



Swavesey Parish Council

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

DATE: Monday 22nd May 2017

TIME: 7.30pm

VENUE: The Memorial Hall, High Street

Mrs L Miller, Clerk/Proper Officer to Swavesey Parish Council, 22nd May 2017

COUNCILLORS: 11 QUORUM: 4

AGENDA – Annual General Meeting

- 2017/05-1 Election of Chairman for the forthcoming year and to receive Chairman's Declaration of Acceptance of Office**
- 2017/05-2 Election of Vice-Chairman for the forthcoming year**
- 2017/05-3 To receive and approve apologies for absence**
- 2017/05-4 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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- 2017/05-5 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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- 2017/05-6 To sign & approve the Minutes of the Full Council meeting dated 22nd April 2017 and Planning Meeting 11th May 2017** To note
- 6.1 Matters to Report from the previous Minutes**
 - 6.2 To receive the Clerk's Report**
- 2017/05-7 Review and Adoption of Statutory Documents, Appointments and Policies** For approval
- 7.1 To approve and adopt Standing Orders**
 - 7.2 To review and adopt Financial Regulations – Updated by NALC May 2016**
 - (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 2017)
To review latest Insurance Co update and ensure all risk assessments are in place
 - (iii) Policies & Procedures as required and published on Parish Website (list attached)

Swavesey Parish Council Chairman – Mr Will Wright

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

2017/05-08	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	
2017/05-09	Review & Election of Councillors to Village Committees & Charities	To approve
	(i) Frere Cottages Charity – PC appointed Trustees – 4 years - to appoint 2 Cllrs	
	(ii) Meridian Magazine – to write PC News – 1 year - to appoint 1 Cllr	
	(iii) Community Pavilion Trust - 1 year – to appoint a Cllr committee member	
	(iv) Community Warden Scheme – Steering Group – 1 year – to appoint 1 Cllr	
	(v) Byways Committee; Thomas Galon Charity; Memorial Hall Charity; SAY; Festival – To confirm appointments, no changes required to any of these	
2017/05-10	County Council Business	
10.1	Market Street parking improvement project	Discussion
	To confirm dates for work and arrangements with regard to clearing parking area	
10.2	Highways Maintenance - updates and new issues	Discussion
10.3	Correspondence for information and items for County Councillor	Information
2017/05-11	District Council Business	
11.1	Correspondence for information and items for District Councillor	Information
2017/05-12	NHW and Police Business	Information
2017/05-13	Village Matters	
13.1	To receive monthly report from Village Handyman and report on general maintenance items	
13.2	Transfer of land from Taylor Wimpey To consider offer of land transfer of land between Chantry Close/Moat Way and Thistle Green	Decision
13.3	Play Areas	Information /Decision
	(i) To review RoSPA Inspection reports and maintenance requirements	
	(ii) To approve purchase of bark for recreation green play area	
13.4	Recreation Green	
	To consider cost for hard-surface area in front of basketball net/games wall	
2017/05-14	Drainage	Discussion
	To report on ongoing discussions with Environment Agency re maintenance work	
2017/05-15	A14 Improvement Scheme Update	
2017/05-16	Neighbourhood Plan Update	
2017/05-17	Planning	
17.1	Correspondence	Discussion
17.3	To consider planning applications receive	Comment
17.4	Permissions, Refusals, Appeals, Enforcement	Information

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- 2017/05-18 Finance**
- 18.1 To approve payment of outstanding accounts (circulated to Councillors) To approve**
- 18.2 Notice of receipts received To note**
- 18.3 End of Year 2016-17**
- To present and approve accounts for audit:**
- (i) **Section 1 – Annual governance statement To approve**
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 31/03/2017
- (ii) **Section 2 – Accounting Statements To approve**
RESOLUTION: That this Council has considered the accounting statements shown in Section 2 of the Annual Return and approves said statements for year ended 31/03/2017
- 2017/05-19 General Correspondence**
- (i) Bethel Church, request for Parish Council support for an SCDC Community Chest Grant application for funding towards refurbishment of the kitchen for community use.
- (ii) Letter of thanks from the Trustees of the Swavesey Cemetery for the recent grant
- (iii) Thank you from St Andrew’s Church PCCC for the recent grant for churchyard maintenance
- (iv) Newsletters and magazines
- 2017/05-20 Items for information and next meeting agenda**