

Great Addington Parish Council

Date: 5 October 2022

Dear Councillor

You are hereby summoned 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 12 October 2022 at 7.45pm to transact the following business.

Elaine Scott

(Clerk/RFO to the Council)

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AGENDA

22/438 To receive and accept apologies for absence. (Reason for absence to be advised.)

22/439 Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items.

22/440 To receive information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing orders.

22/441 To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.

22/442 To note that the meeting scheduled for 14 September 2022 was cancelled due to the period of national mourning following the death of Her Majesty Queen Elizabeth II. Items 22/424 – 22/437 from the agenda published on 7 September were dealt with by delegated authority where appropriate, or deferred to this meeting.

22/443 To approve the Minutes of the Council Meeting held on 10 August 2022 as a correct record.

22/444 Review action log including actions arising from the internal control check.

22/445 Minor Items:

- a) To receive reports from NNC representative
- 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.
 - (i) Card from Cllr Maxwell
 - (ii) Thank you note from Pauline and Malcolm Tate
 - (iii) Other items circulated previously

22/446 Finance

- a) To note the **monthly financial statements and bank reconciliation** for August 2022 were received and approved by the internal controllers – net balance of £22,931.61 at 31 August 2022.
- b) To receive and approve the **monthly financial statements and bank reconciliation** – net balance of £22,502.34 at 30 September 2022.

- c) To **approve payments** in accordance with relevant legislation and once confirmation has been received that the proposed transactions have been budgeted accurately.
 - i) **Payment of Clerk's salary to E Scott** (August 2022) - PAY000257 - £226.67(Local Government Act 1972, s112)
 - ii) **Payment to HMRC for PAYE** (August 2022) - PAY 000258 - £32.20 (Parish Councils Act 1957, s3)
 - iii) **Payment of Clerk's salary to E Scott** (September 2022) - PAY000264 - £226.87(Local Government Act 1972, s112)
 - iv) **Payment to HMRC for PAYE** (September 2022) - PAY000263 - £32.40 (Parish Councils Act 1957, s3)
 - v) **Approval of payment of Clerk's gross salary of £259.27 to E Scott and payment of tax deductible to HMRC** (25 October 2022) (Local Government Act 1972, s112)
 - vi) **Payment to the Public Works Loan Board for the bi-annual loan repayment** (August 2022) - PAY000259 for £464.66 (National Loans Act 1968, s3)
 - vii) **Payment to Clerk for purchase of 2 x Grow Green Together Conference tickets,** PAY000260 for £50.00 (£25.00 per admission, for Cllr Barclay and Clerk) (Local Government Act 1972, s111)
 - viii) **Payment to JME Ground Services Ltd – Maintenance of Closed Churchyard** Invoice 8578 (August 2022) - PAY000261 for £99.00 inc. 20% VAT (Local Government Act 1972, s215)
 - ix) **Payment to JME Ground Services Ltd – Maintenance of Closed Churchyard** Invoice 8626 (September 2022) – PAY000266 for £198.00 inc. 20% VAT (Local Government Act 1972, s215)
 - x) **Payment to Lloyds Bank** (September 2022) Bank Charges - PAY 000262 - £3.00 (Local Government Act 1972, s111)
 - xi) **Payment to Unity Trust Bank for service charges** (July 2022 – Sep 2022) - PAY 000265 - £18.00 (local Government Act 1972, s111)
 - xii) **Payment to E M Pell & Partners Ltd Invoice Pell 5398** for installation of village gateways and replacement stiles (13 – 26 September 2022) – PAY000267 £6,636.00 inc. 20% VAT (Gateways - Road Traffic Regulation Act 1984, s.72, Highways Act 1980, s.96) (Stile - Highways Act 1980 ss 43, 50)
 - xiii) **Payment to Npower – Electricity Supply** (July 22 – Sep 22) PAY000268, £173.84 inc 5% VAT (Parish Councils Act 1957 s3, Highways Act 1980 s301)
- c) To carry out the **Q2 review of the budget**
- d) To **review options** for electricity supply – Clerk
- e) To **review option** to opt out of the SAAA central external auditor appointment arrangements – Clerk
- f) To **review option** to sell Lloyds Banking Group plc Ordinary Shares – current value £83.59

22/447 Neighbourhood planning. Cllr M Scott

- a) To approve the establishment of a Neighbourhood Planning Steering Group.
- b) To approve the terms of reference of the NP Steering Group.

22/448 To note the latest details of this Council's Action Plan and receive and note reports prepared by Champions of projects:

- a) Traffic calming measures** Cllr M Scott, Clerk
 - (i) Update on village gates, including NSRA report criteria
 - (ii) 20 mph speed limit
 - (iii) Double yellow lines update
- b) Footpath Improvement.** Cllrs D Barclay
 - (i) Update on swing gates
 - (ii) Update on any other activity since the last meeting.
- c) Village enhancement.**
 - (i) Arthurs Seat – Cllrs Hoier and Scott

- (ii) Queen's Green Canopy – to discuss a working party for tree planting, and mounting of plaques.
- (iii) Stepping Stones – update on any activity since the last meeting - Cllr Scott

22/449 Community

a) Community Inclusion

Update on the Good Neighbours coffee morning

b) Village Social Media/WhatsApp Group(s)

Update since the last meeting

c) Saints Alive

To approve the Council's copy for the November 2022 issue of Saints Alive!

22/450 Councillor and Clerk training and conferencing

- a) To note and consider training/conferencing options for Councillors and Clerk

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

22/451 To confirm any additional business to be included on the agenda of the next meeting

22/452 To confirm the list of action items from this meeting

22/453 To confirm the date and time of the next meeting of the Council which is scheduled for Wednesday 9 November 2022 at 7.45pm