

SWAFFHAM BULBECK PARISH COUNCIL

Chairman: Mrs Margaret Chadwick. Clerk: Mrs Karen King

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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, 2nd October 2012 starting at 7.30pm.

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 381

1. **Apologies for Absence**
2. **To Approve & Sign the Minutes of Meeting Number 379, 4th September 2012**
3. **To Approve & Sign the Minutes of Extraordinary Meeting Number 380, 18th September 2012**
4. **Matters Arising from Previous Minutes (*for information only*)**
5. **Members' Declaration of Interest for Items on the Agenda**
6. **Parish Council Vacancy**
7. **County Councillor's Report**
8. **District Councillor's Report**
9. **Correspondence for Consideration/Circulation:
ECDC – *Community Right to Challenge Protocol*
ECDC – *Neighbourhood Panel Questionnaire***
10. **Consideration of Planning Application for The Abbey, Abbey Lane – *part enclosure of the covered veranda of the existing building to create a wine store. Ref: 12/00779/FUL.***
11. **Adoption of New Code of Conduct**
12. **Amendment to Parish Council Standing Orders to comply with item 8**
13. **Consideration of Draft Complaints Policy**
14. **Joint Consultation on need for a new Community/Village Centre**
15. **Clerk's Reports**
16. **Finances including Approval of Payment of Outstanding Accounts:**
 - a) Karen King – *Clerk's salary, September 2012* £253-78
 - b) Inland Revenue – *Clerk's PAYE* £ 63-40
 - c) Karen King – *expenses/reimbursements* £ 22-80
 - d) Herts & Cambs Ground Maintenance – *grasscutting services* £896-40
 - e) Ventress Technical Ltd – *photocopying services* £ 31-08
 - f) Moore Stephens – *external auditor fees* £176-40
 - g) Viking Direct – *computer supplies* £ 37-64
17. **Parish Councillors' Reports**
18. **Dates of Next Meetings:**
 - 2nd October
 - 6th November
 - 20th November (Precept Meeting)
 - 4th December

Signed: Date: 26th September 2012
Clerk to the Parish Council