

Great Addington Parish Council

Date: 3rd June 2021

Dear Councillor

You are hereby invited to attend, and members of the public and press are invited to attend, the meeting of Great Addington Parish Council to be held in the Memorial Hall on 9th June 2021 at 7.30pm to transact the following business

D Cummins

Mrs Dawn Cummins (Clerk/RFO to the Council)

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AGENDA

21/236 To receive and accept apologies for absence. (Reason for absence to be advised)

21/237 Approval of Minutes. To approve the Minutes of the Council Meeting held 19th May 2021 as a correct record

- i) Review action log

21/238 Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items.

21/239 To receive information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing orders.

21/240 To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.

21/241 Governance

- a) To consider the options and resources available to review all GAPC policies
 - (i) Code of Conduct 2014
 - (ii) Financial Regulations July 2018
 - (iii) GAPC Data breach policy
 - (iv) GAPC Data Map
 - (v) GAPC Data Protection Policy
 - (vi) GAPC Standing Orders 21-02-2018
 - (vii) GAPC Subject access request Procedure
 - (viii) Grant Awarding Policy 20-02-2019
 - (ix) Risk Assessment

21/242 Minor Items:

- a) To receive reports from Unitary representatives
- b) To receive and note applications and decisions notified by NNC Planning Services
None received

- c) To receive and note correspondence/reports/publications from other organisations (circulated previously)

21/243 Finance

- a) To receive and approve this Council's financial statements, bank reconciliation and asset register for year ended March 2021.
- b) To receive and note the internal audit report
- c) **To approve Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021.** The Council will undertake this process in accordance with the Accounts and Audit (England) Regulations 2015.
 - (i) **To approve Section 1 – Annual Governance Statement 2020/21.** The Council will approve this section of the AGAR in order to report publically on its arrangements for ensuring that its business has been conducted in accordance with current legislation and proper practices.
 - (ii) **To approve Section 2 – Accounting Statements 2020/21.** The Council will approve this section of the AGAR once confirmation has been received that the accounting statements present fairly the Council's financial position.
 - (iii) The Council is exempt from a limited assurance review in 2020/21 as it meets the exemption criteria and declares itself exempt.
- d) To receive and approve the monthly financial statements and bank reconciliation.
- e) To approve payments in accordance with relevant legislation.

The Council will approve the monthly schedule of payments once confirmation has been received that the proposed transactions have been budgeted accurately.

- (i) Payment to JME Ground Services Ltd for May 2021 All Saints Church mowing (7907). PAY000183 - £185.40 inclusive of 20% VAT (Local Government Act 1972, s 215).
- (ii) Payment to BHIB Ltd for the annual insurance premium (LCO01300-507189). PAY000182 - £253.21 inclusive of 12% IPT (Local Government Act 1972, s 111).
- (iii) Payment of the Clerk's salary (April – June 2021) PAY 000185 - £428.09 (Local Government Act 1972, s112)
- (iv) Payment to HM Revenue and Customs for PAYE (April - June 2021) PAY 000186 – £284.80 (Local Government Act 1972, s112)
- (v) Payment to Nick Palmer for signage for the telephone box. PAY000187 - £21.00 (Local Government Act 1972 s111)

21/244 To note the latest details of this Council's Action Plan; receive and note reports prepared by Champions of projects;

- (i) **Traffic calming measures.** Cllr Fischelis
Update on activity since the last meeting
- (ii) **Neighbourhood plan.** Cllr Scott
- (iii) **Footpath Improvement.** Cllr D Barclay
Update on any activity since the last meeting.
- (iv) **Village enhancement.**
Phone Box – Cllr Fischelis
Progress on Scheme of Works – Cllr Scott
Arthurs Seat – Cllr Fischelis

21/245 Community

- a) To receive and note issues of concern raised by residents:
 - (i) Road Safety outside the School – Siting of banner outside the school
- b) New families welcome pack for village – Cllr Johnson
- c) 'Plant a Tree for the Jubilee' – Details sent to all councillors
- d) To approve the Council's copy for the July 2021 issue of Saints Alive! and the local press

21/246 To receive meeting/training reports from Councillors (where not otherwise specified on the agenda)

NCALC Training:

Cemetery management and compliance parts 1 – 6th July

Cemetery management and compliance parts 2 – 7th July

21/247 To confirm any additional business to be included on the agenda of the next meeting

21/248 To confirm the list of action items from this meeting

21/249 To confirm the date and time of the next meeting of the Council which is scheduled for Wednesday 11th August 2021 at 7.45pm