

**PARSON DROVE PARISH COUNCIL
NOTICE OF THE
ANNUAL PARISH COUNCIL MEETING
TO BE HELD IN
THE CAGE, STATION ROAD, PARSON DROVE
WEDNESDAY 11th MAY 2016 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

16/86. To elect a Chairman and Vice Chairman and receive their declaration of acceptance of office.

16/87. To receive apologies for absence.

16/88. To consider any requests by Councillors for Dispensations.

16/89. Members' Declaration of Interest for items on the Agenda.

16/90. Public Participation – To allow up to 15 minutes for any members of the public to address the meeting.

16/91. To approve and sign the minutes of the meeting held on the 13th April 2016.

16/92. Matters Arising from the Minutes of 13th April 2016. (Information only)

16/93. Presentation by the Clerk of the John Bends United Charities of the Annual Accounts.

16/94. Community Police Officers Report.

16/95. To receive reports from County & District Councillors.

16/96. Planning Matters & Applications for consideration.

Notification that the following planning application has been approved.

J Foster Planning Application No. F/YR16/0192/F, Agent Peter Humphrey Associates, variation of conditions 4, 5 and 8 relating to planning permission F/YR14/0877/F (Erection of a single storey rear extension to existing dwelling involving demolition of stores to rear & side) to enable change of roof tile and facing brick type, change window casements from timber to plastic, reduction in number of roof lights & rainwater goods to be mock cast iron at Church Farm 315 Main Road, Church End, Parson Drove.

16/97. Risk Assessment.

a) To review level of insurance cover for renewal of the policy on the 1st June.

b) To consider recommendations made resulting from the 5 yearly Periodic Inspection and Testing of the electrics in The Cage.

c) To consider ROSPA report for the Pond.

16/98. Accounts & Finance

a). To approve the following invoices for payment.

Mrs Yvonne Reader, 1 months' salary & expenses, £515.88.

J. E Electrical, Periodic Inspection and Testing of the electrics in The Cage, £100.

Auditing Solutions, Internal Audit Fees £264.

C&PALC Membership Fees 2016/17, £331.82.

Crowson & Ward, administration supplies, £26.34.

Zurich Insurance PLC, renewal premium, £841.72.

Konica Minolta Business Solutions Ltd, photocopier charges, £198.85.

b) To receive and discuss the Internal Auditors Report for the Accounts for the year ending 31st March 2016.

c) To complete and approve Annual Return Section 1 – Annual Governance Statement for 2015/16.

d) To approve the Accounts for the year ending 31st March 2016 and to approve the Annual Return Section 2 Accounting Statements for 2015/16.

e) Notification from the Cambridgeshire Community Foundation that the grant from the Wyrde Croft Wind Farm Community Fund of £3,120 has been paid into the Parish Council's bank for the installation of swings on the village green. A revised quotation has now been received for £3,436 + VAT taking into account the requested changes to the swing seats.

16/99. Report on progress from the working group on Neighbourhood Planning.

16/100. To debate & respond where appropriate to items of correspondence received.

a) Email from Mr Bowditch, Stormbay Developments regarding the easement for the water supply pipe and the footpath from the front gate of the new house to join the Council's existing footpath and Email advice received from Solicitors, Carbon Law Partners.

b) Invitation from Heritage Lottery Fund to attend an event on Friday 1st July from 10.00am to 2.00pm at the Oasis Centre, Wisbech to hear how Heritage Lottery & Big Lottery funding can help our local community deliver projects involving green spaces.

16/101. Highway & Street Lighting Matters.

- a) Highway issues to be reported to Cambridgeshire County Council.
- b) Email from the Local Highway Improvements Team regarding the footpath at Sealeys Lane.
- c) Faulty Street lights to be reported to the County Council
- d) Update report regarding Parish Street Lighting.
- e) Emails from Balfour Beatty regarding the intended work to County Council street lights on Fen Road and Main Road.

16/102. Riverside Garden Allotments.

- a) To consider a request by a tenant to erect a poly tunnel.
- b) To debate a proposal by the Chairman that future requests for placing of structures on the garden allotments be dealt with by the Clerk in consultation with the Chairman and Vice Chairman of the Council.

16/103. Amenities 95 Management Committee Report.

16/104. Councillors questions to Chairman & Clerk.

16/105. Any other business (information items only).

16/106. 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 5th May 2016