



SWAFFHAM BULBECK PARISH COUNCIL

Chairman: Mrs Sue Romero. 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 **Downing Court** on **Tuesday 7th May 2019 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.

1st May, 2019
Clerk to the Parish Council

AGENDA FOR MEETING 474

1. **COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORMS & ELECTION EXPENSE FORMS**
2. **ELECTION OF CHAIRMAN**
3. **CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
4. **ELECTION OF VICE-CHAIRMAN**
5. **APOLOGIES FOR ABSENCE**
(LGA 1972 s 85(1))
6. **MEMBERS' DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA + REQUESTS FOR DISPENSATION**
(Localism Act 2011 s 31 s 33)
7. **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.
8. **TO APPROVE MINUTES OF MEETING 473 2nd APRIL 2019**
9. **MATTERS ARISING/CLERKS and COUNCILLORS REPORTS for information only.**
10. **TO APPOINT COUNCILLORS TO WORKING GROUPS FOR 2019-20**
11. **TO APPROVE REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
12. **TO NOTE REVIEW OF COMMUNICATIONS AND SOCIAL MEDIA POLICIES**
13. **COUNTY AND DISTRICT COUNCILLORS REPORTS**
14. **PLANNING MATTERS**
 - a) **Planning Applications**
 - 19/00452/LBC Proposed internal door opening between existing dwelling and a single storey annexe at 99 High Street, Swaffham Bulbeck
 - 19/00492/FUL Provision on temporary modular buildings for use as an office for up to 2 years at Theatre Barn, Downing Farm, Swaffham Bulbeck
 - b) **Tree Works**
 - 19/00224/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for 54 Commercial End,
15. **NEIGHBOURHOOD PLANNING UPDATE**

- a) Report from Steering Group Meeting
- 16. **COMMUNITY LAND TRUST**
 - a) Update on Community Land Trust
- 17. **FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS**
 - a) Report from Finance Working Group
 - b) Bank Account Signatories
 - c) To Approve use of BACS Payments for the forthcoming year
 - d) To Approve Bank Reconciliations for March
 - e) To Note Receipts
 - Precept £13,750.00
 - CIL Levy £6,195.54
 - Burial Fees £675
 - f) To Pay May Accounts

Payments Since the Last Meeting

Mrs D Bayliss	Clerk's Salary		Confidential	LGA 1972 s112
Inland Revenue	Income Tax		Confidential	LGA 1972 s112

Payments for Tonight's meeting:

Mr J Sugg	Handyman Payment	£110.00	£0.00	£110.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Mrs D Bayliss	Travel/Telephone	£62.07	£0.00	£62.07	LGA 1972 s174
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48	LGA 1972 s112
Herts & Cambs Ground Maintenance	Grass Cutting	£746.00	£149.20	£895.20	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
CAPALC	Membership Fees	£356.97	£0.00	£356.97	LGA 1972 s111
CLT (George Ballard)	CLT Membership	£150.00	£0.00	£150.00	LGA 1972 s111
George Ballard	Acro Props	£40.00	£0.00	£40.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Eastern Tree Surgery	Tree Works on the Denny	£1,175.00	£235.00	£1,410.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Microshade	Online Hosting	£397.00	£79.40	£476.40	LGA 1972 s111
Vision ICT	Email Addresses	£144.00	£28.80	£172.80	LGA 1972 s111
Wave (Anglian Water)	Cemetery Water	£250.91	£0.00	£250.91	Local Authorities Cemeteries Order 1977
Rialtas	Annual Support Fee	£121.00	£24.20	£145.20	LGA 1972 s111
SLCC	Membership Fees	£125.00	£0.00	£125.00	LGA 1972 s111
Sanctuary	Room Hire (inc VAT)	£120.00	£24.00	£144.00	LGA 1972 s111

- 18. **AGAR**
 - a) To Receive Internal Auditors Report
 - b) To Approve Annual Governance Statement
 - c) To Approve Annual Accounting Statement
 - d) Dates for Exercise of Electors Rights
- 19. **HIGHWAYS MATTERS**
 - a) Report from the Highways Working Group
 - b) Grass Cutting on Abbey Lane
- 20. **PAVILION MATTERS**
 - a) Matters to Report
- 21. **DENNY AND PLAY AREA MATTERS**
 - a) Play Area Inspection & Report

- b) Cricket on the Denny and use of the Cricket Square
- 22. **GUTTER BRIDGE WOOD**
 - a) Matters to Report
- 23. **CEMETERY MATTERS**
 - a) Matters to Report
- 24. **CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**
 - a) To Note Items Sent by Email
- 25. **ANNUAL PARISH MEETING**
 - a) To Discuss Agenda and Leaflet for Annual Parish Meeting

AGENDA ITEMS FOR THE NEXT MEETING

Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

- 26. **Date of Next Meeting:**
4th June 2019