

Minutes of the Full Council Meeting held on Wednesday 12th June 2023 at 7.30pm

Attendees: Cllr Charlotte Mitchell (Chair), Cllr Ian Driver, Cllr Olibhe Collins-Neat, Cllr Dan Peacock, Cllr Tracey Durham and Cllr Phil Hadley
Clerk: Amy Jacklin
Members of the public- Three
Start Time 7.30pm

23/59 Chairman Welcome

Cllr Mitchell welcomes everyone.

23/60 To receive and accept apologies for absence.

None

Cllr Peacock shares he will leave meeting at 8.30pm.

23/61 Councillor's Declarations of Interest

Cllr Collins-Neat (23/68-1)

23/62 Public and Press Participation Session

A village Hall trustee shares developments on the village hall project. Work is underway, with the electricians planning to start work in late June. A tree has been taken down at the front of the village hall as part of the project.

The village hall will be trialling events such as parent and baby sessions and summer holidays films for the children. The first food van was a success with a sellout.

The village hall has had two successful grant applications, one for £500 to modernise the kitchen equipment and the other of £10000 (National Lottery Grant) to update the chairs.

23/63 Approval of minutes

1. It was **Proposed** by Cllr Hadley and **Seconded** by Cllr Durham and **agreed** unanimously to accept the minutes from Wednesday 10th May 2023.
2. The parish council are in receipt of £948.80 from Little Acorns Pre-School, which is the majority of the water leak grant the parish council gave Little Acorns. Little Acorns successfully claimed this money back via their insurance.
3. No questions regarding the clerk's report.

23/64 Finance Matters

1. It was **proposed** by Cllr Durham and **seconded** by Cllr Hadley, with a unanimous vote to **accept** the council's financial position. It was **noted** that the clerk brought financial records to the meeting for review.
2. It was **proposed** by Cllr Hadley and **seconded** by Cllr Collins-Neat, with a unanimous vote to pay the invoices for June.
3. It was **proposed** by Cllr Mitchell and **seconded** by Cllr Durham, with a unanimous vote to **approve** Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.

4. It was **proposed** by Cllr Hadley and **seconded** by Cllr Durham, with a unanimous vote to **approve** Section 2 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
5. The clerk shared the internal auditor's recommendation to use software for the councils' finances.
6. The clerk shared the information about 'Scribe' and how it would benefit the council after an interactive Webex with them. This information and costs were sent to the council prior to the meeting. It was **proposed** by Cllr Peacock and **seconded** by Cllr Durham, with a unanimous vote to use Scribe for the councils' finances. The clerk was asked to find out whether prices are likely to increase and if a 24-month contract could be signed.
7. May 2023 Community Infrastructure Levy (CIL) paid to the council of £2507.72.

23/65 To receive County Councillor & District Councillor Reports

None

23/66 Progress on Planning Applications

21/01639/FUL- Application approved.

23/67 Review of Policies and Procedures.

1. It was **proposed** by Cllr Collins-Neat and **seconded** by Cllr Durham, with a unanimous vote to accept the freedom of Information policy and Publication Scheme for 2023.
2. It was **proposed** by Cllr Driver and **seconded** by Cllr Collins- Neat, with a unanimous vote to accept the Risk Assessment and Management document for 2023.
3. It was **proposed** by Cllr Michell and **seconded** by Cllr Driver, with a unanimous vote to **approve** the accept the Equality and Diversity policy for 2023.

23/68 Council Administration Matters

1. There were two nominations for co-optation onto Little Thetford Parish Council. It was voted that Alison Kilby should be co-opted into the last seat with 3/5 votes.
The chair welcomed Cllr Kilby and invited her to sit with councillors, Cllr Kilby signed her declaration to office.
Cllr Collins-Neat left room- 8.03pm
Meeting paused.
Cllr Collins-Neat returned -8.06pm
Meeting resumed.
2. Unfortunately, no update to share, the solicitor is still gathering information for the file.
3. It was **proposed** by Cllr Hadley and **seconded** by Cllr Durham, with a unanimous vote to **adopt and sign** the Civility and Respect pledge.
4. The clerk shared information regarding the 20's plenty campaign. It was **agreed** for the clerk to complete a motion to Highways to show Parish Council support. It was also suggested the clerk take to the school to see if they wish to be involved with the campaign.
5. It was **agreed** for the clerk to put an article in the newsletter and a post on Facebook with a plea to find local tradesman to re-furbish the village telephone box. The clerk arranged to meet Cllr Collins-Neat and Cllr Ian Driver at the telephone box to access work.
6. It was **proposed** by Cllr Collins-Neat and **seconded** by Cllr Durham, with a unanimous vote to cancel the quarterly Safeplay risk assessments and use Cllr Hadley to complete these quarterly. ROSPA would remain completing annual risk assessments.
7. After a long discussion regarding the Parish Council funding the poles for the CCTV at Red Fen Road it was **proposed** by Cllr Durham and **seconded** by Cllr Kilby, with a 4/7 vote to **agree** to pay this cost. It was **noted** East Cambs District Council would be paying for the cameras and running costs associated.
Cllr Peacock leaves the meeting 8.40pm

22/69 Open Spaces

1. It was **proposed** by Cllr Durham and **seconded** by Cllr Driver, with a unanimous vote for the clerk to obtain quotes to complete A/B (urgent) work, this involves three trees. It was agreed for B/C work to be carried out next spring.

It was also **noted** that the village hall committee approached council regarding tree 333, needing to be removed from the advice of their tree surgeon. Council have decided based on the recent tree survey to leave the tree in situ.

2. For information only- Council have received complains regarding the hedgerow that was cut down at the back of Russell Drive. Council logged these concerns with East Cambs District Council's enforcement team who came out to site with the tree officer. If anyone wishes to view the responses, please email me.
3. It was **proposed** by Cllr Hadley and **seconded** by Cllr Kilby, with a unanimous vote to allow the resident to install new fencing on the left boundary of the cemetery with close board fencing. The clerk with be in touch with the resident regarding appropriate installation dates.

22/70 Date of next meeting

12th July 2023

End Meeting: 9.03pm

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 Cartridgex4	£	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
Amy Jacklin	623	15/06/2023	Clerk Salary	£	680.24			£	680.24

Signed.....

Dated.....