

CATWORTH PARISH COUNCIL

CHAIRMAN: Philip Carr

Clerk to the Council: -
Ms Ramune Mimiene
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8 April 2022

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Wednesday 13 April 2022 at 7.30pm** at Village Hall to deal with the following business:

Public and Press are invited to attend

NOTICE and AGENDA

OPEN MEETING

Each person wishing to address the council will be allowed to speak for a maximum of 3 minutes subject to the Chairman's discretion. This part cannot be longer than 15 minutes.

04/209 To Receive Apologies and Reasons for Non-Attendance

04/210 Declarations of Interests for Members (Disclosable Pecuniary Interests)

04/211 To Receive and Approve the Parish Council Meeting Minutes held on 9 March 2022

04/212 To Approve the New Code of Conduct – email received from HDC 2 Mar 2022

The Model Code was developed in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government, to continue to aspire to high standards of leadership and performance.

The purpose of the Model Code of Conduct is to assist Councillors in modelling the behaviour that is expected of them, to provide a personal check and balance to set out the type of conduct that could lead to action being taken against them. It is also to protect Councillors, the public, fellow Councillors, local authority officers and the reputation of local government. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

04/213 To note that the next Parish Council Elections are on 05 May 2022, with applications by prospective Councillors to be submitted to HDC offices by 4pm 05 April 2022.

Nomination papers were delivered to Hunts DC by hand on Monday 28 March 2022.

04/214 Planning

Adoption of the Landscape & Townscape SPD will be available for you to view between the following dates:

Start date: 29/03/22 18:00

End date: 01/07/22 18:00

Please select the following link to view this event:

<https://consult.huntingdonshire.gov.uk/kse/event/36857>

04/215 Clerk's Report

04/216 Neighbourhood Plan, a draft letter for distribution to all residents prepared - report by Cllrs P Carr and L Brazel

04/217 Finance – Budget Reports

04/217.1 As noted at the last meeting the GPC ¹ will be approved at the Annual Parish Council in May 2022

04/217.2 To check the npower fees and impact to the Budget

04/217.3 To note Bank Reconciliation to 31 March 2022, Cashbook, Income against Expenditure report

Lloyds Bank and Cashbook balance:

Statement Opening balance £50,112.19

Statement Closing Balance £49,286.41

True/ Cashbook Closing £49,286.41

04/217.4 To Approve the Year End Accounts – Annual Governance and Accountability Return 2021.22 For 2

To note that: The National Association of Local Councils (NALC) has published the Joint Panel on Accountability and Governance (JPAG) 2022 edition of the *Practitioners' Guide*.

The 2022 edition of the guide has made updates to section five on the non-statutory guidance for clerks and responsible financial officers. This section leads councils to prepare and take their AGAR and its supporting papers to the council and then get through the internal and external audit process.

04/217.4.1 To Approve the Certificate of Exemption AGAR 2021.22 Form 2

04/217.4.2 To Approve Annual Governance Statement 2021.22

04/217.4.3 To Approve Accounting Statements 2021.22

04/217.5 To Approve 13 April 2022 payments:

Catworth Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
2	BACS2204 13VH	£288.00	4030	01/04/22	Catworth Village Hall - Hire of the hall for the PC meetings	£288.00
3	BACS2204 13Npower	£468.79	4020/3	01/04/22	Npower Business Solutions - Electricity	£468.79
7	BACS2204 13CAPALC	£283.12	5000/1	01/04/22	CAPALC - Membership renewal including Data Protection Officer	£283.12
1	BACS2204 13CCC	£1,517.23	8000	08/04/22	Cambs County Council - 2020.21 LHI scheme Church Rd contribution	£1,517.23
Sub Total		£2,557.14				
		£503.22			Confidential	
Total		£3,060.36				

04/218 CIL Income and Expenditure, update

¹ General Power of Competence

CIL Expenditure:					
Date	Whom payment made	What was Purchased	GROSS	VAT	NET
2020.21 Financial Year					
Sep-20	CCS	Server	2159.40	359.90	1799.50
Oct-20	Major Seventh Ltd	Installation of the server	780.00	130.00	650.00
2021.22 Financial Year					
Jun-21	Bard Electric	Exterior Church Lighting to the footpath	1782.00	297.00	1485.00
			4721.40	786.90	3934.50

After Jun 2021 expenditure CIL funds were £8,970.74 including the VAT of £786.90 the amount left to spend is **£8,183.84** (ring fenced for footpaths scheme and completion of the streetlights project)

04/219 Village Maintenance: Hedges, Paths and Trees in the Village

04/219.1 To report on the village spring clean - Litter pick Sat 26/3/22

Litter picking instructions and risk assessment issued. The poster was distributed around the village, the village Facebook page was updated, the village was informed. The litter pick which was registered with HDC was extremely successful. Bags were collected by HDC – report by Councillor L Brazel

04/219.2 Footpaths FP17 – update by Cllr A Moore

04/219.3 Fox Road land query, advice received from CAPALC – report by Cllr A Moore

04/219.4 The path (the one by the VH) repairs and gate element – quote for path works confirmed after Feb meeting. The gate fee is to be shared. Update - Gate will be moved 8th April, path will be laid 12th 13th.

04/219.5 Footpaths gates survey

PROPOSAL: To discuss and get agreement from the PC that Cllr L Brazel sets up a voluntary scheme/working party in the village to assess the current state of the footpaths, styles, gates and waymarkers, and then implement as necessary, obtaining from HDC/CCC whatever free posts, signs, styles, gates, etc, within the parish boundaries. A rolling agenda item each meeting for updates on the project would be a good idea too so the PC can approve (or not) any additional costs not met by HDC/CCC.

04/219.6 Maintenance of the verges: grass cutting map, Cllr P Carr

CCC Informed on 18th March 2022 that Plantlife are again running the 'No Mow May' campaign and this letter is to inform Parish Council that Cambridgeshire Highways are supporting the campaign and are asking Parish Council not be cutting any highway verges during the month of May, CCC also like to encourage to read the details of the campaign and lend your support to it.

<https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may>

Parish Council have a contractor maintaining the verges therefore the letter was received too late for this year's implementation.

04/220 Highway issues in the village

04/220.1 To discuss speed restrictions/issues around the village, including Speedwatch in general and the option of new flashing speed signs - Careful driving in the village: Catworth 20mph Zone for Church End and Church Road, to discuss the reply received from County Council

PROPOSAL: To procure and deploy Mobile Vehicle Activated Signs (MVAS) for use within the village to support speed reduction measures and to improve traffic monitoring. The proposal requests funding from Catworth Parish Council to enable implementation of MVAS device(s).

04/220.3 A14 Junctions between Ellington and Keyston/Bythorn, update

04/220.4 Catworth Parish Council application to CCC LHI Initiative 2022/2023 - update

PROPOSAL: For provision of new footway on the bend leading to the junction of Church Road and Station Road. This section of road is a single lane, blind bend, with banks and hedges either side. The road is well used by traffic accessing the houses in Church Road, Church End and Little Catworth, and pedestrians accessing the Church, Village Hall, school bus stop and local walking routes.

PC have received the project feasibility summary giving a budget cost of £11,099.20 and can confirm that the Parish Council is willing and able to meet its suggested contribution of £1,150.

04/220.5 Winter gritting, update regarding the progress of including Church Road into primary route for gritting for 2022.23 winter, Cllr L Brazel

04/221 Update on Streetlights project

04/222 Dog Litter posters distribution

04/223 Councillor Training available to view via

https://www.capalc.org.uk/Training_and_Events_19202.aspx

04/224 Correspondence – full list circulated prior to the meeting

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

04/225 To approve the Working Group recommendations re Pay

04/226 Councillors' questions

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.

04/227 Date of the next meetings:

- **Annual Parish Assembly** this is a meeting for residents of the village where we present our annual report and give local groups and elected representatives the chance to present what they have been doing over the last year. A date is **Wed 11th May 2022 at 7.30pm**
- **Annual Parish Council Meeting** This scheduled for **Wed 11th May (following the Assembly meeting)** and is the first Parish Council meeting of the new Council year and this year it follows on from the local elections. At this meeting we elect the Chair and Vice Chair for the year confirm the membership of Committees and Advisory Groups

Signed (Clerk) *Ramune Mimiene*

Date: 8 April 2022