



Swavesey Parish Council

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

DATE: Monday 21st May 2018 TIME: 7.30pm VENUE: The Memorial Hall, High Street

Mrs L Miller, Clerk/Proper Officer to Swavesey Parish Council, 15th May 2018

COUNCILLORS: 11 QUORUM: 4

AGENDA – Annual General Meeting

- 2018/05-1 Election of Chairman for the forthcoming year and to receive Chairman's Declaration of Acceptance of Office**
- 2018/05-2 Election of Vice-Chairman for the forthcoming year**
- 2018/05-3 Delivery of signed acceptance of office forms by all Cllrs
Completion of Members Register of Interests form**
- 2018/05-4 To receive and approve apologies for absence**
- 2018/05-5 To receive declarations of interest & requests for dispensations**
- 5.1 To receive declarations of interest from councillors on items on the agenda
- 5.2 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
- 5.3 To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 5.4 To grant any requests for dispensation as appropriate
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- 2018/05-6 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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- 2018/05-7 To sign & approve the Minutes of the Full Council meeting dated 23rd April 2018
and Planning Meeting 17th May 2018** To note
- 7.1 **Matters to Report from the previous Minutes**
- 7.2 **To receive the Clerk's Report**
- 2018/05-8 Review and Adoption of Statutory Documents, Appointments and Policies** For approval
- 8.1 **To approve and adopt Standing Orders – Updated Model May 2018**
- 8.2 **To review and adopt Financial Regulations – No updates notified**
- (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)
- 8.3 **Review of street furniture and assets** For approval
- 8.4 **Review of Policies and Procedures**
- (i) Risk Management Policy (FR17)

Swavesey Parish Council Chairman – Mr Will Wright

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Tel: 01954 202982 Email: clerk@swavesey.org.uk Website: www.swavesey.org.uk

- (ii) Insurance Policy (to note only, as insurance renewal is due 30th September 2018)
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)

2018/05-09	Review & Election of Councillors to Council Committees and Working Parties	To approve
	<ul style="list-style-type: none"> (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 	
2018/05-10	Review & Election of Councillors to Village Committees & Charities	To approve
	<ul style="list-style-type: none"> (i) Memorial Hall – Charity of George Long – to appoint 1 Cllr (4 years) (ii) Swavesey Byeways Committee – to appoint 1 Cllr (4 years) (iii) Meridian Magazine – to write PC News – to appoint 1 Cllr (annual) (iv) Community Pavilion Trust - to appoint a Cllr committee member (annual) (v) Community Warden Scheme – Steering Group – to appoint 1 Cllr (annual) (v) Thomas Galon Charity; SAY; Festival – To confirm appointments, no changes required to any of these 	
2018/05-11	General Data Protection Regulations	To approve
	<ul style="list-style-type: none"> (i) To update on latest news from the Information Commissioner and from NALC (ii) To adopt new Policies as required for GDPR: <ul style="list-style-type: none"> Privacy Notice Neighbourhood Plan Privacy Notice Document Retention and Disposal Policy Removable Media Policy 	
2018/05-12	County Council Business	
	12.1 Highways Maintenance - updates and new issues	Discussion
	12.2 County Cllr Representation To discuss scope and level of representation	Discussion
	12.3 Correspondence for information and items for County Councillor	Information
2018/05-13	District Council Business	
	13.1 Correspondence for information and items for District Councillor	Information
2018/05-14	NHW and Police Business	Information
2018/05-15	Village Matters	
	15.1 To receive monthly report from Village Handyman and report on general maintenance items	
	15.2 Play Areas	
	To review RoSPA Inspection reports and maintenance requirements	Information
	15.3 Recreation Green – Community Pavilion	/Decision
	<ul style="list-style-type: none"> (i) To consider funding requirements with regard to improvements at the Pavilion and S106 grant provision 	
2018/05-16	Drainage	Discussion
	To report on meeting with Environment Agency, 1 st May 2018 re maintenance work and flood modelling results	

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- 2018/05-17 A14 Improvement Scheme Update**
- 2018/05-18 Neighbourhood Plan Update**
- 2018/05-19 Annual Report – To approve draft as circulated**
- 2018/05-20 Planning**
- 20.1 Correspondence** Discussion
 - 20.3 Playing Field Lease and Grazing Licence** To approve
To report on signing of the Lease and to consider the granting of a grazing licence
 - 20.4 Permissions, Refusals, Appeals, Enforcement** Information
- 2018/05-21 Finance**
- 21.1 To approve payment of outstanding accounts (circulated to Councillors)** To approve
 - 21.2 Notice of receipts received** To note
 - 21.3 End of Year 2017-18 To present and approve accounts for audit:**
 - (i) **To note the completion of the Annual Internal Audit Report 2017/18 by the Council’s appointed Internal Auditor**
 - (ii) **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 31/03/2018 To approve
 - (iii) **Section 2 – Accounting Statements**
RESOLUTION: That this Council has considered the accounting statements shown in Section 2 of the Annual Governance and Accountability Return and approves said statements for year ended 31/03/2018 To approve
- 2018/05-22 General Correspondence**
- (i) CPRE Newsletter
 - CAPALC – launch of new website
- Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and press in order to discuss the following agenda item, which is considered to be confidential due to the content of the discussion.**
- 2018/05-23 National Pay Award**
To review the annual salaries for staff following notice of the National Pay Award 2018 & 2019
- 2018/05-24 Items for information and next meeting agenda**