

CUBBINGTON PARISH COUNCIL

Clerk to the Council:

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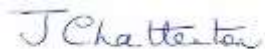
www.cubbington.org.uk

16th June 2021

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on 24th June 2021 at 7:00pm, held at the Village Hall, Broadway, Cubbington. If you are unable to attend, please forward your apologies to the Clerk.

Members of the public are welcome to attend.



Jane Chatterton PSLCC
Clerk & RFO to the Parish Council

Members of the public and press are welcome to attend

AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
 - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
 - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
 - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
 - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
3. **Minutes of previous meeting:**

Recommendation: To approve minutes of the Parish Council Meeting held on 22nd April 2021
4. **Matters Arising not listed on the agenda**
5. **Public participation:** To adjourn to allow public participation.

Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
6. **Correspondence**

Recommendation: discussion
7. **Chairman's Report**

Recommendation: Receive/note the Chairman's Report
8. **Councillors Reports in brief**

Recommendation: Receive/note updates from:

 - Cllr Saul - Community services
 - Cllr Ann Higham - Village hall
 - Cllr Saul – Pavilion Committee

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9. District and County Councillors Reports for information

Recommendation: Receive reports from:

WDC Councillors; Cllr Pam Redford and Cllr Trevor Wright and WCC Councillor; Cllr Wallace Redford
WDC Councillors; Cllr Alan Boad and Cllr Phil Kohler, Daniel Russell and WCC Councillor; Cllr Sarah Boad

10. Highways and Police

Recommendation: Receive updates

11. Finance

11.1 payments PAID since the last meeting:-

2021-22

DATE	REF	DETAILS	EXPENDITURE
APRIL			
10.04.21	E1	J Chatterton reimbursement The Sign Shed	£165.92
10.04.21	E2	J Chatterton reimbursement Plant pots Sensory Garden	£65.10
10.04.21	E3	J Chatterton reimbursement Plants and compost	£138.28
10.04.21	E4	Zurich - Parish Council insurance	£1,695.72
10.04.21	E5	Mr Willoughby Playground Inspection & printing (NHP)	£227.50
10.04.21	E6	WALC Annual Subscription	£874.80
10.04.21	E7	B&PS 4/2010208 Planters sawn timber	£53.86
13.04.21	E8	J Chatterton Eco Webhosting	£5.99
13.04.21	E9	Wagstaff Invoice 4166 Mowing	£235.00
13.04.21	E10	WCC Pension contribution March	DPA
13.04.21	E11	B&PS 1/2007312 Benches wood treatment	£18.28
13.04.21	E12	J Chatterton - expenses April	£96.50
23.04.21	E13	Salary April in 10 hours Overtime (Jan Feb Mar)	DPA
23.04.21	E14	HMRC April Tax payment	DPA
23.04.21	E15	Mr Ian Hodges timber	£35.27
23.04.21	E16	Mr Ian Hodges Pavilion entrance gate	£141.60
23.04.21	E17	Mr Ian Hodges Repairs to Austen Court Fence	£51.77
23.04.21	E18	J Chatterton SLCC reimbursement part payment	£100.00
23.04.21	E19	VH Trust electricity use to make benches & Planters	£100.00
29.04.21	E20	Mr I Hodges reimbursement fencing supplies Rec Ground	£1,390.63
29.04.21	E21	J Chatterton Skip hire from Tom White Waste	£255.00
29.04.21	E22	Mr I Hodges expenses supplies pickup	£20.00
MAY			
05.05.21	E23	J Chatterton CCTV lampposts Rec Ground	£1,188.60
05.05.21	E24	Wagstaff invoice 4186 Mowing	£665.00
10.05.21	E25	Mr G Willoughby April invoice	£135.00
26.05.21	E26	KOMPAN - Playground project phase 2 (1 of 2)	£36,511.20
10.05.21	E27	J Chatterton Skip Hire – Rec Ground	£255.00
10.05.21	E28	S Offord NHP surveys & questionnaire	£100.00
10.05.21	E29	WordPress domain renewal JLC reimbursement	£240.00
10.05.21	E30	Securico CCTV for the Rec Ground 30% deposit	£1,800.00
11.05.21	E31	Efills Limited - Rainwater harvesting equipment	£2,640.24
14.05.21	E32	SPS Payroll Services April 2021 (gone to monthly invoice)	£12.00
14.05.21	E33	J Chatterton WordPress Domain reimbursement	£15.00
19.05.21	E34	J & L Franks - street planters - plants	£651.23
19.05.21	E35	J Chatterton - The Sign Shed reimbursement	£102.52
19.05.21	E36	Mr D O'Donnell – wood treatment	£37.00

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21.05.21	E37	WCC Pension April (LATE DUE TO PAYROLL)	DPA
21.05.21	E38	WCC Pension May Employee & Employer Contribution	DPA
21.05.21	E39	J Chatterton May Salary	DPA
21.05.21	E40	HMRC Tax & NI May 2021	DPA
21.05.21	E41	J Chatterton - Sensory garden plants	£101.44
22.05.21	E42	J & L Franks - Labour & expenses street planters	£250.00
22.05.21	E43	J Chatterton - compost & plants sensory garden	£73.57
26.05.21	E44	Hawkesbridge 1451/2724 concrete bases, CCTV poles, fence	£4,518.00
26.05.21	E45	Hawkesbridge 1450/2685 groundworks	£10,200.00
26.05.21	E46	J Chatterton Expenses May	£147.83
JUNE			
01.06.21	E47	SPS Payroll Services May 2021 gone to monthly invoice	£12.00
02.06.21	E48	Mr I Hodges reimbursement timber & fixings	£88.72
02.06.21	E49	Wagstaff invoice 4207	£665.00
02.06.21	E50	B&PS invoice 4/2043623 timber sensory garden	£78.00
02.06.21	E51	Mr G Willoughby May inspections	£140.00
02.06.21	E52	Reimbursement to Pavilion Committee pest control	£130.00
02.06.21	E53	Reimbursement tree for sensory garden Ian Hodges	£575.00
03.06.21	E54	Reimbursement Sensory garden tanks J Chatterton	£791.98
03.06.21	E55	Reimbursement Sensory garden plants J Chatterton	£104.11
04.06.21	E56	Hutchins & Son trees	£153.60
08.06.21	E57	J Chatterton reimbursement garden supplies	£137.01
14.06.21	E58	Flexiform Business Furniture (Asgard Shed)	£2,524.00
14.06.21	E59	Mr I Hodges reimbursement rainwater system	£283.35
14.06.21	E60	J Chatterton Clerk expenses	£86.63
14.06.21	E61	Ms E Choudry internal auditor	£350.00
14.06.21	E62	Hawkesbridge 1467/2730 gate installation	£1,890.00
15.06.21	E63	Mr I Hodges Metcalfe invoice top soil & sleepers	£591.60

2021-22

Income

29.04.21	R	WDC Half yearly precept	£25,695.00
29.04.21	R	CIL Payment W/17/2317 W/20/0502	£75,039.43
04.05.21	R	Grant from Cubbington Pear Tree	£590.40

11.2 Purchase of toolbox and tools for the Payback Team (budgeted item)

Recommendation: Discussion and approve

12. Audit Process 2020-21

12.1 Internal Audit Report (report attached)

Recommendation: Receive and note report

12.2 Annual Governance & Accountability Return 2020-21

Recommendation: Complete audit paperwork

13. Planning Matters

Recommendation: Discuss any planning matters

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14. Governance

14.1 Councillor Code of Conduct

Recommendation: Receive draft for update

15. Neighbourhood Plan

Recommendation: Receive an update

16. HS2 Update

Recommendation: Receive an update

17. Recreation Ground Update

Recommendation: Receive an update on completed works

17.1 Installation of Equipment

17.2 Rainwater Harvesting system

17.3 CCTV installation

18. Recreation Ground Refreshments

Recommendation: Discussion

19. Village Hall Trust & Parish Council

Recommendation: Discussion

20. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

21. Date of the Next Meeting

To confirm the date of the next meeting as **Thursday 22nd July 2021 at 7:00pm**