

**Etton Parish Council**

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**Minutes of a meeting of Etton Parish Council** held on **Wednesday 25<sup>th</sup> June 2025** starting 7.00pm at The Golden Pheasant, Main Road, Etton, Peterborough, PE6 9DA.

**MEMBERS PRESENT:** Councillors Anne Curwen (Vice-Chair), Andrea Page, Martin Brook, Steve Watson and Fred Morton.

**IN ATTENDANCE:** Clerk Elinor Beesley

**PUBLIC FORUM:** No members of the public were present.

It was **resolved** to elect Cllr Morton as Chair for the remainder of the year 2025/26 following the resignation of Chair Cllr Watson.

25.51 **APOLOGIES FOR ABSENCE:** None.

25.52 **MINUTES OF PREVIOUS MEETING**, held on Wednesday 28<sup>th</sup> May 2025: this item was deferred to the next meeting.

25.53 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None.

25.54 **DECLARATIONS OF INTEREST:** No declarations of interest were received and no written requests for dispensations for disclosable pecuniary interests were granted.

25.55 **REGULATORY DOCUMENTS:** It was **resolved** to adopt of re-adopt:

- 55.1 Standing Orders 2025
- 55.2 Financial Regulations 2025
- 55.3 Code of Conduct

25.56 **REVIEW OF ASSET REGISTER AND INSURANCE COVER:**

- 56.1 It was **resolved** to approve the current Asset Register for insurance purposes.
- 56.2 Members noted the current insurance schedule and renewal date of 19<sup>th</sup> December 2025.

25.57 **GOVERNANCE:**

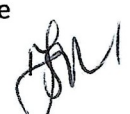
- 57.1 *To note purchases made under delegated powers:* None at date of publication.

25.58 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25:**

- 58.1 It was **resolved** to approve the Certificate of Exemption for year 2024/25, and it was signed by the Chair and Clerk.
- 58.2 Members noted the Internal Audit Report 2024/25.
- 58.3 It was **resolved** to approve Annual Governance Statement 2024/25 and it was signed by the Chair and Clerk.
- 58.4 It was **resolved** to approve Accounting Statements 2024/25 and it was signed by the Chair.
- 58.5 Members noted the dates of the Period for the Exercise of Public Rights for financial year 2024/25 as Friday 27<sup>th</sup> June 2025 to Thursday 7<sup>th</sup> August 2025.

25.59 **PLANNING:**

- 59.1 To consider Application 25/00695/CTR: T1 - Horse Chestnut Tree - Prune all epicormic growth around the main stem, create a building clearance of 1.5 meter off the barn roof and carry the cutting line around the rest of the tree to lift the crown 30/6/2025. Members agreed that the work is required and there is no objection.
- 59.2 Members noted applications and decisions received after the publication of the Agenda:



- a) Application 25/00727/FUL: Installation of a new kiosk to house chlorine at Etton Treatment Works.
- b) Application 25/00744/NONMAT: Non material amendment (modifications to enlarge balcony) to planning permission 23/00058/HHFUL as amended by 24/00562/NONMAT at Woodcroft Stables And Stud, Woodcroft Road.

### 25.60 VILLAGE AMENITIES AND MAINTENANCE:

- 60.1 Members reviewed outstanding maintenance and Councillors' actions:
  - a) Village sign: The sketches are in progress. **ACTION – Cllr Watson** to arrange for members to view the sketches.
- 60.2 Members noted the defibrillator pads were due for replacement at the end of June 2025 and the EEA Ambulance Service have provided replacement pads at no cost to EPC.
- 60.3 Members noted information from the Environment Agency regarding the Maxey Cut Refurbishment Project.

### 25.61 COMMUNITY AND EVENTS: None.

### 25.62 FINANCE:

- 62.1 It was **resolved** to approve receipts and payments according to the attached schedule.
- 62.2 It was **resolved** to approve financial reports for two months to 31<sup>st</sup> May 2025.
- 62.3 It was **resolved** to approve the Schedule of Regular Payments for the year 2025/26.
- 62.4 It was **resolved** to approve Earmarked Reserves for 2025/26.
- 62.5 It was **resolved** to approve payment of invoice dated 10<sup>th</sup> June to J Halsall for the Internal Audit 2024/2025 in the sum of £65.00.

### 25.63 REPORTS FROM COUNCILLORS AND CLERK:

- 63.1 *To receive reports from Councillors:* None.
- 63.2 *To receive report from the Clerk on items not covered elsewhere on the Agenda:*
  - a) *Following a reshuffle Cllr Neil Boyce has been deselected as Parish Liaison:* Members expressed disappointment at the decision.
  - b) A two tier system for Local government is being introduced; it will not affect Parish Councils.
- 63.3 External meetings, conferences and training – to note upcoming dates, agree Council representation and receive reports:
  - a) JCC Parish Cluster meeting: Thursday 4<sup>th</sup> September 2025 at 2.00pm to 4.00pm in Maxey Village Hall.

### 25.64 CORRESPONDENCE RECEIVED: None.

### 25.65 NEXT MEETING: Members confirmed the date of the next meeting as Wednesday 23<sup>rd</sup> July 2025.

There being no further business the Meeting closed at 8.07pm.

Approved as a true record of the Meeting:  Chair, 24<sup>th</sup> September 2025

Abbreviations used in these Minutes:

EPC – Etton Parish Council

PCC- Peterborough City Council

### Schedule of Receipts and Payments (25.62.1)

Items marked \* were paid prior to the meeting as a statutory obligation or under delegated powers, with the relevant Minute shown against the item. No VAT is charged against receipts. Any VAT included in payments is reclaimed annually at year end. Where no VAT is indicated, it was not charged by the supplier.

Receipts:

- a) TSB: Interest (10<sup>th</sup> May 2025), £2.61
- b) TSB: Interest (10<sup>th</sup> June 2025), £2.70

Payments:

- c) Staff Salary: Basic (April 2025), £100.00 (standing order)\*
- d) Staff Salary: Adjustment (Marc 2025), £24.65\*
- e) E Beesley: Reimbursement (Annual WordPress subscription), £43.20 (Minute 25.33.5)
- f) Staff Salary: Basic (May 2025), £100.00 (standing order)\*
- g) E Beesley: Salary Adjustment (April 2025), £65.47\*
- h) Staff Salary: Adjustment (May 2025), £24.65
- i) HMRC: PAYE (April 2025), £37.60
- j) HMRC: PAYE (May 2025), £27.80

