



The Old School House
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Sawtry
Huntingdon
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TO MEMBERS OF THE COUNCIL:

You are hereby summoned to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** on **Wednesday, May 5th 2021 at 7.30 pm**. This meeting will be held remotely. Members of the Press and Public are invited to attend. Zoom link:

<https://us02web.zoom.us/j/81963621824?pwd=TFBpM2cvV0JMdy9lRWf4TTQ1NEhtZz09>

Meeting ID: 819 6362 1824 Passcode: 158046

AGENDA

45.21	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
46.21	To elect the Vice Chairman (role includes Lead Councillor for Finance and Chair of the Staffing Committee)
47.21	Apologies For Absence
48.21	To Sign And Approve Minutes Dated April 14 th 2021 – attached
49.21	Matters Arising From Previous Minutes (for information only)
50.21	Members' Declaration Of Interest for items on the Agenda
Public Forum: If residents of Sawtry wish to speak on any item on the agenda (max 3 mins) the meeting will be suspended for a 10 minute open forum. If you wish to speak inform the Clerk or the Chairman at least 24 hours before the meeting.	
51.21	To approve and adopt Standing Orders for Sawtry Parish Council – adopted May 2019, amended October 2019
52.21	To approve and adopt the Financial Regulations for Sawtry Parish Council – adopted May 2019
53.21	To agree Councillors with Lead Responsibility, duties as defined by each relevant committee, and to assist the Clerk in reviewing the associated risk assessment policies: <ul style="list-style-type: none"> • Health and Safety – <ul style="list-style-type: none"> ○ Buildings and Land – Cllr Laxton ○ Current Cemeteries – Cllr Tuplin ○ Closed Churchyard – Cllr Tuplin ○ Play Park – Cllr Whittaker ○ Allotments – Cllr Parkes ○ Open Spaces – Cllr Laxton ○ Fire Safety and COSHH – Cllr Laxton • Finance and Accounts – Vice Chairman • Outside representative on Sports and Leisure Association (Greenfield) – Cllr Huntingdon
54.21	To note annual reviews and date completed: <ul style="list-style-type: none"> • Staff Appraisals – March 2021 • Staff increments – March 2021, to take effect from April 2021 • Fees, Hire Charges and Rents – February 2021 • Insurance – three year contract agreed September 2020, no new items to add • Councillor Register of Interests – December 2020 • Policies – in progress

55.21	<p>Accounts/Finance:</p> <ol style="list-style-type: none"> 1. To note receipt and consideration of internal auditor reports July 2020, Jan 2021 2. To confirm Internal Auditor for 2021/22 3. To appoint Councillors to be responsible for approval of online payments for 2021/22
56.21	<p>External Audit – Annual Return:</p> <ol style="list-style-type: none"> 1. To agree responses to Section 1 – annual governance statement – attached 2. To agree figures in Section 2 – accounting statement – attached 3. The Chairman and Clerk to sign the annual return
57.21	<p>Committees – to agree:</p> <ol style="list-style-type: none"> 1. Committees for 2021/22: Committees for 2020/21 were: Amenities, Community, Finance and General Purposes, Planning and Highways 2. Terms of reference for committees: The agreed terms of reference for 2020/21 were: <p><u>Planning:</u> <i>The Committee has the authority to report on decisions on planning applications to the District Council without referral to Full Council.</i></p> <p><u>All other items on planning and all other committees:</u> <i>To deal with matters of the committee either referred from Full Council or that arise, and recommending a course of action to Full Council. Each committee must refer recommendations and expenditure to the next Full Council meeting for approval. Any urgent matter to be referred to the Chairman of the committee, the Chairman and Vice-Chairman of the Parish Council and any two of these to deal direct with the matter in conjunction with the Clerk .</i></p> <p><i>Non-councillors may be appointed to most committees by co-option. Co-opted members may speak during the meeting but do not have voting rights and are bound by the code of conduct.</i></p> <p><i>A councillor who is not a member of the committee has the same rights to attend a meeting of the committee as a member of the public – ie they may only speak in the public forum part of the meeting. A Councillor with a declarable interest is not permitted to speak during a public participation session.</i></p> <ol style="list-style-type: none"> 3. Members and chairman of each committee (current list attached) 4. Members of the Staffing Sub – Committee (to be chaired by the Vice Chairman) - current list attached <p>Dates of meetings – previously circulated</p>
58.21	<p>Resumption of face-to-face meetings, to discuss how to move forward safely and legally – information attached</p>
59.21	<p>Neighbourhood Planning: To approve appointment of Anthony Northcote as consultancy support for the plan – previously emailed to Councillors Neighbourhood Planning – approval of £500 for delivery of questionnaire – breakdown previously emailed to Councillors</p>

60.21	<p>To receive and in so far as required, ratify recommendations contained in the minutes of the following committees:</p> <p>Amenities – April 21st – minutes attached. It was agreed to recommend to Full Council that: 60.21.1 The emptying of the new dog bin at the fishing lake is included on the caretakers list 60.21.2 A further £300 is added to the budget 60.21.3 SRM are contracted - £1590.80 + VAT. It was the lowest quote and the company have carried out similar work for the Parish Council in the past. 60.21.4 Changes to seating/shelter be on hold until after the skatepark has been installed 60.21.5 Consideration is given to the Junior Academy request for yellow lines with parking restrictions at school drop off and collection times in Middlefield Road.</p> <p>Community – April 21st – minutes attached:</p> <p>Finance and General Purposes – April 28th – minutes attached It was agreed to recommend to Full Council that: 60.21 6 £250,000 be transferred and that the Clerk is to transfer future funds in order to maintain a maximum of £85,000 in the Co-op Bank. 60.21 7 Staff proposals for returning to office working be agreed.</p>				
61.21	To Approve Payments by BACS:				
	To	Budget Heading	Net	VAT	Gross
Staff	Wages/Salaries for 6 people – to follow				
HMRC and Pension payments	To follow				
CARESCO	Sawtry Eye	150.00	0.00	150.00	
HDC	Recycling Bin Collection	13.33	0.00	13.33	
David Bracey Play Safety Inspections	Annual Play Park Assessment	120.00	24.00	144.00	
Cambs ACRE	Publication	12.50	2.50	15.00	
Global Trees Solutions	Tree Maintenance	1625.00	325.00	1950.00	
S Cardwell	ILCA Training	144.00	0.00	144.00	
HSSP Architects Ltd	Greenfield Development	2070.00	414.00	2484.00	
Computer Man IT Services Ltd	Office Equipment	790.00	0.00	790.00	
TOTAL		4924.83	765.50	5690.33	
62.21	Date of Next Meeting – dependent on item 58.21				

Diane Davis PSLCC, Clerk to the Council/Proper Officer



April 29th 2021