

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**
GR, LR
- 2. Election of Chairman**
Sign Acceptance of Office
- 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

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AGENDA FOR MEETING 392

1. **Apologies for Absence**
GR, LR
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*)**
3233 – fire procedures – School – email
6. **County Councillor's Report**
7. **District Councillor's Report**
8. **Correspondence for Consideration/Circulation:**
ECDC - Code of Conduct Guide 2013
Additional correspondence:
CCC – grasscutting
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.**

Extra planning application – Bungalow – Abbey Lane
Planning Permission received for extended lobby at School
Planning Permission received for 22 Quarry Lane
12. **Review of Annual Accounts Summary for Audit – 2012/13**
Copy circulated with Accounting Statement & Bank Reconciliation
Agreed to pass to Frank w/c 13/5.
13. **Allocation of Section 106 Monies**
Email from Julie Cornwell 16/4 in reply to letter sent
14. **Red-2-Green – donation of raffle prize**
£50 cash
15. **Consideration of RoSPA's Annual Play Area Safety Inspection Report**

16. Review of Village Website
Minutes/agendas up-to-date. Annual Parish Meeting?
17. Clerk's Annual Appraisal and Review of Contract of Employment
Draft contract circulated
18. Clerk's Reports
*Signs Vicarage Close/Downing Court – Jason Littleboy of ECDC has promised to chase the signs.
Anglian Water –
APM – letters sent to School Council. Enquiry from one parent about time slot
Cutting of verges – The Cherrytrees? Next to Mr Datson?
Fly-tipping – dealt with
Matthew Belton – possibly June meeting?
Matthew Belton – Highways Scheme – clarification of contribution
Jason Tyrrell – fence on Green Bank Road – email
Free trees ?*
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 | = £1,570.41 |

[online banking](#)

20. Parish Councillors' Reports
Cemetery inspection – Sharyn

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