



The Old School House
37 Green End Road
Sawtry
Huntingdon
PE28 5UY

Tel: 01487 831771
Office Open 9.00 – 1.00 Mon – Fri
E mail: clerk@sawtry-pc.gov.uk
www.sawtry-pc.gov.uk

TO MEMBERS OF THE COUNCIL:

These are the minutes of the **ANNUAL MEETING OF THE PARISH COUNCIL** on **Wednesday, May 8th 2024 at 7.30 pm**. Members of the Press and Public are invited to attend.

MINUTES

22.24	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office – Cllr Tuplin was proposed by Cllr Sanderson seconded by Cllr Potter 8 in favour and 1 abstain. The declaration was signed by Cllr Tuplin.
23.24	To elect the Vice Chairman (role includes Lead Councillor for Finance and Chair of the Staffing Committee) – Cllr potter was proposed by Cllr Whittaker seconded by Cllr Tuplin and all in favour. The declaration was signed by Cllr Potter.
24.24	Co-Option – 3 spaces on the Parish Council still available.
25.24	Apologies For Absence – Cllr Mulcrone, Cllr Rose, Cllr Gadsby.
26.24	To Sign and Approve Minutes Dated April 10 th 2024 – previously circulated – Approved proposed by Cllr Bingham seconded by Cllr Whittaker and all in favour.
27.24	Matters Arising from Previous Minutes (for information only) - None
28.24	Members' Declaration of Interest for items on the agenda - None
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. One member of the public attended	
29.24	To approve and adopt Standing Orders for Sawtry Parish Council – adopted May 2019, Need to approve standing orders (New and updated Standing Orders to follow) - Proposed by Cllr Tuplin seconded by Cllr Whittaker and all in favour.
30.24	To approve and adopt the Financial Regulations for Sawtry Parish Council – adopted May 2023 Need to approve Financial Regulations – Proposed by Cllr Tuplin seconded by Cllr Potter and all in favour. (New and updated financial regulations to follow)
31.24	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: Proposed by Cllr Tuplin seconded by Cllr Potter and all in favour. <ul style="list-style-type: none"> • Health and Safety – <ul style="list-style-type: none"> ○ Buildings and Land – Cllr Potter ○ Current Cemeteries – Cllr Tuplin ○ Closed Churchyard – Cllr Tuplin ○ Play Park – Cllr Whittaker ○ Allotments – Cllr White ○ Open Spaces – Cllr White ○ Fire Safety and COSHH – Vacant ○ Bus shelters and Benches – Cllr White ○ Planters – Cllr Sanderson • Finance and Accounts – Vice Chairman

32.24	<p>To note annual reviews and date completed:</p> <ul style="list-style-type: none"> • Staff Appraisals – 28th February 2024 • Staff increments – To take effect from 1st April 2024 • Fees, Hire Charges and Rents – to take effect from April 2024 – Recommend no increase (Allotments 5% increase from September 2024) – Need to approve – Proposed by Cllr Bingham seconded by Cllr Whittaker and all in favour. • Insurance – Due for Renewal 1st October 2024, Greenfield was added In June 2023 • Councillor Register Changes to register of members interests – complete form. <p>Policy review – Need to appoint Councillors to review.</p> <ul style="list-style-type: none"> • Equality and Diversity - Cllr Bingham to review. • Health and Safety and Fire policy – Cllr Fitzgerald to review. • Financial Regulations – Defer awaiting update. • Grievance procedure – Cllr Potter to review. • Code of Conduct for Members – Cllr Tuplin to review. • CCTV – Cllr Bhamra to review. • Safeguarding – Cllr Bingham to review. • Social media – Cllr Whittaker to review. • Armed forces covenant – Cllr Potter to review. • Risk assessment of all Council Buildings – Cllr Potter to review. • Publication policy – Cllr Whittaker to review. • GDPR – General data protection regulations – Cllr Harber to review.
33.24	<p>Accounts/Finance:</p> <ol style="list-style-type: none"> 1. To note receipt and consideration of internal auditor report to be completed 30th April 2024 previously circulated – Approved. 2. To confirm Internal Auditor for 2023/24 – 30th April 2024 – Confirmed internal auditor for 2024-2025 is Canalbs – Approved. <p>To note net summary of accounts as of 31st March 2024 – circulated. April 2024 to follow-approved.</p> <p>To note bank reconciliation as of 31st March 2024 – circulated. April 2024 to follow – Approved.</p> <p>Gas contract for the office due for renewal 11th June – Prices previously circulated - Need to approve - Approved 1-year fixed deal with British Gas lite – Proposed by Cllr Sanderson seconded by Cllr Bingham and all in favour.</p>
34.24	<p>External Audit – Annual Return: to follow.</p> <ol style="list-style-type: none"> 1. To agree responses to Section 1 – annual governance statement - Completed. 2. To agree figures in Section 2 – accounting statement - Completed. 3. The Chairman and Clerk to sign the annual Governance and Accountability return 2023/24 Form 3 – Completed. 4. To confirm notice of public rights and publication dates 3rd June 2024 till Friday 12th July 2024 – Dates confirmed

35.24	<p>Committees – to agree:</p> <ol style="list-style-type: none"> 1. Committees for 2024/25: Committees for 2023/24 were: Amenities, Finance and General Purposes, Planning and Highways, Greenfield and Staffing and Community. Accessibility working Party – Approved. 2. Terms of reference for committees: The agreed terms of reference for 2023/24 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 previously agreed) – new List to be agreed - Approved. 4. Members of the Staffing Committee (to be chaired by the Vice Chairman) - current list previously circulated. Approved.
36.24	<p>Dates of meetings – previously circulated – Agreed from next year Full Council will meet every 2nd Wednesday of the months.</p>
37.24	<p>To receive and in so far as required, ratify recommendations contained in the minutes of the following committees:</p> <p>Amenities – 24th April 2024 – minutes previously circulated. Boot scrapers for St Judiths Field and Rowell Way allotments – to be approved – Proposed by Cllr White seconded by Cllr Sanderson and all in favour. Article in the Eye – Reporting issues and Accessibility working party to produce a report – approved. Accessibility open morning 13th July 2024 in the Study – Approved. Sawtry Miniature Railway – Request from resident to use St Judiths Field, 75% of takings to go to CARESCO, cost will be recommended donations only of £1 – To be approved – Approved pending Sawtry Carnival review.</p> <p>Community – 17th April 2024 – minutes previously circulated. Summer Holiday Funding Bus Connections – The New fee for the service that we are currently providing to Sawtry will be £238 from</p>

1st April 2024, an increase of 2% from last year.
 Van sessions this summer in Sawtry would be charged at £232 per session (1.5 hours)
 Bus sessions this summer in Sawtry would be charged at £276 per session (1.5 hours)

The Parish Council have a youth Budget of £10,000 for 2024/25. – Recommend £8,000 for the Bus Connections project and £2000 for HDC school holiday Programme – to be approved – Proposed by Cllr Sanderson seconded by Cllr Potter and all in favour.

Huntingdon District Council are providing School Holidays Children’s sessions charged at £23.55 per hour, per coach plus VAT for 2 hours per week for a 6-week period dates previously circulated – need to approve - Proposed by Cllr Sanderson seconded by Cllr Potter and all in favour.

Chairman’s Reception / Meet N Greet 22nd June 2024 – Date to be rearranged and confirmed by Cllr Tuplin.

Finance and General Purposes – 21st February 2024 – minutes previously circulated and approved.

Planning – 24th April 2024 – minutes previously circulated and approved.

38.24	To Approve Payments by BACS: Proposed by Cllr Potter seconded by Cllr Bingham and all in favour.				
	To	Budget Heading	Net	VAT	Gross
	Staff	Wages/Salaries for 6 people	6384.83	0.00	6384.83
	HMRC Cumbernauld	Taxi / NI -	1943.25	0.00	1943.25
	LGSS	Pensions -	1903.80	0.00	1903.80
	CDS	Cemetery Drainage Project	3591.00	718.20	4309.20
	Garfield Builders Ltd	Greenfield development	120000	24000	144000
	CCC	Zebra Crossing	34670.17	0.00	34670.17
	Scribe	Renewal – Accounts, Cemetery, Bookings	1614.72	0.00	1614.72
	CAPALC - Legal	Membership renewal	1084.05	0.00	1084.05
	Net World Sports	Greenfield, Rope/Trolley	1069.70	213.94	1283.64
	HSSP	Final Plans Bill – Sept23	1500.00	300.00	1800.00
	ICCM	Cemetery Membership	100.00	0.00	100.00
	Stamford Storage	Greenfield Container	3545.00	709.00	4254.00
	Connections Bus Project	Invoice Feb 2024	1398.00	0.00	1398.00
	Connections Bus Project	Invoice Mar 2024	1165.00	0.00	1165.00
Creative Arts	Elvis Show	245.00	55.00	300.00	
Age CCTV	Greenfield CCTV	3257.00	651.40	3908.40	
HDC	Greenfield Non-Domestic Rates 30th Jun 23 – 31 st March 2024	3537.17	0.00	3537.17	

		TOTAL	187008.69	26647.54	213656.23
	Direct Debit Payments				
	British Gas	Gas Bill – School Hall	427.47	21.37	448.84
	British Gas	Electric Bill – School Hall	153.36	7.67	161.03
	British Gas	Electric Bill – 37 Green End Road	48.23	2.54	50.77
	British Gas	Gas Bill – 37 Green End Road	152.67	8.04	160.71
	British Gas	Greenfield	144.28	7.21	151.49
	HDC	Cemetery Rates	75.00	0.00	75.00
	ID Mobile	Mobile Phone Contract	6.00	0.00	6.00
	Integrity Team	WIFI – School Hall	32.80	8.20	41.00
	GCI Network	Office internet	48.80	12.20	61.00
		TOTAL	1088.61	67.23	1155.84
		GRAND TOTAL	188097.30	26714.77	214812.07
39.24	Date of Next Meeting – 5 th June 2024				

Steve Browning,
Clerk/Proper Officer to the Council

Appendix 1

Cllr Bywater report – Not much of an update, Roads are still a major concern, and the weeding has now been budgeted in for this year, chemicals used will be environmentally friendly.

Cllr Martin report – Last month has been very quiet due to the local elections, no major decisions have been made, Call-in meeting 7th May 2024 CIL funding for Greenfield was approved subject to conditions being met by the Parish Council.

Still ongoing issues with the green bins, please report any issues of fly tipping online.