

**PARSON DROVE PARISH COUNCIL
NOTICE OF THE ANNUAL MEETING OF
THE PARISH COUNCIL
TO BE HELD IN
THE CAGE, STATION ROAD, PARSON DROVE
WEDNESDAY 14th MAY 2014 AT 7.00 PM**

TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Members of the public and press are invited to attend the meeting and address the Council during Public Participation.

MEMBERS: 7

QUORUM: 3

AGENDA

14/96. To elect a Chairman & Vice Chairman and to receive their acceptance of office.

14/97. To receive apologies for absence.

14/98. To consider any requests by Councillors for Dispensations.

14/99. Members' Declaration of Interest for items on the Agenda

14/100. Community Police Officers Report.

14/101. To receive & approve the annual accounts for the John Bends Charities.

14/102. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.

14/103. To approve & sign the minutes of the meetings held on the 9th, 16th & 25th April 2014.

14/104. Matters Arising from the Minutes (For information only).

14/105. To receive reports from County & District Councillors.

14/106. Planning Matters & Applications for consideration.

C Elbury, Planning Application No. F/YR14/0290/F, Agent D Broker, for the erection of a single storey front extension to the existing dwelling Erayna, 119 Main Road, Parson Drive.

Notification from Fenland District Council that the following Planning Application has been approved.

M Rebane, Planning Application No. F/YR14/0193/TRTPO, no Agent, for the felling of a Beech Tree covered by a TPO at Oakleigh, 81 Main Road, Parson Drive.

14/107. Risk Assessment.

- a) To review level of insurance cover on policy due for renewal on 1st June 2014 and to consider quotations received from Zurich £1,188.06 and AON £857.11.
- b) To consider ROSPA Reports received.
- c) To arrange date for annual inspection of Parish Council Assets and annual inspection of the Riverside Allotment Gardens & Fen Allotments.

14/108. Accounts & Finance.

- a) To approve the following Invoices for payment:-
Crowson & Ward Ltd., Administration supplies, £15.54.
Konica Minolta Business Solutions Ltd., photocopier rental & copy charges, £250.45.
Auditing Solutions Ltd., Internal Audit Fees, £252.
Anglian Water, water rates for The Cage, £13.95.
Insurance Renewal Premium Zurich £1,188.06 or AON £.857.11.
Playsafety Limited ROSPA Inspection, £96.00
- b) To consider Internal Auditors Report and agree on action to be taken.
- c) To approve the amendments to the Supporting Statement of Accounts and the amended Annual Return Section 1 in relation to the value of assets.
- d) To approve the completion of the Annual Return – Section 2 Annual Governance Statement for external audit 10th June 2014.
- e) Income received since last meeting:-
Reclaimed VAT £1,272.35.
- f) Email from Cambs County Council confirming that the verge grass cutting grant will be the same as last year at £656.11.

14/109. Report on progress from the working group on Neighbourhood Planning.

14/110. To debate & respond where appropriate to items of correspondence received.

- a) Letter from Circle Housing Roddons confirming the information relayed at the meeting held on the 25th April regarding the Affordable Houses on the Exception Site at Church End.
- b) Email confirming the proposed dates for 3 Councillor Training sessions provided by C&PALC.
- c) Email from Fenland District Council regarding Fenland Tourism Board Update.
- d) Letter from Cambridgeshire Police & Crime Commissioner providing an up date on the pledge to work with young people.
- e) Email from the Trading Standards Institute regarding Scams.

14/111. Street Lighting & Highway Matters.

a) Highway issues to be reported to Cambridgeshire County Council.

b) Faulty street lights to be reported to Cambridgeshire County Council.

14/112. Amenities 95 Management Committee Report.

14/113. Councillors questions to Chairman & Clerk.

14/114. Any other business (information items only).

14/115. Dates for future Council meetings.

Signed by Clerk to the Council

Mrs Y Reader,
Sunrise, 5 Back Road,
Murrow.
PE13 4JW.
Tele. 01945 700501.

Dated 8th May 2014