*** Please be aware as this is a public meeting, it may be recorded for either publishing or record keeping purposes***

STILTON PARISH COUNCIL

www.stiltonparishcouncil.org

Parish Clerk: Julianne Lawrence
The Parish Room, Church Street, Stilton
clerk@stiltonparishcouncil.org

To: Members of Stilton Parish Council

Sir/Madam

You are hereby summoned to attend the remote meeting of **Stilton Parish Council** to be held on **Tuesday 8 June 2021** outside on the Pavilion Playing Field at 7pm.

Julianne Lawrence
Parish Clerk

2 June 2021

THE PUBLIC AND PRESS ARE WELCOME

Due to COVID19, this meeting will be outside at the Pavilion Playing Field, social distancing will be in place and hand sanitisers available.

AGENDA

PC28/21 APOLOGIES FOR ABSENCE
To receive and accept apologies for absence.

PC29/21 DECLARATIONS OF INTEREST
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

PC30/21 PUBLIC PARTICIPATION
A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting.

PC31/21 MINUTES
To approve as a correct record the Minutes of the Annual Meeting of the Parish Council held on Tuesday 4 May 2021, the Extraordinary Parish Council meeting held on 30 April 2021. Chairmen to sign past minutes now face to face meetings have resumed.

PC32/21 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Gilden to sign the declaration of office for the role of Vice-Chairman for the ensuing year 2021/22.

PC33/21 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Members to hear/acknowledge reports from County Councillor Bywater and District Councillor Alban.

PC34/21 FINANCIAL REPORT

a) Clerk/RFO to provide the bank reconciliation for May, June's wage report and the cash book summery (previously circulated)
b) Clerk/RFO to update council on the latest re the Rates appeal/CIL grant payment and how this may affect PC finances
c) Expenditure for June to be approved (see below)
d) Latest VAT quarter to be detailed.

To:	Reason:	Amount:	Authorised Ref:
Fergusons	Village Maintenance	1,709.60	OSA1906,s.164
Businesswatch	Alarm/CCTV monthly maintenance	118.89	LGA76,s.133
Businesswatch	Engineer attendance and call out	168.00	LGA76,s.133
Staff wages	Clerk, Pav Administrator, Caretaker salaries	2,477.58	LGA72,s.112
HMRC	Employee tax/NI and employer NI	339.51	LGA72,s.112
NEST	Employee/employer pension contribution	72.31	LGA72,s.112
Working Turf	Pitch maintenance	873.01	PHA1875,s.164
EON	Pavilion Electricity	TBC	LGA76,s.133
EON	Pavilion Gas	TBC	LGA76,s.133
BT	Pavilion broadband	16.07	LGA76,s.133
HDC	Parish Room rates	164.00	LGA76,s.133
HDC	Pavilion rates	Ext Rate Relief	LGA72,s133
EE	Staff mobile - Pavilion	10.61	LGA72,s133
Anglian Water	Pavilion water bill	294.49	LGA76,s.133
Anglian Water	Parish Room water bill	37.73	LGA76,s.133
Julie Thompson	Pavilion cleaning - April	90.00	LGA76,s.133
IONOS	Website hosting/emails (yearly hosting charge inc)	36.11	LGA76,s.133
Barclays	Account charges	6.50	LGA72,s.151
Business Waste	Pavilion bin emptying	54.75	LGA72, s.111
CAPALC	Councillor Code of Conduct course	40.00	LGA72, s.111
Julianne Lawrence	Virtual Landline	7.96	LGA72, s.111
Julia Tufnail	Internal Audit	350.00	LGA72,s.151
Workwear Express	Village Caretaker's work wear	66.95	LGA72, s.111
Cliff Beagle	Telephone box repairs (CIL)	260.00	LGA72, s.111
Julianne Lawrence	Yearly Zoom charge	71.94	LGA72, s.111
Julianne Lawrence	X2connect-Telephone box light replacement (CIL)	58.80	LGA72, s.111
Mark Angus	2 bags of multipurpose concrete mix (PP cost)	12.84	OSA1906, s9-10
Julianne Lawrence	Madingly Mulch - bark for Barn Close PA	219.00	OSA1906, s9-10
	Monthly total:	**7,556.65**	

PC35/21 AGAR APPROVAL

a) Council to note the Internal Auditor's report for the year ended 31 March 2021
b) Assertions on Section 1 of the Annual Governance Statement to be completed by members
c) The Annual Governance Statement to be approved and then signed by the RFO and Chairman
d) The Accounting Statement for 2020/21 to be approved and then signed by the Chairman and RFO
e) Council to acknowledge the Intermediate review participation and addition of the extra information required by the EA for submission
f) Council to set the period for the exercise of public rights from Monday 14 June to Friday 23 July 2021
g) Following points (a) to (e), approval to be given for the Annual Return to be submitted to the External Auditors (PKF Littlejohn)
h) Members to confirm the re-appointment of Julia Tufnail as Internal Auditor and agree the 6-monthly Internal Audit at a cost of £250 at the end of September 2021 (should the PC feel it is needed).

PC36/21 PAVILION

a) Council to approve the Pavilion Health and Safety Policy
b) Council to approve the Pavilion Fire Safety Risk Assessment (and Evacuation Plan)
c) Members to discuss access for the Fire Services through the yellow barrier and agree a method to enable access
d) Approval for the Pavilion Administrator to attend an online Legionella course at a cost of £14 + VAT
e) Members to decide on next steps re maintenance needs (hand drier, alarm, tap)
f) Council to approve the top soiling and seeding contract for the Pavilion Infrastructure Plan – Cllr Angus to report on quotes received
g) Members to approve ECTS to carry out the annual PAT testing for £75 (up to 100 items)
h) Council to approve PBS to carry out annual servicing and certification of the Pavilion for £626 + VAT.

PC37/21 AMENITY SPACES

a) Cllr Gilden to report progress on the Pavilion Play Park works
b) Cllr Darnell to discuss signage for discussion and approval
c) Cllr Darnell to suggest plans for the opening of the Play Park. Council to agree a Working Group to organise this
d) Council to consider the issue of dogs on the playing field/Play Park
e) Members to acknowledge the Play Park Risk Assessment for ground works and discuss further amendments
f) Clerk to highlight concern re time pressure. Members to consider that the Sub-Committee for Children's and Youth's Amenity Spaces, now that it has met its initial objectives, shall become a Working Group of the AMC. The WG to raise funds to pay for the additional playground equipment. Thereafter the AMC will set any task the WG is requested to carry out

g) Council to approve holding a Christmas Fair to fund-raise for youth's amenities at the Pavilion on 27 November 2021 and the Clerk to apply for a lotteries licence
h) Council to discuss the future of the Skate Park/Barn Close play area and decide on next steps
i) Repair work needed to the BC see saw to be addressed
j) Cllr Angus be authorised to purchase plant pots for the tree saplings at a cost of £22.65.

PC38/21 PARISH COUNCIL GRANT AWARD

Cllr Darnell to report on her meeting with the Pre-school Manager and request for payment of the grant.

PC39/21 MVAS, SPEEDWATCH AND SPEEDING VEHICLES

a) Cllr Bull and Angus to report on the MVAS results and meeting of the WG on Traffic and Parking. Council to decide on further action
b) Cllr Bull to provide a brief update on Speedwatch
c) Cllr Bull to provide an update on Bellway's offer to purchase a second MVAS for the Parish Council.

PC40/21 PARISH ROOM

a) Clerk to update on feedback from the Public Works Loans Board regarding any restrictions/conditions over usage
b) Members to discuss possible uses and agree a way forward
c) Approval for annual alarm servicing by Jenson's at £70 + VAT.

PC41/21 SCAN

It is proposed a Working Group be set up to produce an article each month for SCAN and for publishing on the PC's website. Council to decide if they are in favour of this and who would be appointed to the WG.

PC42/21 CLERK'S REPORT

The clerk to report on issues including…
a) The Cemetery Risk Assessment
b) Cemetery railings – Cllr Gilden to provide a quote for grinding
c) An amendment to the Cemetery Rules and Regulations to enable placing of memorial stones on historic graves and confirmation of pricing
d) An update on the Cemetery Working Group.

PC43/21 CORRESPONDENCE

Correspondence to be addressed including …
a) A Community Fibre Partnership
b) A request for allotments.

PC44/21 PLANNING

Cllrs Ayres and O Leonard to outline for council to consider …
Ref: 21/00910/HHFUL 97 North Street, Stilton – Single storey side and rear extension and garage conversion
Ref: 21/00917/HHFUL – 9 Oak Road, Stilton – Erection of a single storey Extension

Ref: 21/00949/HHFUL – 44 Mill Road, Stilton – Single storey rear extension
Ref: 21/01098/FUL – Land Rear of 68 to 82 North Street, Stilton – Proposed Surface Water Drainage outfall.

Next meeting – Tuesday 13 July 2021 at 7.30pm