



SWAFFHAM BULBECK PARISH COUNCIL

Chairman: Mr Ian Woodroffe. Clerk: Mrs Diane Bayliss

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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 1st November 2016 at 7.30pm**

You are hereby summoned to attend for the purpose of transacting the following business:

Members of the public and press are invited to attend.

AGENDA FOR MEETING 444

- 1. APOLOGIES FOR ABSENCE**
- 2. PARISH COUNCILLOR VACANCY**
- 3. MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA + REQUESTS FOR DISPENSATION**
- 4. OPEN FORUM FOR PUBLIC PARTICIPATION (10 MINS)**

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman
- 5. TO APPROVE MINUTES OF MEETING 442**
- 6. TO APPROVE MINUTES OF MEETING 443**
- 7. MATTERS ARISING/CLERKS REPORTS**
 - Parish Office
- 8. CHAIRMAN'S COMMENT**
- 9. PLANNING MATTERS**

Planning Applications

16/01300/LBC Internal Draught Lobby at The Barn, Downing Park, Station Road, Swaffham Bulbeck for Mr David Turner

16/01318/FUM Change of use to equine use, construction of 3No dwellings and 2No Stable blocks at New England Stud, Heath Road, Swaffham Bulbeck for New England Stud

16/01404/FUL Demolition of existing house and erection of two detached dwellings at Green Acres, 28 Commercial End, Swaffham Bulbeck

16/01363/FUL Erection of two detached dwellings at The Bungalow, AbbeyLane, Swaffham Bulbeck for Ms Nicola Bartram.

Planning Approvals

16/01156/CLB Replace existing 'Bottesford Blue' pan tiles with pan times with plain tiles to match existing nearby roofing detail. The Abbey, Abbey Lane, Swaffham Bulbeck for Mr Andrew and Mrs Clare Burke

Other Planning Matters

16/01280/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for The Old Rectory, 98 High Street, Swaffham Bulbeck.

16/1124/TCON & Trees/Swaffham Bulbeck/Gen Tree Work Approval for Sycamores, 39 High Street, Swaffham Bulbeck

16/01236/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for 55 High Street, Swaffham Bulbeck
- 10. CLT UPDATE**
- 11. UPDATE ON VILLAGE PLAN**
- 12. COUNTY COUNCILLOR'S REPORT**

(Distributed before the meeting)

- 13. DISTRICT COUNCILLOR'S REPORT**
(Distributed at the Meeting)
- 14. GUTTER BRIDGE WOOD MATTERS AND DENNY WOODS MATTERS**
Gutterbridge Wood Report
- 15. RECREATION GROUND AND PAVILION MATTERS**
- a) Denny Report
 - b) Report from the Pavilion Re-Development Group as Tabled by SR
 - c) Play Area Inspections
- 16. CEMETERY MATTERS**
- a) Cemetery Report
 - b) To Consider Quotations from Herts & Cambs for the Remaining Part of the Cemetery Project
 - c) To Consider Purchase of Cherry Trees for the Cemetery
- 17. HIGHWAYS MATTERS**
- a) Highways Report
Response from Highways Department re Notice-boards
Response from Highways about zig-zag lines at the Old Fire Station
 - b) Zebra Crossing
 - c) Bus Shelter
- 18. PARISH COUNCIL COMMUNICATIONS**
- a) Report from Meeting re Parish Council Communications
 - b) To Adopt Social Media Policy
- 19. FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS:**
- a) Finance Report: To Consider Recommendations from Finance Working Group:
 - I. Reserves Report
 - II. To Consider changes to Burial Fees and running of the cemetery accounting matters, cemetery maintenance and pre-purchase of grave spaces
 - III. To create a Sinking Fund for replacement of costly items (i.e. play equipment) to be shown as EMR in the budget
 - IV. To Add a Sum to EMR for the proposed works to the Pavilion
 - V. To consider Finances for Land Registration
 - b) To Set Date for Budget Meeting (29th November)
 - c) Clerk's Hours
 - d) SLCC Membership
 - e) To Consider Purchase of Lockable Filing Cabinet
 - f) To Acknowledge Purchase of a Sim Card parish council phone calls.
 - g) To Consider Obtaining a Mastercard Cash Card
 - h) To Approve Bank Reconciliation for September
 - i) **RECEIPTS**
 - a) Burial Fees **£330**
 - j) **PAYMENTS**
To Pay November Accounts

Cheque No;	Payee	Item	Net	VAT	Total	Power
<u>Payments for Tonight's meeting:</u>						
BACS	Mrs D Bayliss	Clerk's Salary	£496.80	£0.00	£496.80	LGA 1972 s112
300083	HMRC	Tax & NI	£124.20	£0.00	£124.20	Open Spaces Act 10 LGA 1972 s214
300084	JCS Bookkeeping	Payroll	£12.00	£2.40	£14.40	LGA 1972 s112
300085	CBS Office Solutions	Archive Storage Play Area	£22.75	£4.55	£27.30	LGA 1972 s50
300086	Fenland Leisure Herts & Cambs Ground	Maintenance	£192.66	£38.53	£231.19	Open Spaces Act 10 LGA 1972 s214
300087	Maintenance	Grass Cutting	£219.00	£43.80	£262.80	Open Spaces Act 10 LGA 1972 s214

300088	PFK Littlejohn	Audit Fees	£200.00	£40.00	£240.00	LGA 1972 s50
300089	Viking Direct	Printer/Ink/Stamps	£238.60	£35.40	£274.00	LGA 1972 s50
300090	Mrs D Bayliss	Travel/Telephone Expenses -October	£62.60	£0.00	£62.60	LGA 1972 s174
300091	Print Out	Posters for Remembrance Day	£22.45	£4.49	£26.94	LGA 1972 s50
300092	Ridgeons	Hammerite Paint	£57.15	£11.42	£68.57	Local Authorities Order 1977
Grand Total>>>			£1,648.21	£180.59	£1,828.80	

20. CONCLUSION OF AUDIT

To Note External Audit Report and Conclusion of Audit

21. CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

a) CAPALC AGM Thursday 15th December 2016.

b) Letter from Lucy Frazer MP

22. Dates of Next Meetings:

6th December 2016

10th January 2017

Clerk to the Parish Council - Signed: 27th October 2016

