

**Minutes of the Annual Meeting of the Full Council, Yaxley Parish Council  
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley  
on 19th May 2015.**

Present:- Councillors A Bartle, G Bellamy, R Butcher, S Butler, K Gulson, S Howe, S Howell, J Lusted, M Oliver, D Porteous, A Rees, C Thorne, S White, J Willis and A Wood.

In attendance – District Councillor E Butler and Mrs H Taylor

**FC1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR AND ACCEPTANCE OF OFFICE**

On the proposition of Councillor C Thorne, seconded by Councillor R Butcher, it was **RESOLVED** that Councillor K Gulson be elected Chairman of the Council, and thereby Lord of the Manor, for the ensuing year.

*(Following which Councillor K Gulson read and signed the Declaration of Officer.)*

**FC2. ELECTION OF VICE CHAIRMAN**

On the proposition of Councillor C Thorne, seconded by Councillor J Lusted, it was **RESOLVED** that Councillor R Butcher be elected Vice Chairman of the Council for the ensuing year.

**FC3. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillors C Bolton (personal) and P Russell (personal).

**FC4. DECLARATION OF INTERESTS**

Councillor Howe declared an “other” interest in item FC14 due to him being a shareholder of a supplier listed in the payments.

**FC5. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the meeting of the Council held 28<sup>th</sup> April 2015. This was seconded by Councillor A Wood and **RESOLVED**.

**FC6. PUBLIC PARTICIPATION**

District Councillor E Butler updated those present on plans to install a footpath between Farcet and Yaxley and possible future redevelopment proposals for the Broadway Shopping Centre.

**FC7. ANNUAL REVIEW OF POLICIES**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members’ attention was drawn to an annual requirement within Standing Orders to review working policies and procedures of the Council.

Members were reminded that both the Standing Orders, Financial Regulations and the Council’s Tree Policy had been reviewed and adopted by Council on 14<sup>th</sup> April 2015 in order to go out with the new Councillors welcome park. However, it was suggested that a

Working Party be established to review the Council's Inventory of Assets, Complaints Procedure, Health and Safety and Information Security Policies. It was reported that in future years any recommended changes to the policies would be considered prior to the annual meeting to enable the up to date and relevant documentation to be presented to and adopted in May annually.

Whereupon, it was proposed by Councillor R Butcher that the report be received and a Policy and Procedure Working Party be established to review the Council's Inventory of Assets, Complaints Procedure, Health and Safety and Information Security Policies. This was seconded by Councillor A Rees and **RESOLVED**.

## **FC8. COMMITTEE MEMBERSHIP**

### **FC8.1 Community Facilities Committee**

Councillor S Howell proposed that Councillors G Bellamy, R Butcher, S Butler, K Gulson, S Howe, S Howell, J Lusted, M Oliver, D Porteous, A Rees, S White and J Willis be appointed to the Community Facilities Committee for the remainder of the Municipal Year. This was seconded by Councillor R Butcher and **RESOLVED**.

### **FC8.2 Planning Committee**

The appointment of Councillors R Butcher, S Butler, S Howe, S Howell, M Oliver, P Russell, C Thorne and A Wood (with Councillor K Gulson as ex-officio) to the Planning Committee for the remainder of the Municipal Year was proposed by Councillor R Butcher. This was seconded by Councillor G Bellamy and **RESOLVED**.

### **FC8.3 Property Committee**

Councillor J Lusted proposed that Councillors A Bartle, G Bellamy, C Bolton, R Butcher, K Gulson, J Lusted, M Oliver, D Porteous, A Rees, C Thorne and J Willis (with one vacancy) be appointed to the Property Committee for the remainder of the Municipal Year. This was seconded by Councillor S Howell and **RESOLVED**.

### **FC8.4 Personnel Committee**

Councillor A Rees proposed that Councillors A Bartle, G Bellamy, C Bolton, D Porteous, M Oliver, A Rees and A Wood (with one vacancy) be appointed to the Personnel Committee for the remainder of the Municipal Year. This was seconded by Councillor J Willis and **RESOLVED**.

## **FC9. APPOINTMENT OF WORKING GROUPS**

### **FC9.1 Policies and Procedures Working Group**

Councillor A Bartle proposed that Councillors A Bartle, C Bolton, K Gulson, S Howe and J Lusted and A Rees be appointed to the Policies and Procedures Working Group for the remainder of the Municipal Year. This was seconded by Councillor C Thorne and **RESOLVED**.

### **FC9.2 East Coast Mainline Crossing Closures Working Group**

The appointment of Councillors R Butcher, K Gulson, M Oliver and A Wood to the East Coast Mainline Crossing Closure Working Group for the remainder of the Municipal Year was proposed by Councillor J Lusted. This was seconded by Councillor S Butler and **RESOLVED**.

**FC10. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the Council's and employees' membership of other bodies. Whereupon, Councillor R Butcher proposed that the Parish Council remains a Member of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC). This was seconded by Councillor G Bellamy and **RESOLVED**.

Furthermore Councillor A Wood proposed that the Parish Council becomes a Member of the Institute of Cemetery and Crematorium Management (ICCM). This was seconded by Councillor R Butcher and **RESOLVED**.

Finally, Councillor R Butcher proposed that the Clerk remains a Member of the Society of Local Council Clerks. This was seconded by Councillor A Rees and **RESOLVED**.

**FC11. REQUEST FOR TRANSFER OF OWNERSHIP OF LAND**

Members' attention was drawn to a request to own a grassed area of land to the front of 127 Main Street, Yaxley. In discussing the ownership of the site mention was made of the possibility of the land being referred to in the Enclosure Act.

Whereupon, it was proposed by Councillor C Thorne that the Clerk be requested to investigate the inclusion of the land in the Enclosure Act and report back thereon to Council. This was seconded by Councillor R Butcher and **RESOLVED**.

**FC12. POLICE MATTERS**

Members noted a summary of crimes, for the month of April, by street location for the Parish (a copy of which is appended in the Minute Book).

**FC13. BANK RECONCILIATION STATEMENT**

In receiving the Bank Reconciliation Statement as at 30<sup>th</sup> April 2015 (a copy of which is appended in the Minute Book) Councillor J Lusted proposed its approval by Council. This was seconded by Councillor Howell and unanimously **RESOLVED**.

**FC14. ORDERS FOR PAYMENT**

The schedule of payments made since the previous meeting, which included details of the purchase ledger cheques requiring payment, (a copy of which is appended in the Minute Book) was proposed by Councillor R Butcher, seconded by Councillor Porteous and **RESOLVED** by a unanimous vote to be paid. In so doing, Members requested the Property Committee to look at the feasibility and cost of using red diesel.

**FC15. REPORTS FROM REPRESENTATIVES**

Members received updates from representatives including a County Council highway issue relating to a request for a light in the walkway from Church Street to Vicarage Way, opening times for the Community Shop and an opportunity to comment on the draft proposals for the residential development of an area of Great Haddon formerly identified as employment land.

**FC16. EXCLUSION THE PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor Howell and seconded by Councillor Butcher that the meeting should be closed to the press and public at 8.20pm.

**FC17. INSURANCE**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members considered the renewal of the Council’s insurance policy with Aon along with details of two outstanding claims.

Members were reminded that the policy was due for renewal on 1<sup>st</sup> June 2015 but due to the ongoing claims it had not been possible to undertake a review this year. However, it was reported that once the claims have been finalised it was the intention of the Clerk to obtain 3 competitive quotations to include a possible 3 or 5 year fixed term agreement to start next June.

Attention was drawn to the findings of a preliminary report into a subsidence claim linked to tree root encroachment which recommended the felling of the trees in question, without prejudice to liability, to prevent any further damage. In that respect, Members considered 3 quotes for the removal of these trees.

Whereupon, Councillor A Rees proposed that

- a payment of £10,875.54 to AON for the annual insurance renewal be approved;
- an asset register review be undertaken as soon as possible to ensure the Council is appropriately insured; and
- Baynes Tree Care be requested to fell the three trees referred to the report.

This was seconded by Councillor D Porteous and **RESOLVED.**

**FC18. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor S Howell and seconded by Councillor D Porteous that the press and public should be readmitted to the meeting.

Meeting closed at 8.35pm

Signed .....

Chairman.