

CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the First and Annual Meeting of the Parish Council will be held on Thursday 10 May 2018 at 7.45 pm in the Village Hall

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Gail Stoehr, Clerk, 3/05/18

AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meetings 15th March and 19th April
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of references for committees and working groups
8. Receipt of nominations to existing committees and working groups
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of inventory of land and assets
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks
15. Review of the Council's and/or employees' memberships of other bodies
16. Review of the Council's complaints procedure
17. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
18. Review of the Council's policy for dealing with the press/media
19. Setting the dates, times and place of ordinary meetings of the full Council
20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
21. Review of banking arrangements and appointment of any bank signatories
22. Member training arrangements

Comments & observations from members of the public & County and District Cllr reports

23. Apologies for absence and declarations of interest
24. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report
 - 24.1 (3.1.3) Village Hall refurbishment – to consider surveyor's report and the next steps, and to review quotations received
 - 24.2 (7.3) Village Hall Committee request for assistance with cost of re-flooring the kitchen and toilets and for the purchase of paper towel dispensers – to consider grant application
 - 24.3 (3.2) To consider a Village Flood Plan
 - 24.4 (3.4) To consider a Parish Council website
 - 24.5 (7.4) Agricole Oil Club money – to consider how it should be spent
25. Finance, procedure & risk assessment

- 25.1 To receive the finance report and to approve the payment of bills
 - 25.2 To receive the Clerk's report on any action taken using her delegated powers
 - 25.3 To consider any urgent works required because of risk or health and safety
 - 25.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2017 and 31 March 2018)
 - 25.5 To consider the Internal Auditor's report
 - 25.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 25.7 To approve the Annual Governance Statement by resolution
 - 25.8 To consider the Accounting Statements (Section 2 of the Annual Return)
 - 25.9 To approve the Accounting Statements by resolution
 - 25.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 26. Local matters and members items for info only unless stated**
- 27. To consider any Planning and Tree Works applications received since the last meeting**
- 27.1 Planning applications
 - 27.1.1 S/0896/18/FL – The Orchard, 2 Ermine Street – New one and a half storey dwelling with detached garage on land adjacent to 2 Ermine Street
 - 27.1.2 S/0964/18/DC – Land to the west of Cambourne – Discharge of Condition 42 (Archaeology) of planning permission S/2903/14/OL
 - 27.2 SCDC notifications - to note any received
 - 27.3 Tree works applications – to consider any received
 - 27.3.1 S/1476/18/TC – 51 Ermine Street
- 28. To consider any correspondence received**
- 28.1 NJL Consulting – update on proposed residential development at land off Ermine Street
 - 28.2 1st Bourn Scout Group request for donation
 - 28.3 Cambridge Fish Bar – request to use the car park in Gransden Road for fish and chip van visits
- 29. Closure of meeting**