

Minutes of Annual Meeting of Hinxton Parish Council May 4th 2021

Interim Chairman: Nicholas Cliffe

Rupert Kirby

Ceri Williams

Emma Senior

Sarah Robinson

Chris Elliot

Clerk: Anne Charteris

Members of the Public 5

2105/001	Apologies for Absence: Sam Nichols & Peter McDonald
2105/002	To Elect a Chair & Vice Chair of the Parish Council for the ensuing year Nick Cliffe was proposed by RK , seconded by CE and decision unanimous. No Vice Chair was proposed and it was agreed that if Chair not present, then a member of the Council would be appointed for that meeting.
2105/003	For Councillors to sign their Declaration of Acceptance of Electronic summons forms and GDPR forms. Action Councillors will sign and hand to Clerk
2105/004	To receive members Declaration of Interest for the items on the Agenda NC- Hunts Lane RK Phone box
2105/005	To approve and sign Minutes of Meeting dated March 8th 2021 All agreed that these were approved and Chair to sign,
2105/006	Report from Cllr Peter McDonald, District Council & County Council PM talked through his report (attached)
2105/007	Public participation time – 15 minutes allowed Question asked- it has been spoken of in the Village that there were plans for traffic calming- would the village be consulted before these went ahead as some residents may not be in favour of this happening? Answer: yes, a consultation would be held to decide on what would be requested and whether the majority of village in favour. Traffic has dropped significantly during lockdown, but this may change eg if workers at Wellcome Trust went back to work, but this depends on if everyone returned to work or worked from home, Also, peak times may change, especially if people worked 3 or 5 days per week.
2105/008	Audit Draft documents had been sent to Councillors to review, it was resolved to submit to auditors and regulators. Chair read out the Annual Governance statement and signed the documents ready for Clerk to send to Auditor Action NC to sign off and Clerk to send to Auditor
2105/009	Review Policies Parish Council Policies had been sent previously to Councillors to read and approve, all agreed that they could be adopted.
2105/010	Review Budget Budget for the ensuing year had been circulated to all Councillors, budget approved.

Signed.....

2105/011	<p>Updates</p> <ul style="list-style-type: none"> a. Wellcome Trust Campus Development: S106 status: Village Hall RK has spoken to Toby Williams, however nothing new to report. Things may move slowly now, possibly there may be a change in commercial need for offices if there are more people working from home in the future. There would also be a need for infrastructure eg roads before development starts. Event planned for July 3rd in the Village Hall to show plans to the Village and to give residents a chance to give feedback. b. SmithsonHill AgriTech Park Nothing new to report. c. Local Wellcome matters: Liaison meeting, Wetlands Committee, no meetings have been held due to covid d. Playground. Safety inspection has been carried out by RoSPA, some repair works needed. Playground supplier to be contacted to see if still in warranty. Actions: Clerk-check warranty SR- contact Kompan e. Highways – Hunts Lane and Laybys Lay-bys have now been levelled and re-grassed, bollards erected and lines should be reinstated. There are plans to repaint the junction at McDonalds roundabout. Nothing has been progressed at Hunts Lane. f. Other Ongoing PC and village matters Nothing new to report. g. Safeguarding policy New policy has been reviewed and agreed upon, NC to be the safeguarding contact. Action- NC to sign off h. Phone box Money received from Insurance company so that the box can be removed from the base ready for new box to be installed. Awaiting this to be done, then new box will be ordered. Action- Clerk contact supplier and contractor i. Coronavirus Website is updated as any news comes in. A Communities webinar is being held next week, Action- ES and NC to join this, j. Litter Pick This was held on the 25th April, there was a good turn-out of volunteers and thanks were given to all who helped either on the day or in organizing the event, and thanks also given to Alex at the Red Lion for the refreshments afterwards.
2105/012	<p>New items for discussion</p> <p>GDPR/ Transparency code compliance: Clerk has been researching our commitment to data safety and using PC specific email , rather than personal emails, this is in regard to strict General Data Protection Regulations. It was agreed that each Councillor will have a Hinxton PC email, this ensures that all emails will be available both now and for the future and that it can be archived and disposed of as appropriate. It was also agreed that only the Clerks email will be shown on the website so that inbound emails come to the Clerk. Outbound email will also go through the Clerk where appropriate ie official correspondence and that all outbound emails will be cc'd to the Clerk for full transparency.</p> <p>An email policy has been agreed upon for publication on the website, also compliance checklists for Councillors to be signed off yearly. Action- all to sign and return to Clerk</p> <p>Clerk had sent email to Councillors asking if they could supply a short bio to put on the website, along with a photo and their responsibilities on the Council. All agreed this would be a good idea. Action- all Councillors to send short Bio and photo to Clerk</p>

2105/013	Chairs report Nothing to add, however Chair said that he would like to make known that everything that is done on the Parish Council has the villages best interests at heart, a few residents had said that they were disappointed in how the Wellcome Trust plans had progressed, however this was outside of the Parish Councils hands and the PC has not been a party to any discussions with regard to the Sec 106 agreement. He thanked all those who had worked on trying to get the best possible outcome of this, especially Sam and Rupert. He believes that we have had the best outcome that we could get in the circumstances. The exhibition in the summer should help the residents understand what is planned and for them to have their say. Chair then said that due to an admin error, a lower Precept had been requested this year, the Precept was due to stay the same as 2020/21 but the previous years precept was used (2019/2020) This will be corrected next year when the 2020/21 figure would be the base line and then increased if felt necessary. FINANCE																													
2105/014	Bank Balances at 25/5/2021 Current A/C £31,940.32 Business /AC £11,039.99																													
2105/015	Payments for approval <table><tr><td>EON</td><td>Utilities</td><td>£182.36</td></tr><tr><td>Clerk/HMRC</td><td>salary/expenses -</td><td>£454.48</td></tr><tr><td>haven</td><td>Street Lighting</td><td>£11.27</td></tr><tr><td>ICO</td><td>Data protection</td><td>£35</td></tr><tr><td>SLCC</td><td>Training</td><td>£54</td></tr><tr><td>CAPALC</td><td>Subs</td><td>£217.51</td></tr><tr><td>CAPALC</td><td>Training</td><td>£400</td></tr><tr><td>SLCC</td><td>Local Council Admin 12th Edition</td><td>£139.36</td></tr><tr><td></td><td></td><td></td></tr></table>			EON	Utilities	£182.36	Clerk/HMRC	salary/expenses -	£454.48	haven	Street Lighting	£11.27	ICO	Data protection	£35	SLCC	Training	£54	CAPALC	Subs	£217.51	CAPALC	Training	£400	SLCC	Local Council Admin 12 th Edition	£139.36			
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2105/16	Payment Received <table><tr><td>SCDC</td><td>Precept</td><td>£6906</td></tr></table> All payments and accounts approved by Councillors. Planning			SCDC	Precept	£6906																								
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2105/017	Applications Received: None																													
2105/018	Decision Notices: None																													
2105/019	Items to report for inclusion in the next meeting It was agreed that Councillors should meet up after the 17 th May to discuss the Exhibition in the Village Hall which is planned for the 3 rd July. <i>Action- arrange date to meet up.</i> Date of next Meetings: Planning (to be confirmed if required) 7pm 14th June Parish Council Meeting 7pm 12th July Meeting finished at 8.55pm																													
