

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 440**

Held in the School on Tuesday 21st June starting at 7.30pm

Present: Cllr Ian Woodroffe (IW); Cllr Mrs Mary Smith (MS); Cllr Mrs Lynn Reed (LR); Cllr Bill Wicksteed (BW);
Cllr Mrs Kay Ballard (KB); Cllr Gordon Reid (GR);

Members of the Public: 2

In attendance:

Clerk: Mrs D Bayliss

Meeting opened at 7.32pm

4066 APOLOGIES FOR ABSENCE

Cllr Mrs Sue Romero; Cllr Mark Rogers; Cllr Robin Sewell;

4067 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

GR arrived at 7.37pm

4068 OPEN FORUM FOR PUBLIC PARTICIPATION

Mr T Oates and Mr G Marsden attended the meeting to offer their support to the Parish Council in respect of the response to the East Cambs District Council consultation on suggested sites for development as part of the new Local Plan.

Mr Marsden expressed his wish to join the working group who have been considering the 2004 Village Plan. The Chairman advised that the group had already met and would be reporting to the meeting next Tuesday, however there would be an opportunity to join the group following that meeting as further work will need to be carried out before the final Local Plan is agreed and approved.

Mr Oates expressed concern about a call for a vote on the sites, however the Chairman clarified that the Councillors will be making the response, taking into account the things that have been said by parishioners.

4069 CO-OPTION OF PARISH COUNCILLOR

It was proposed by MS and seconded by LR that Mrs Kay Ballard is co-opted as a Councillor to Swaffham Bulbeck Parish Council.

CARRIED

Mrs Ballard signed the Declaration of Acceptance of Office in the presence of the Clerk.

4070 TO REVIEW WORKING PARTIES

GUTTERBRIDGE & DENNY WOODS & DENNY RECREATION GROUND

Mary Smith; Robin Sewell; Sue Romero;

CEMETERY

Ian Woodroffe; Lynn Reed; Robin Sewell; Kay Ballard;

PAVILION REDEVELOPMENT

Ian Woodroffe; Sue Romero;

FINANCE

Gordon Reid; Bill Wicksteed; Kay Ballard;

HIGHWAYS & TRANSPORT

Gordon Reid; Mark Rogers;

POLICY REVIEW

Lynn Reed; Mary Smith;

HR/EMPLOYMENT

Chairman & Vice-Chairman - Ian Woodroffe and Mary Smith;

HOUSING

Sue Romero; Bill Wicksteed;

4071 PLANNING MATTERS

Planning Approvals

Noted

16/00525/ARN Change of use of agricultural building to a dwelling house at Hare Park, Six Mile Bottom, Suffolk for Six Mile Bottom Farms
15/00704/FUL & 15/00705/LBC Single storey rear extension at Swaffham Bulbeck Fire Station
108 High Street, Swaffham Bulbeck

4072 RECREATION GROUND AND PAVILION MATTERS

- a) It was proposed by Cllr Mrs LR and seconded by Cllr BW that the play area report from Fenland Leisure is accepted and actioned in time for the summer holidays. Clerk
5 in favour
1 abstained

CARRIED

4073 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a) It was proposed by Cllr BW and seconded by Cllr GR that the Lloyds end of year bank reconciliation is approved.

CARRIED

It was proposed by Cllr GR and seconded by Cllr BW that the Unity Trust end of year bank reconciliation is approved.

CARRIED

- b) BUDGET PAPERS – It was proposed by Cllr Mrs MS and seconded by Cllr Mrs LR that the Council receive the budget papers for 2015/16.

CARRIED

Cllr BW asked that it be noted that the budget heading current year referred to 2015/16 and next year refers to 2016/17 (current year).

- c) It was proposed by Cllr BW and seconded by Cllr Mrs LR that a maximum of £150 is spent on snowdrops for the Gutterbridge Wood. Clerk
1 abstained

CARRIED

- d) Cllr GR asked that it be noted that the woodland was supposed to be left in a natural state.
It was proposed by Cllr GR and seconded by Cllr Mrs KB that the clerk will be paid at a rate of £13.80 for all hours done over her contracted 33 per month.

CARRIED

The NALC/SLCC Clerks salary agreement stating a rise from £13.66 to £13.80 per hour was noted by the Council.

4074 TO APPROVE ANNUAL RETURN

As previously agreed the internal audit is to be carried out by Mr Trevor Bowd. Owing to the recent absence of the clerk the work has not been carried out prior to this meeting; however it will be completed before the period of electors rights which will run from Friday 1st July to Thursday 11th August.

The work to be undertaken by the Independent Internal Auditor will be sufficient to provide an adequate level of assurance by the testing of key controls, to enable the completion of section 4 of the Annual Return.

It was proposed by Cllr Mrs MS and seconded by Cllr BW that the statement written by the RFO is approved.

CARRIED

- a) It was proposed by Cllr Mrs MS and seconded by Cllr GR that the Annual Governance Statement is approved and signed.

CARRIED

- b) The accounting statement was signed by the Clerk before the meeting
It was proposed by Cllr BW and seconded by Cllr Mrs LR that the Accounting Statements are approved.

CARRIED

The meeting adjourned at 8.45pm and resumed at 8.51pm

4075 TO AGREE BUDGET FOR 2016/17

The budget was reviewed by the full council and a draft budget was agreed. This will be reviewed by the finance working group in the light of the first three months figures.

4076

DATES OF NEXT MEETINGS

28th June Extra Ordinary Parish Meeting

July 5th 2016

The meeting closed at 10.05pm

DRAFT