

## Minutes of BAINTON & ASHTON ANNUAL PARISH COUNCIL MEETING

on Tuesday 7<sup>th</sup> May 2024 at 7.30pm in the Reading Room, Bainton.

Present: Councillors Mr M Lucas, Ms S Lucas and Ms I Walsh

Clerk; Miss J Rice

Members of the public; 0

<b>24/10</b>	<b>TO ELECT A CHAIRMAN by taking nominations and voting. Current Chairman to take nominations. Elected Chairman to sign declaration of acceptance of office and chair the meeting.</b> Cllr S Lucas was proposed, seconded, voted unanimously and duly elected as Chairman. The acceptance of office was signed and Cllr S Lucas continued as Chairman.
<b>24/11</b>	<b>TO ELECT A VICE CHAIRMAN if required.</b> Cllr M Lucas was proposed, seconded, voted unanimously and duly elected as Vice-Chairman. An acceptance of office form was signed.
<b>24/12</b>	<b>APOLOGIES FOR ABSENCE</b> <b>To receive and note apologies received by the Clerk.</b> There were none.
<b>24/13</b>	<b>DECLARATIONS OF INTEREST</b> <b>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made.
<b>23/14</b>	<b>PUBLIC PARTICIPATION</b> <b>Arrangements will be made for the public to join the meeting. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b> There were no members of public present.
<b>24/15</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> <b>To agree the minutes of the last meetings on 16<sup>th</sup> April 2024 and 18<sup>th</sup> March 2024 are a true record. Minutes to be signed by the Chairman.</b> Both sets of minutes were agreed as a true record and duly signed by the Chairman.
<b>24/16</b>	<b>GOVERNANCE AND FINANCE</b>
16.1	<b>To receive, review and adopt Financial Regulations, Standing Orders and risk assessment/asset register, circulated.</b> It was agreed that as there is a new NALC model version of the financial regulations to go through this will be deferred to the next meeting. The Standing Orders and asset register and risk assessment were adopted. <b>Action Clerk to upload.</b>
16.2	<b>To appoint monthly or quarterly financial internal control Councillor, not a bank signatory if possible.</b> It was agreed to appoint Cllr M Lucas to the internal checker role.
16.3	<b>To review list of responsibilities/Terms of Reference of working groups of the Council and agree any changes to division of areas of responsibility and appoint members, including Allotment Association Liaison Councillor.</b> It was agreed to defer the area of responsibilities list to the next meeting. Cllr S Lucas was agreed as the Poors Charity Trustee member and the Allotment Association PC Liaison representative. The terms of reference for the traffic calming group were agreed and the nature recovery group terms of reference needs the grass cutting and verge management added in temporarily. <b>Action Clerk</b>
16.4	<b>To receive Internal Auditor report and note contents and any actions, herewith.</b> The report was received as signed off satisfactorily in all areas.
16.5	<b>To receive and approve AGAR Annual Governance Statement, section 1, in line with Practitioner's Guide, previously circulated and herewith.</b> The statements were read out and approved.
16.6	<b>To receive, note and approve AGAR Accounting Statements, section 2, herewith.</b> The accounting statements were received and approved.
16.7	<b>To receive AGAR Certificate of Exemption, herewith, and resolve to approve.</b> The Certificate of Exemption was received and approved.
16.8	<b>To arrange signing of the Section 1 and Section 2 and Certificate of Exemption after dates set for public inspection of accounts.</b> The Clerk confirmed the dates set for the public to inspect the accounts as 3/6/24 to

		12/7/24 and the Chairman signed all forms. The Clerk will arrange for them to be displayed and sent to the external auditor as required.
	16.9	<b>To receive and discuss finance report until end of April 2024, herewith, and resolve any issues, including transfer to instant access account.</b> The bank reconciliation and budget performance were received and noted and it was agreed to transfer 8k to the higher interest account. <b>Action Clerk</b>
	16.10	<b>To agree any new dates and costs for training required for Councillors.</b> There were none required.
	16.11	<b>To review options for insurance policy renewal and agree payment of insurance premium, circulated.</b> The options were presented by the Clerk and it was agreed to accept the quote and policy proposal from Zurich <b>Action Clerk</b>
	16.12	<b>To note election appointments already made and two vacancies remaining. To receive co-option application form(s) and appoint according to co-option policy.</b> It was confirmed that there was recently an uncontested election, and the 3 nominees were appointed automatically to Councillor positions, leaving 2 vacancies still. There have been no applications since, despite advertising widely. There was one candidate interested who might join earlier than planned if needed.
	16.13	<b>To discuss situation for the future of the Parish Council in view of remaining vacancies and options available and decide action.</b> The options for the council going forward if no more councillors are co-opted were discussed. If one of the current three resigns, then the council cannot continue as it is, and City Councillors would be appointed until more people are co-opted locally. There is another option of amalgamation with other Parish Council (s) and it was agreed to explore this at a Joint Ward meeting, maybe inviting the Electoral Officer from PCC. This would involve a community governance review and can take about a year, but only after consultation and the consent of the electorate majority. <b>Action Cllrs</b>
	16.14	<b>To review criteria for General Power of Competence and resolve meeting it and having the power.</b> The Clerk confirmed that the council meets the criteria to hold the general power of competence and it was agreed to adopt this power.
24/17	<b>REPORT FROM WARD COUNCILLOR, if present.</b> The new Ward Councillor, Parish Councillor Irene Walsh, was congratulated on winning the recent election and she said she was honoured to be voted in and will be working for all residents.	
24/18	<b>PARISH PROJECTS</b>	
	18.1	<b>To receive update from Nature Recovery Group (NRG) and agree action and expenditure from budget, including cutting of Bainton Green Road and CWS by PCC.</b> It was confirmed that the grass should be cut w/c 13/5/24 as it is too long in places but the contractor had been held up due to rain. The next meeting date of the NRG was confirmed.
	18.2	<b>To receive any new update report from Village Traffic Calming Group, including site meeting re 20mph, and agree any action/expenditure.</b> The traffic calming group had updated everyone at the parish meeting beforehand and this was noted again – that slow progress was being made with the data being used. The 4 week consultation of a 20mph limit in Bainton will commence soon and new limits of 40mph in between the neighbouring villages is being explored.
	18.3	<b>To receive update on Sheepwash renovation project, new signage and new bench.</b> It was noted that the renovation work is extremely slow but it is being chased and assisted by Mike Horne. It was agreed that the new bench and signage will be implemented after the work has finished.
	18.4	<b>To discuss flooding updates on action and agree any new actions, including invite to meeting from Anglian Water with IDB and other councils.</b> It was noted with pleasure that a joint party approach meeting is being held to look at the issues, and councillors I Walsh and S Lucas will attend. <b>Action Cllrs</b>
	18.5	<b>To receive feedback from PCC re Highfield Road improvements site meeting and agree actions.</b> It was noted that a site meeting was held with PCC and the suggestions made were not quite what was envisaged – wooden posts being installed – and so it was agreed to approach them again for more details and ask Langdyke Trust for any contributions that may be possible to help fund an alternative to improve the area. <b>Action Clerk, PCC, NRG</b>
24/19	<b>REPORTS FROM REPRESENTATIVES/VILLAGE AND ASSET MAINTENANCE</b>	
	19.1	<b>To note play area in need of clean, bird spikes and possible refurb and agree action. Quote for spikes £132.57.</b> The play area should have been cleaned by now as promised and it was agreed to spend money to avoid bird poo over the swings. <b>Action Clerk</b>

	<b>19.2</b>	<b>To note grass cutting arrangements made and resolve any actions and future handover.</b> It was agreed to liaise with the contractor and ensure the plans are still followed and set by the nature recovery group for now. <b>Action NRG</b>	
	<b>19.3</b>	<b>To receive information regarding any new maintenance issues and agree action/expenditure.</b> It was agreed to report the damage to the verges in Bainton Green Road by a contractor and see if PCC will re-instate. <b>Action Clerk</b>	
<b>24/20</b>	<b>PLANNING To receive details of applications and note or resolve council response.</b>		
	<b>20.1</b>	<b>To note latest on planning enforcement case started for reporting of cars parked/stored on land off B1443. Planning Enforcement have visited recently and is following up queries and information provided.</b> It was noted there has been no further update.	
	<b>20.2</b>	<b>24/00400/HHFUL proposed erection of S/S pool building – material changes to consent 23/00031/HHFUL at Poplar Farm, Bainton Green Road, Ashton. Response sent. Awaiting decision.</b>	
	<b>20.3</b>	<b>24/00419/HHFUL proposed 2 storey side extension at Paddock Cottage, Helpston Road, Bainton. Decide response, deadline 25/4/24. Response sent. Awaiting decision.</b>	
	<b>20.4</b>	<b>24/00438/CTR Lime red x2 reduce by approx. 5m into pollard. Awaiting decision.</b>	
	<b>20.5</b>	<b>24/00258/CTR Cherry tree fell at Maple House. Permitted 8/4/24.</b>	
	<b>20.6</b>	<b>To receive and note any new applications arriving after agenda issued to see if can be agreed now.</b> There were none.	
<b>24/21</b>	<b>PARISH/COMMUNITY/PCC LIAISON</b>		
	<b>21.1</b>	<b>To note feedback from Parish Liaison meeting and note any actions.</b> A meeting is due soon so there was no new feedback.	
	<b>21.2</b>	<b>To receive other feedback from recently attended meetings.</b> There was none.	
	<b>21.3</b>	<b>To note request to support charity event at Sacrewell Farm and resolve response.</b> It was agreed this was not a local community benefit and not eligible for a donation.	
<b>24/22</b>	<b>COMMUNICATION AND CORRRESPONDENCE</b>		
	<b>22.1</b>	<b>To note letter received from resident regarding alternative speed limit measure changes, speed camera, crossing ahead sign and footpath ideas, and decide action.</b> The letter was received and noted and had also been passed to the traffic calming team. It was noted that the resident would have a chance to comment on the parish consultation over speed limits etc soon.	
<b>24/23</b>	<b>PAYMENTS – payments were agreed to be made as follows;</b>		
	<b>24.1</b>	Clerk mileage April and home office expense	£30.15 £26
	<b>24.2</b>	Clerk ink plan share May	£4.95
	<b>24.3</b>	HMRC PAYE payable by employer/ee	£30.48
	<b>24.4</b>	Claire Tilley Renaissance Internal auditor fee	£125
	<b>24.5</b>	Clerk salary £342.22 less tax £30.48 payable 31/5/24 and tbc on 30/6/24	£311.74
	<b>24.6</b>	Transfer from current to IA interest account	£8000
	<b>24.7</b>	Re-imburse Clerk for refreshments for meeting	£79.70
	<b>24.8</b>	Insurance company Zurich	£421.75
	<b>Income</b>	½ precept payment from Peterborough City Council VAT reclaim to come	£7487.50 £274.84
<b>24/24</b>	<b>DATE OF NEXT MEETING</b> It was agreed that due to availability the date of the next Parish Council meeting is now <b>THURSDAY 27/6/24, 7pm</b> in the Reading Room, Bainton.		