open Spaces**

1. Share results from the recent tree survey carried out by Acacia Tree Surveys.
2. To share and minute action taken by the Parish Council regarding the hedge at the back of Russell Drive.
3. Request from a resident to install a new fence on the left boundary of the cemetery.

**23/70 Date of next meeting**

Wednesday 12<sup>th</sup> July 2023

June Invoices

Wave			Cemetery Water	£	5.00		£	5.00	
Three	AAP1176277684		Mobile Phone Charges	£	8.33	£	1.67	£	10.00
Mrs LJ Hewlett	0	22-May-23	Refund-Gravespace	£	190.00			£	190.00
Area Computers	131	11-May-23	Printer fault	£	45.00			£	45.00
Safeplay	23866	19-May-23	Inspection of playpark	£	69.50	£	13.90	£	83.40
Canalbs	531	14-May-23	Internal Audit	£	134.87			£	134.87
Cartridgesave	zc6wvp	26-May-23	Ink Cartridge4	£	43.35	£	8.67	£	52.02
Viking	2517487	26-May-23	Paper	£	30.40	£	6.08	£	36.48
ICCM	4341/202324	01-May-23	Membership	£	95.00			£	95.00
The Village People	217	31-May-23	Re-painting of the village sign	£	1,296.00			£	1,296.00
John Skipper	2330	31-May-23	Village Maintance	£	940.00			£	940.00
ECDC	868082	01-Jun-23	Election costs	£	250.00			£	250.00
Acacia Tree Surgery LTD	38650	06-Jun-23	Tree Survey	£	875.00	£	175.00	£	1,050.00

Chairman: Cllr C Mitchell

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

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