

Swavesey Parish Council - Clerk's Report

To : All Councillors

From : Linda Miller (Clerk)

Date : 17th May 2016

For Meeting on 23rd May 2016 - AGM

Purpose: To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular ratification or note **in bold**.

This meeting is the Council AGM and first business of the Agenda is to elect the Chairman and Vice-Chairman for the forthcoming year.

6.1 To update on Matters Arising and Actions from last meeting:

- Sand top dressing of football pitch confirmed for May 26th.
- Agreements sent out to both football clubs re future use of the green.

7 Review & Adoption of Statutory Documents, Appointments and Policies

- This is the AGM of the Council and Standing Orders, Financial Regulations, Asset Register and Policies & Procedures are all to be reviewed.

8/9 Review & Election of Cllrs to Council Committees, Working Parties, Village Charities and Organisations

- No Council committees in place.
- Ad-hoc working parties – to confirm Cllr appointments.
- Trustee to be appointed to Thomas Galon Charity.
- Committee members to be appointed to Community Pavilion, Community Warden Steering Group
- No changes required to: Byways; Frere Cottages Charity, Memorial Hall Charity; SAY or Festival Committee unless representatives wish to change.

10 County Council Business

- Planning Appeal Decision – 18 Boxworth End – permission granted for 30 new dwellings. Council to discuss the implications of this decision with regards to education provision for both Primary and Secondary places plus Highway concerns.
- Highways issues and updates:
 - (i) Permanent duck warning signs can be provided by County Highways at a **cost of: two signs** and two posts and it comes to £428.33, which the Parish Council would have to pay.
 - (ii) Footpath repairs have been carried out in front of the recreation green, High St. Additional footpath repairs are due to be completed in Middlewatch by Church car park within the next month. Footpath repairs have been requested for Moat Way at School Lane junction where footpath is cracking and has been damaged by recent drainage works.
 - (iii) Pot holes in Market Street should be filled by end May.
- **Electoral Review** – Draft recommendations published. Comments to be returned by 20th June.

11 District Council Business

- **Electoral Review** – Draft recommendations published. Comments to be returned by 25th July.
- Planning & New Communities Service Update. **Consultation and questionnaire** to be completed and returned.

12 NHW and Police Business

- Report to be given at the meeting

13 Village Matters

- **Play Area Maintenance** –bark provided for recreation green play area. Repairs still outstanding, quote from Kompan for all items plus site visit to carry out repairs totals £1,620 (less £200 if entire rope ladder not needed to be replaced). Competitive quote being obtained.

14 Drainage

- To report on meeting earlier this month with EA re riverbank maintenance.

15 Planning

- Correspondence
 - To report on replies re to queries over surface water discharge into system under Moat Way.
 - Correspondence re No.37 Market Street – update from Conservation/Planning Officers at SCDC on ongoing discussions with site owners re refurbishment of cottage and development of site.
- Neighbourhood Planning – items to discuss as listed on agenda
- Applications as listed on Agenda

16 Finance

- Payments listed **for approval**

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DRAFT PAYMENTS LIST: Vouchers 17 to 27

Vchr.	Cheque Cd	Name	Description	Amount
BACS				
23	32	Linda Miller	Postage	4.05
22	43			
20	87			
21	82	Staff Costs	Staff Costs	2,001.10
24	44			
26	56	Weedkiller	Village maintenance	21.99
27	56	Slug killer	Village maintenance	6.00
Direct Debit				
17	34	Virgin Media	Telephone & Broadband	86.32
Cheques				
18	002307	8 St Andrew's PCC	Grant - Churchyard maintenance	720.00
19	002308	8 Non-Conformist Cemetery	Grant - Cemetery maintenance	180.00
25	2309	33 Viking Direct	Stationery	34.01
TOTAL				3,053.47

- Receipts to note:

HMRC VAT refund (Jan-Mar) £372.78

Bank interest £2.89

- Bank Reconciliations:

Business Account £82,219.15 at 17/05/16

Current Account £9,340.78 at 17/05/16

Unity Account £2,442.23 at 17/05/16

ALTO Card £343.22 at 17/05/16

- **End of Year Accounts and Annual Return:**

Internal Audit took place 17th May with no queries, Annual Return signed off.

Final year end accounts balanced and circulated to Cllrs.

Annual Return for external audit completed and circulated to Cllrs **for approval**.

17 General Correspondence (for information) As listed on Agenda

18 Items for Information and Next Meeting

- To note additional Planning Meeting and display of plans for proposed development off Fen Drayton Road – 26th May.

Forthcoming Council meetings:

Planning – Exhibition of Plans re Ref: S/1027/16/OL
ExtraOrdinary Planning Meeting
Full Council

3.30pm-7pm 26th May 2016
7.30pm 26th May 2016
7.30pm 27th June 2016