



Swavesey Parish Council

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

DATE: Monday 23rd May 2016 TIME: 7.30pm VENUE: The Memorial Hall, High Street

Mrs L Miller, Clerk/Proper Officer to Swavesey Parish Council, 17th May 2016

COUNCILLORS: 11 QUORUM: 4

AGENDA – Annual General Meeting

- 2016/05-1 Election of Chairman for the forthcoming year and to receive Chairman's Declaration of Acceptance of Office**
- 2016/05-2 Election of Vice-Chairman for the forthcoming year**
- 2016/05-3 To receive and approve apologies for absence**
- 2016/05-4 To receive declarations of interest & requests for dispensations**
- 4.1** To receive declarations of interest from councillors on items on the agenda
 - 4.2** For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion
 - 4.3** To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - 4.4** To grant any requests for dispensation as appropriate
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- 2016/05-5 Public Participation/Forum – 10 minutes**
- To allow members of the public to raise comments on items for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- Following this members of the public are not permitted to take part in the discussion.
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- 2016/05-6 To sign & approve the Minutes of the Full Council meeting dated 25th April 2016**
- 6.1** **Matters to Report from the previous Minutes** To note
 - 6.2** **To receive the Clerk's Report**
- 2016/05-7 Review and Adoption of Statutory Documents, Appointments and Policies**
- 7.1** **To approve and adopt Standing Orders** For approval
 - 7.2** **To approve and adopt Financial Regulations**
 - (i) To re-appoint the Responsible Financial Officer (FR1.8)
 - (ii) To confirm the use of variable direct debit for payment of utility bills (FR6.7)
 - (iii) To confirm Cllrs authorised as cheque signatories for bank accounts (FR6.4)
 - (iv) To confirm Cllrs appointed to authorise BACS payments from Council online bank account (FR6.9)
 - (v) To confirm the appointment of the Internal Auditor (FR2.5)
 - 7.3** **Review of street furniture and assets** For approval
 - 7.4** **Review of Policies and Procedures**
 - (i) Risk Management Policy (FR17)
 - (ii) Insurance Policy (to note only, as insurance renewal is due 30th September 2016)
 - (iii) Policies & Procedures as required and published on Parish Website (list attached)

Swavesey Parish Council Chairman – Mr Martin Johnston

Clerk to the Parish Council: Mrs Linda Miller, 21 Thistle Green, Swavesey, CB24 4RJ
Tel: 01954 202982 Email: clerk@swavesey.org.uk Website: www.swavesey.org.uk

2016/05-08	Review & Election of Councillors to Council Committees and Working Parties	To approve
	(i) Constable's Rood maintenance working party	
	(ii) Finance/budget review working party	
	(iii) Neighbourhood Plan working party	
	(iv) Personnel working party	
	(v) Ponds maintenance working party	
	(vi) Carters Way-Priory Ave Open Space improvement project working party	
2016/05-09	Review & Election of Councillors to Village Committees & Charities	To approve
	(i) Thomas Galon Charity – PC appointed Trustee – 4 years	
	(ii) Meridian Magazine – to write PC News – 1 year	
	(iii) Community Pavilion Trust – PC representative committee member - 1 year	
	(iv) Community Warden Scheme – Steering Group – 1 year	
	(v) Byways Committee; Frere Cottages Charity; Memorial Hall Charity; SAY; Festival – To confirm appointments, no changes required to any of these	
2016/05-10	County Council Business	
10.1	Planning Appeal Decision – land at 18 Boxworth End, 30 new dwellings	Discussion
	To discuss with County Cllr the implications of the appeal decision to grant planning permission, in relation to education provision and highway concerns.	
10.2	Highways Maintenance - updates and new issues	Discussion
	(i) To consider cost of permanent duck warning signs for pond	
10.3	Electoral Review for Cambs County Council – draft recommendations	Comment
10.4	Correspondence for information and items for County Councillor	Information
2016/05-11	District Council Business	
11.1	Electoral Review for South Cambs District Council – draft recommendations	Comment
11.2	Planning & New Communities Service Update	Comment
	(i) Electronic communication for planning notifications – comments requested	
	(ii) Pre-application engagement – now open to Parish Cllrs	
	(iii) Confirmation of new scheme of delegation and parish comment forms	To complete
	(iv) Parish Training – questionnaire to be returned	Information
11.2	Correspondence for information and items for District Councillor	
	(i) Controlled Waste Transfer Notice – waste bin at St Andrew's Church car park	
2016/05-12	NHW and Police Business	Information
2016/05-13	Village Matters	
13.1	To receive monthly report from Village Handyman and report on general maintenance items	
13.2	Recreation Green Play Area – to consider maintenance quotes	
2016/05-14	Drainage	Discussion
	To report on meeting with Environment Agency re Riverbank Maintenance	

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2016/05-15	Planning	
15.1	Correspondence	Discussion
(i)	Home Close, Fen Drayton Rd:	
	a. surface water discharge rate – reply to query raised	
	b. surface water ditch/arrangements, north side of Fen Drayton	
(ii)	37 Market Street – update from SCDC Planning Officers	
15.2	Neighbourhood Planning	Discussion
	To report on Primary School Fayre consultation	
	To consider attendance at a workshop at SCDC on 20 th July	
	To confirm arrangements for PC stand at Festival Gala Day, 25 th June	
15.3	To consider planning applications received	Comment
(i)	Ref: S/1158/16/PA – 4 Ramper Rd, Mr P Sycamore. Erection of a Summer House. For information only	
(ii)	Ref: S/1048/16/FL – 19 Wallman’s Lane, Mrs S Ellington. Erection of two dwellings and vehicular access.	
(iii)	Tree works in Conservation Area – 19 Wallman’s Lane, Mrs S Ellington. Fell to ground 6 x leylandii	
15.4	Permissions, Refusals, Appeals, Enforcement	
	Ref: S/0666/16/FL – 51 Middlewatch – Permission granted	
	Ref: S/0476/16/VC – land next to 24 Taylors Lane – permission granted	
	Ref: S/0687/16/FL – 106 Boxworth End – permission granted	
2016/05-16	Finance	
16.1	To approve payment of outstanding accounts (circulated to Councillors)	To approve
	And to consider affiliation fee for CAPALC for 2016-17	
16.2	Notice of receipts received	To note
16.3	End of Year 2015-16	
(i)	Review of Effectiveness of System of Internal Audit – for approval	
(ii)	To present and approve accounts for audit:	To approve
	Section 1 – Annual governance statement	
	RESOLUTION: That this Council has considered the findings of the review of the system of internal audit and approves the Annual Governance Statement for the year ended 31/03/2016	To approve
	Section 2 – Accounting Statements	
	RESOLUTION: That this Council has considered the accounting statements shown in Section 2 of the Annual Return and approves said statements for year ended 31/03/2016	To approve
2016/05-17	General Correspondence	
(i)	Incident re parking and traffic along High Street	
(ii)	Cambs Community Fair – 7 th June, The Burgess Hall, St Ives	
(iii)	Planning Inspectorate – to confirm Development Consent Order re A14 Cambridge-Huntingdon Improvement Scheme	
(iv)	Historic England – Swavesey War Memorial Listed as Grade II Monument	
(v)	Centenary Fields – opportunity to dedicate recreation space	
(vi)	Letter from outgoing PCC Sir Graham Bright	
	Newsletters and magazines	
2016/05-18	Items for information and next meeting agenda	
	• Thurs 26 th May – 3.30pm-7pm – Display of plans for Bloor Homes application	
	• Thurs 26 th May – 7.30pm – ExtraOrdinary Planning Meeting	

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