

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

To Members of the Council:

I hereby give notice that the annual meeting of Swaffham Bulbeck Parish Council will be held in the **School** on Tuesday, 7th May 2013 **starting at 7.00pm.**

Members of the public and press are invited to attend. You are hereby summoned to attend for the purpose of transacting the following business:

AGENDA FOR MEETING 391

- 1. Apologies for Absence**
- 2. Election of Chairman**
- 3. Election of Vice-Chairman**
- 4. Election of Officers**
 - a) Property Maintenance Committee**
 - b) Relief-in-Need Charity**
 - c) Additional Committees**

Signed: Date: 1st May 2013
Clerk to the Parish Council

SWAFFHAM BULBECK PARISH COUNCIL

Chairman: Mrs Margaret Chadwick. Clerk: Mrs Karen King
10 Mill Hill, Swaffham Prior, Cambridge, CB25 0JZ
Tel: 01638 742358 email: karen.king@swaffham-prior.co.uk

NOTICE OF A MEETING OF THE PARISH COUNCIL

To Members of the Council:

I hereby give notice that a meeting of Swaffham Bulbeck Parish Council will be held in the **School** on Tuesday, 7th May 2013 **starting at 7.30pm.**

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AGENDA FOR MEETING 392

1. **Apologies for Absence**
2. **Members' Declaration of Interest for Items on the Agenda + Requests for Dispensation**
3. **Consultation on proposal to build a new Fire Station in Burwell and then amalgamate Swaffham Bulbeck and Burwell Fire Stations. Representatives of the Cambridge Fire & Rescue Service will be in attendance**
4. **To Approve & Sign the Minutes of Meeting Number 390, 2nd April 2013**
5. **Matters Arising from Previous Minutes (*for information only*)**
6. **County Councillor's Report**
7. **District Councillor's Report**
8. **Correspondence for Consideration/Circulation:
ECDC - *Code of Conduct Guide 2013***
9. **Consideration of Planning Application for Swaffham Bulbeck C of E School, 84 High Street – *new retractable awning*. Ref: 13/00282/LBC & FUL**
10. **Consideration of Planning Application for 17 Heath Road – *two storey rear extension*. Ref: 13/00180/FUL.**
11. **Consideration of Planning Application for Chilton House, Park End – *single storey rear extension and new porch*. Ref: 13/00258/FUL.**
12. **Review of Annual Accounts Summary for Audit – 2012/13**
13. **Allocation of Section 106 Monies**
14. **Red-2-Green – donation of raffle prize**
15. **Consideration of RoSPA's Annual Play Area Safety Inspection Report**
16. **Review of Village Website**
17. **Clerk's Annual Appraisal and Review of Contract of Employment**
18. **Clerk's Reports**
19. **Finances including Approval of Payment of Outstanding Accounts:**
 - a) Karen King – *Clerk's salary, April 2013 (26/3-29/4)* £ 265-27
 - b) Inland Revenue – *Clerk's PAYE* £ 66-20
 - c) Karen King – *reimbursement (subject to approval-item 14)* £ 50-00
 - d) Viking Direct – *printer cartridges* £ 49-75
 - e) Herts & Cambs Ground Maintenance – *grasscutting* £ 585-60
 - f) Herts & Cambs Ground Maintenance – *clearing of leaves* £ 66-00
 - g) CAPALC – *affiliation fees for 2013-14* £ 288-56
 - h) CAPALC – *Parish Councillor training* £ 70-00
 - i) Exning Parish Council – *Parish Councillor at RoSPA training* £ 20-00
 - j) E-ON – *street lighting* £ 5-83
 - k) Playsafety Limited – *annual inspection of play area* £ 103-20
20. **Parish Councillors' Reports**
21. **Dates of Next Meetings:
21st May – Annual Parish Meeting
4th June, 2nd July, 6th August (*if called*), 3rd September, 1st October, 5th November, 3rd December.**

Clerk to the Parish Council - Signed: Date: 1st May 2013