**Draft Minutes of the Annual Meeting of Holme Parish Council**

**Held on**

 **Tuesday 4 May 2021 at 7pm (using Zoom).**

**Councillors present:** Mr D Neal**,** Mr E Whittaker, Mrs J Weatheritt, Mr J Griffin (Chairman), Mrs W Aylesbury, Mr P Sargent, Mr H Watson. Also present: Mrs J Osborn (Clerk)

1. **Apologies for absence:** County Councillor Simon Bywater & District Councillor Tim Alban.
2. **Election of Chairman.** Cllr Griffin was proposed by Cllr Aylesbury, seconded by Cllr Weatheritt, elected unanimously. Cllr Griffin signed the declaration of acceptance of office.
3. **Election of Vice Chairman.** Cllr Neal was proposed by Cllr Weatheritt, seconded by Cllr Sargent, elected unanimously. Cllr Neal signed the declaration of acceptance of office.
4. **Standing Orders:** The standing orders (circulated before the meeting) were adopted.
5. **Financial Regulations:** The financial regulations (circulated before the meeting) were agreed and adopted.

Items 4 & 5 proposed by Cllr Whittaker, seconded by Cllr Aylesbury and carried unanimously.

1. **Emergency Provisions.** Under S101, LGA 1972, to endow the Clerk (after consultation where possible with Chairman/Vice Chairman/Councillors) with responsibility and authority to do anything expedient and necessary to ensure the continuous business of the Council and deal with mandatory undertakings during any period of suspension of physical meetings. Proposed by Cllr Neal, Seconded by Cllr Aylesbury, Carried unanimously**.**
2. **Declaration of interests:** None. Clerk advised Councillors that they should consider their declaration on the Register of Interests and a renewal “no change “form will be circulated for completion.
3. **Public Participation.** No public attended**.**
4. **Items raised at Annual Parish Meeting.** None
5. **To approve the minutes of the meeting held on 16 March 2021.**

Cllr Aylesbury proposed that the minutes of the meeting held on 16 March be accepted and signed as a true record. Seconded by Cllr Watson & unanimously agreed. Minutes signed by the Chairman.

1. **Matters Arising**
	1. **Speed Indicator**. Top Speed 58mph and V85 figure was 31mph. Conclusion is that the second speed indicator is having a positive effect.
	2. **Barriers** at Hardwick Court. Decision to accept quotation from Cambs CC of £536 plus Vat.
	3. **War memorial**- successfully cleaned.
	4. **Yaxley Rd Sign** – now fixed.
	5. **Flower box** at Yaxley Rd noticeboard – Cllr Griffin will remove weeds.
	6. **Case** for tablet computer – purchased.
	7. **Memorial Safety Inspection**. This had been carried out. All unstable memorials reported to Clerk, several so unstable that they had to be laid down. Clerk is making efforts to contact memorial owners with little success.
	8. **Cemetery gates and gravel**. New gates are to be erected Friday 7th May and donated gravel has been carted and spread on the approach path. Clerk to write to thank donor. Clerk to contact Cardell to establish cost of obtaining and spreading more gravel to complete the job.
	9. **Update to Burial Ground regulations** (circulated in advance). Agreed as drafted, to come into force now.
	10. **Trees in Churchyard** – awaiting Robert Ayres to do the work
	11. **Footpath to Nature reserve**. Clerk outlined current position. Waiting for Network Rail to justify need for new fence (rough quote obtained in the region of £63k), waiting for Ms Carver at Wildlife Trust to find out the ownership of the rest of the affected land not owned by Network Rail. Clerk to make enquiries, including at Land Registry (fee payable, approved) as to who owns the field to the east of the East Coast Main Line/Network Rail access road, when known the Council to consider trying a different route for a the path to the east of that currently being pursued.
2. **Planning**

**Current applications. 20/00201/FUL** Tower Farm Cottage – Planning Officer had contacted Clerk as the work to divide the cottage into 2 dwellings had already been carried out and not as designed. Revised plans will follow.

**Other open applications:** nothing new to report.

**New applications:** none notified.

1. **Financial report**
2. **Current Position -** A copy of the receipts and payments and bank reconciliation to 31 March 2021 and 30 April 2021 had been sent to all Councillors.
3. **Payments:**

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| --- | --- | --- | --- |
| **Date** | **Method** | **Payee** | **Amount £** |
| 13.3.21 | BACS | D Neal – repairs to noticeboard | 19.58 |
| 31.3.21 | BACS | Holme C of E Primary School (Parish News) | 25.20 |
| 31.3.21 | BACS | CAPALC | 352.46 |
| 31.3.21 | BACS | J Osborn, Clerk wages, March | 262.99 |
| 31.3.21 | BACS | HMRC PAYE | 17.60 |
| 8.4.21 | BACS | 1& 1 Ionos Internet (website hosting) | 8.39 |

1. **Receipts**: Interest 0.81, VAT refund 839.55, Precept received £15000, CIL 3670.78
2. **Information Commissioner registration**– Direct Debit £35 authorised.

All proposed for approval by Cllr Aylesbury, seconded by Cllr Weatheritt.

1. **End of Year accounts and completion of Annual Governance and Accountability Return (AGAR)**
	1. **Annual Governance Statement.** Questions read and completed. Approval proposed by Cllr Aylesbury, seconded by Cllr Neal, all in favour, statement signed by Chairman**.**
	2. **Approval of Accounting Statements.** Statement of accounts examined by Councillors. Approval proposed by Cllr Aylesbury, seconded by Cllr Neal, all in favour. Accounts and statements signed by Chairman.
	3. **Certificate of Exemption from Audit -** Resolved that Holme Parish Council meets the criteria for 2020-21 and wishes to be an exempt authority. Proposed by Cllr Whittaker, seconded by Cllr Aylesbury, all in favour, declaration signed by Chairman.
2. **Reports from Councillors/Clerk**
	1. Clerk had reported to District Council concerning rats and rubbish at the layby.
	2. Church wall – now visible from the field side, to be inspected by Cllr Griffin.
	3. Rubbish at airfield – Clerk to consult Conington PC & approach airfield manager.
	4. Ruts in highway verge at Ratcliffe’s garage (Glatton parish). To write a polite note.
	5. Keep Britain Tidy week - Clerk to investigate and arrange a Saturday morning litter pick, date in June TBA.
3. Meeting arrangements. Face to face meeting (subject to protocols required for Covid 19) at Holme Village Hall, Tuesday 20 July 2020 7pm. Following meeting Thursday 16th September.
4. Thanks to Cllr Whittaker for again making available his Zoom access.

**Date of the** **next Parish Council meeting – Tuesday 20 July 2021**

Janice Osborn, Parish Clerk

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5 May 2021

Signed………………………… Date…………………………

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