



# Longstanton Parish Council Meeting Papers

Full Council Meeting: 17<sup>th</sup> May 2021

#### 21-22/1 Election of Chairman

To elect the Chairman of the Council for the forthcoming municipal year and to receive the Chairman's Declaration of Acceptance of Office.

#### 21-22/2 Election of Vice-Chairman

To elect the Vice-Chairman of the Council for the forthcoming municipal year and to receive the Vice-Chairman's Declaration of Acceptance of Office.

#### 21-22/3 Co-option of Councillor

To receive any applications for Co-option to become Councillor for Longstanton Parish Council – **appendix 1**.

#### 21-22/4 Apologies

To receive and accept any apologies for absence.

#### 21-22/5 Councillors' Declarations of Interest

To receive any declarations of interest from Councillors whether they be of a personal nature or pecuniary (financial). ***All dispensation requests should be made to the Clerk, in writing, prior to the meeting as per Standing Orders 13d.***

#### 21-22/6 Public Participation

To allow members of the public 10 minutes to speak about items on the agenda, or else raise questions about other matters concerning them which may be included in future agendas.

#### 21-22/7 Approval of Minutes

- a) To approve the minutes of the full council meeting held on 26<sup>th</sup> April 2021.
- b) To receive any matters arising from the minutes of 26<sup>th</sup> April (note, no decisions can be made on this item)
- c) To receive the Clerk's Report as circulated within the meeting papers

#### 21-22/8 Finance Matters

- a) To review the Council's inventory of land, street furniture and assets including buildings and office equipment (SO5j xxi) – **appendix 2**.
- b) To receive an update on the financial situation of the Council from the Clerk. **Appendix 3**.
- c) It should be noted that the playground and LEAPs (Local Equipped Areas of Play) maintained by the Parish Council are inspected annually by the Play Inspection

Company (April/May) and quarterly by another company which seems to be no longer trading. The Clerk has used the RPII (Register of Play Inspectors International) website to find companies locally who are qualified to carry out the necessary quarterly inspections. Two were found but of these one is currently used for spare playground parts and ad hoc maintenance jobs (Fenland Leisure), which could be seen as a conflict of interest. Instead, Reids Playground Maintenance have provided a quotation, please see **appendix 4**.

**Recommendation:** to employ Reids Playground Maintenance to carry out quarterly (3 times per year missing the quarter when the annual inspection is carried out) inspections of the playground on the Recreation Ground and the LEAPs on Duddle Drive (chicken and clock).

- d) Following the Internal Audit having been completed on Thursday 29<sup>th</sup> April, the Internal Audit Report had been received and circulated as **appendix 5**.

**Recommendation:** to consider recommendations made by the Internal Auditor and resolve to implement or suggest an alternative where necessary.

- e) Having agreed to supporting the local branch of the Royal British Legion in purchasing a memorial bench for VE Day 2020, five proposed designs had been received from the RBL:



**Recommendation:** to resolve to approve a design for the Longstanton memorial bench.



- f) To resolve for the Clerk to attend the 'Leadership in Action' Conference held on 9<sup>th</sup> and 10<sup>th</sup> June via Zoom at a cost of £75.00.



## 21-22/9 Review of Committees and Working Groups

- a) To review, consider and approve the set up of Committees and/or Working Groups and delegations to Committees (SO5j v) – **appendix 6**.
- b) To review Terms of Reference for Committees and/or Working Groups (SO5j vi) – **appendix 7**
- 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) This section of the meeting is as per the requirements of the current adopted Standing Orders: to consider the various documents and appointments for the parish council for the forthcoming 12 months or term of office, depending on the item being discussed.
- b) To review, approve and adopt Standing Orders (SO5j ix) **appendix 8**
- c) To review, approve and adopt Financial Regulations (SO5j ix) **appendix 9**
- d) To appoint the Responsible Financial Officer (FR1.8)
- e) To review and approve Councillors as bank signatories on all bank accounts (FR6.4). It had previously been resolved that all Councillors would be authorised signatories of the bank accounts for Longstanton Parish Council (meaning they can all sign cheques) and that they would have access to the online banking to be able to view the accounts. Currently the following councillors have access to the accounts:
  - Cllr Annmaria Brash-Hall
  - Cllr Steve Burns
  - Cllr Dan delaMare-Lyon
  - Cllr Neil McPhater
  - Cllr John Street

### **Recommendation:**

Add Cllrs Bethany Baker, Tindra Brash-Hall, Greg Dickens, Juriaan Ferreira and Andrew Wycherley as signatories to the accounts.

- f) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR6.9). At the Annual Meeting of the Council held in May 2016, it had been agreed that the members of the Finance Committee be authorised to approve payments online (BACS). This was supported in 2017, 2018 and 2019. The current members approved to carry this out are:
  - Cllr Steve Burns
  - Cllr Dan delaMare-Lyon
  - Cllr Neil McPhater
  - Cllr John Street

**Recommendation:** to update those approved to authorise online payments in line with the membership of the current Finance Committee.

- g) To consider and appoint an Internal Auditor for 2021/22 (FR2.5). Jacquie Wilson from Canalbs has been completing the Internal Audits for the parish since 2019. It should be noted that there are 4 known Internal Auditors within Cambridgeshire:
  - Jacquie Wilson – current provider
  - Michael Williamson of MiJan – he was the auditor for 5 years and is working his way to retirement
  - CAPALC – have started a new service with effect from this year.
  - Ben Stoehr – LGS Services.

**Recommendation:** to continue with Canalbs for a further year.

- h) To confirm the Council's ongoing eligibility to use the General Power of Competence (SO5j xii) – **appendix 10**.

- i) To complete consent forms for Councillors to receive their summons to attend meetings via email (SO15b i).
- j) To agree meeting dates for full council meetings up to and including the next annual meeting of the Council (SO5j xxi) **appendix 11.**
- k) To understand the Insurance Renewal in respect of all insurable risks (FR 15). To consider any gaps identified in the previous calendar year.
- l) To review, approve and sign off the Risk Management carried out for 2021/22 (FR17) **appendix 12.**
- m) To review the Council's Complaints Procedure (SO5j xvi) **appendix 13.**
- n) Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation (SO4j xvii) **appendix 14.** Policies held or to be adopted include:
  - *Data Protection Policy* – new, to be adopted
  - *General Privacy Notice* – revised, to be adopted
  - *Privacy Notice* – revised, to be adopted
  - *Publication Scheme* – to be reviewed – only changes have been to make the document accessible.
- o) To review the Council's policy for dealing with the Press and Media (SO5j xviii) **appendix 15.** The policy has been updated for accessibility reasons but no other material changes.
- p) Review of the Council's employment policies and procedures (SO5j xix) **appendix 16.** Policies held or to be adopted include:
  - *Staff recruitment policy* – updated to be accessible, no material changes
  - *Lone Working Policy* - no changes, but will be changed to be accessible
  - *Equality and Diversity Policy* – adopted at the April 2021 meeting and available on the website (not included in the meeting papers)
  - *Grievance Procedures* – updated in line with NALC model document in accordance with ACAS guidelines and made accessible
  - *Disciplinary Procedures* – created in line with NALC model document in accordance with ACAS guidelines and made accessible.
  - *Dignity at Work* – updated to be accessible – no material changes
- q) Review of Council's and/or staff subscriptions to other bodies (SO5j xv) - appendix 17.
- r) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence (SO5j xx)

Summary of expenditure for 2020-21:

• Magpas	£500.00
• Over 60s Christmas Meal	<u>£480.00</u>
• Total	£980.00

#### 21-22/11 District Council Matters

To receive the report from the two D Cllrs – **appendix 18**.

#### 21-22/12 Highway and Footpath Matters

To receive an update on the adoption of Home Farm Phase 2 roads and the Central Open Space from the Clerk.

#### 21-22/13 Community and Council Matters

- a) To consider reapplying to SCDC for the Recreation Ground Extension to remain an Asset of Community Value. The initial period of it being held on the register is coming to an end and the application has to be made once again.
- b) To consider the potential to hold the 'Longstanton Big Weekend' during the summer of 2021 as lockdown restrictions are lifted which gives the village a chance to say thank you to the volunteers who have been assisting residents since March 2020.
- c) To consider submitting the application to NALC for Longstanton Parish Council to achieve Quality Award Status within the Local Council Award Scheme.
- d)

#### 21-22/14 Motion to Exclude

Due to the sensitive nature of the next item, the meeting will be closed the press and public.

#### 21-22/15 Employment Matters

To be discussed under confidential closed session.

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

Once the confidential session has finished, the press and public will be permitted to attend.

#### 21-22/15 Correspondence

To note the various correspondence sent to all Cllrs since the last meeting held in April.