



Longstanton Parish Council

Longstanton Village Hall, 24 High Street, Longstanton CB24 3BS Tel: 01954 782323

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Chairman: Cllr Dan delaMare-Lyon **Vice Chairman:** Cllr Steve Burns **Parish Clerk:** Libby White BEM FdA FSLCC

Notice of Meeting: Full Council

Time: 7.30pm

Date: 17th May 2021

Venue: Longstanton Village Hall, 24 High Street, Longstanton CB24 3BS

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Longstanton 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.

Members: 10 Vacancy: 1 Quorum: 4

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White
Mrs Libby White BEM FdA PSLCC – Parish Clerk
10th May 2021

Agenda

21-22/1 Election of Chairman

To elect the Chairman for 2021/22. The elected Chairman will then execute the Declaration of Acceptance of Office.

21-22/2 Election of Vice-Chairman

To elect the Vice-Chairman for 2021/22. The elected Vice-Chairman will then execute the Declaration of Acceptance of Office.

21-22/3 Co-option of Councillor

21-22/4 Apologies for Absence

21-22/5 Councillors' Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
- 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.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

21-22/6 Public Participation (10minutes in total)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- 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.
- 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.

21-22/7 Approval of Minutes

- a) To approve the minutes from the meetings held on 26th April 2021.
- b) Matters to report from previous minutes
- c) Clerk's Report – *circulated with meeting papers prior to meeting*

21-22/8 Finance Matters

- a) Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii).
- b) To receive an update on the financial situation of the Council from the Clerk.
- c) To consider the appointment of a new playground company to inspect the playgrounds quarterly.
- d) To receive and consider the report from the Internal Auditor for the year ended 31st March 2021.
- e) To consider the VE Day Memorial Bench for the village with funding to be received from the Royal British Legion.
- f) To consider the Clerk attending the 'Leadership in Action' Conference to be held on 9th and 10th June via Zoom.

21-22/9 Review of Committees and Working Groups

- a) To review, consider and approve the setup of Committees and/or Working Groups and delegations to committees (SO5j v)
- b) To review and approve Terms of Reference for Committees and/or Working Groups (SO5j vi)
- c) To appoint members to the relevant Committees and/or Working Groups (SO5j vii)

21-22/10 Review and Adoption of Statutory Documents, Appointments and Policies

- a) To review, approve and adopt Standing Orders (SO5j ix)
- b) To review, approve and adopt Financial Regulations (SO5j ix)
- c) To appoint the Responsible Financial Officer (FR1.8)
- d) To review and approve Councillors as bank signatories on all bank accounts (FR6.4)
- e) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR6.9)
- f) To consider and appoint the Internal Auditor for 2021/22 (FR2.5)
- g) To confirm the Council's eligibility to use the General Power of Competence (SO5j xii)
- h) To complete consent forms for the summons to meetings to be transmitted in electronic format (SO15b i)
- i) To agree meeting dates for full council meetings and committee meetings up to and including the next annual meeting of the Council (SO5j xxi)
- j) Insurance Policy renewal in respect of all insurable risks (FR 15)
- k) Risk Management Policy (FR17)
- l) Review of Council's Complaints Procedure (SO5j xvi)
- m) Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation (SO5j xvii)
- n) Review of the Council's policy for dealing with the Press and Media (SO5j xviii)
- o) Review of the Council's employment policies and procedures (SO5j xix)
- p) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)
- q) Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the General Power of Competence (SO5j xx)

21-22/11 District Council Matters

- a) To receive the report from the D Cllrs.

21-22/12 Highway and Footpath Matters

- a) To receive an update on the adoption of Home Farm Phase 2 Roads and the Central Open Space Transfer.

21-22/13 Community and Council Matters

- a) To consider reapplying for the Recreation Ground Extension to remain an Asset of Community Value.
- b) To consider the potential for the 'Longstanton Big Weekend' Event to take place during the summer 2021.
- c) To consider submitting the application for Longstanton Parish Council to achieve Quality Award Status within the Local Council Award Scheme.

21-22/14 Motion to Exclude

That under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

21-22/15 Employment Matters

- a) To consider and approve the minutes of exclusion from the meeting held on 26th April 2021.
- b) To consider any recommendations from the Employment Committee.

21-22/16 Motion to Re-Admit the Public and Press

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

21-22/17 Correspondence (For information only)

Various NALC, CAPALC, CCC and SCDC newsletters and other correspondence has been circulated to Cllrs since the meeting held in April.

DATE OF NEXT MEETING: Monday 14th June 2021

Any business to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.