



Swavesey Parish Council

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

DATE: Monday 18th May 2015

TIME: 7.30pm

VENUE: The Memorial Hall, High Street

Mrs L Miller, Clerk/Proper Officer to Swavesey Parish Council, 12th May 2015

COUNCILLORS: 11 QUORUM: 4

AGENDA

- 15-16/05-1 Election of Chairman for the forthcoming year and to receive Chairman's Declaration of Acceptance of Office**
- 15-16/05-2 Election of Vice-Chairman for the forthcoming year**
- 15-16/05-3 To receive and approve apologies for absence**
- 15-16/05-4 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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- 15-16/05-5 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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- 15-16/05-6 To sign & approve the Minutes of the Full Council meeting dated 27th April 2015**
- 6.1 Matters to Report from the previous Minutes** To note
 - 6.2 To receive the Clerk's Report**
- 15-16/05-7 Recreation Green - Drainage improvement project** Discussion Approvals
- (i) To review and agree the detail of the proposed work and contract cost
 - (ii) To approve the recommendation for the contract award
 - (iii) To approve Parish Council provision of third party funding for grant award
 - (iv) To approve the completed grant application
- 15-16/05-8 Post Office Re-location Proposal** Discussion Comment Decision
- To review the Public Meeting held on 13th May and for the Council to consider its formal response to the consultation

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

15-16/05-9	Review and Adoption of Statutory Documents, Appointments and Policies	
9.1	To approve and adopt Standing Orders	For approval
9.2	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)	
9.3	Review of street furniture and assets	For approval
9.4	Review of Policies and Procedures	
(i)	Risk Management Policy (FR17)	
(ii)	Insurance Policy	
(iii)	Complaints Procedure	
(iv)	Freedom of Information Procedure – handling of requests	
(v)	Public Access and Amenity Statement	
(vi)	Child Protection Safeguarding Policy	
(vii)	Conflict of Interest Policy	
(viii)	Equal Opportunities Policy	
(ix)	Media & Press Policy	
(x)	Emergency Plan	
15-16/05-10	Review & Election of Councillors to Council Committees and Working Parties	To approve
	Working parties: Constable’s Rood management (JP), Ponds maintenance (HP), Finance/budget review (JD & JJ), personnel (to be appointed)	
15-16/05-11	Review & Election of Councillors to Village Committees & Charities	To approve
(i)	Byways Committee – PC representative committee member – 4 years (HP)	
(ii)	Frere Cottages Charity – PC appointed Trustees – 4 years (JD and AD)	
(iii)	Thomas Galon Charity – PC appointed Trustee – 4 years (WW)	
(iv)	Meridian Magazine – to write PC News – 1 year (JP)	
(v)	Community Pavilion Trust – PC representative committee member - 1 year (JJ)	
15-16/05-12	County Council Business	
12.1	Highways Maintenance - updates and new issues	
(i)	Verge protection post, Middlewatch – to discuss Parish Council paying installation	Decision
12.2	Streetlighting	
	To review recent publicity and latest statement from Balfour Beatty	Information
12.3	Primary School – Traffic Calming Measures	Discussion
	To review CCC response re extending the time limit for the single yellow line parking restrictions and installation of electronic school crossing warning lights, together with cost implication for Parish Council	
12.4	Correspondence for information and items for County Councillor	Information
15-16/05-13	District Council Business	
13.1	Affordable Housing, Fen Drayton Road	
(i)	To receive reply from SCDC re Right to Buy query	
(ii)	To consider response from developer re S104 and Easement Agreements and compensation with regard to drainage pipes under Parish open space area	
13.2	Correspondence for information and items for District Councillor	Information
(i)	Northstowe Planning and Drainage Scheme – reply received, no new information at present.	

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15-16/05-14	NHW and Police Business To receive Crime & NHW Report To consider Policing priorities for next Neighbourhood Panel Meeting, 18 th June	Information
15-16/05-15	Village Matters	
15.1	To receive monthly report from the Village Handyman and report on general maintenance items	
15.2	Carters Way/Priory Ave Open Space Area To discuss proposal from a local resident to turn the area into a community garden	
15-16/05-16	Drainage To report on meeting with Environment Agency re Riverbank maintenance	Discussion
15-16/05-17	Planning	
17.1	To consider planning applications received	Comment
(i)	Ref: S/0875/15/OL – 18 Boxworth End , Mr & Mrs Mallindine. Outline application for development of 30 new dwellings comprising 18 market and 12 affordable units plus open space, children's play area and landscaping (with all matters reserved save for access).	
(ii)	Ref: S/2885/14/LB – White Horse Inn , Market St. Enterprise Inns Plc. Replacement roof coverings to rear pitch of front range, rear left hand two storey wing, part of rear left hand wing and infill flat roof.	
(iii)	Ref: S/0846/15/FL – Ryders Farm, 35 Middlewatch . Ruth Reed (agent). Erection of 2 no. carports.	
17.2	Permissions, Refusals, Appeals, Enforcement	
15-16/05-18	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 2014-15 – To present and approve accounts for audit RESOLUTION: That this Council approves the Statement of Accounts and Annual Governance Statement for the year ended 31/03/2015	To approve
18.4	To consider Grant requests Swavesey Memorial Hall – request for funding to top up grant funding received, towards a new front door	Decision
15-16/05-19	General Correspondence	
(i)	CAPALC Bulletin	
(ii)	Thank you letters from St Andrew's PCC and Trustees of the Swavesey Cemetery for the grants towards grounds maintenance	
(iii)	Highways England – A14 night working Bar Hill-St Ives, 11-22 May 2015	
(iv)	Connecting Cambridgeshire – new fibre broadband cabinet installations	
(v)	Newsletters and magazines	
15-16/05-20	Items for information and next meeting agenda	

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