



BOURN PARISH COUNCIL

I hereby give notice that the Annual Meeting of Bourn Parish Council will be held on
Wednesday 15 May 2019 at 7:30 pm in the Cherry Tree Room, 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**

Les Rolfe, Acting Parish Clerk

AGENDA

1. **Election of Chairman and declaration of acceptance of office**
2. **Election of Vice-Chairman**
3. **Appointment of committees, working groups or any other offices deemed necessary by the Council**
4. **Appointment of representatives on other organisations or authorities**

Comments and observations from members of the public

A maximum of 15 minutes is allocated for this with no more than three minutes per person at the Chairman's discretion
Councillors should not respond on items on the agenda but consider the views put forward when appropriate
Members of the public are reminded that once the meeting is in session there is no further opportunity to speak

Reports from County and District Councillors

In order to comply with our Standing Orders on time-keeping please keep these brief or in printed form

5. **Apologies and reasons for absence**
6. **Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items**
7. **Approval of the minutes of the last meeting on 17 April 2019**
8. **Matters arising from the last meeting or a previous meeting including items deferred**
 - 8.1 Broadway play area fencing and goal
 - 8.2 Privacy/GDPR notices
 - 8.3 Update on supplementary questions to Countryside's traffic consultants (SJO)
9. **Reports on the progress of ongoing projects/issues**
 - 9.1 Parish Council website (SJA,LR,NS)
 - 9.2 Community Speedwatch signage (LR)
 - 9.3 Second defibrillator at pavilion (NS)
 - 9.4 Retaining boards at tennis courts (LR)
 - 9.5 Assets of Community Value (ACVs) (LR)
10. **Members requested subjects for discussion**

None
11. **Correspondence/communications received**
 - 11.1 Freedom of information request (1)
 - 11.2 Freedom of information request (2)

Acting Clerk, Les Rolfe, Bourn Parish Council, 57 Hall Close, Bourn, Cambridge, CB23 2SN

tel: 01954 718150 email: bournpcclerk@gmail.com

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

12. Planning and tree work applications and any related matters

12.1 Planning applications

8.1.1 S/1137/19/FL and S/1138/19/LB – 32 Alms Hill – Single storey side extension replacing lean-to, two storey bay windows to side, conservation roof lights to serve stairs and en-suite, side extension to existing garage, alterations to garden and parking layout, and 1.8 metre boundary fence

8.1.2 S/1401/19/VC – Bourn Golf and Fitness Club, Toft Road – Variation of conditions 2 (approved plans) and 6 (materials) of planning permission S/2465/11 for four chalets

8.1.3 S/1451/19/FL – New Zealand, Toft Road – Demolition of existing outbuilding. Single storey side and rear extensions

12.2 Tree works applications

8.2.1 S/1467/19/TC – 28 Riddy Lane – T1, ash, fell to ground level. Reason – outgrown location due to proximity to adjacent building

12.3 SCDC planning decisions and appeal notices – none

13. Finance, procedure and risk assessment including considering any urgent work required because of health and safety, or risk.

13.1 Financial report and payment of bills

13.2 Withdrawal of S137 Grant application for Allotment Association

13.3 Banking arrangements

13.4 Any matter which is urgent because of risk or health and safety and/or the use of delegated powers between meetings

13.5 Consider the Internal Auditor's report

13.6 Carry out a review of the effectiveness of the system of internal control for the past financial year

13.7 Carry out the annual review of -

13.7.1 Standing Orders (new 2018 version), Financial Regulations (updated), Risk Assessment and other policies

13.7.2 Assets, Insurance Policy and Fidelity Guarantee

14. Member's reports and any items which need consideration

14.1 Coalition of Parish Councils (SJO)

14.2 Highways

14.3 Allotments (LR)

14.4 Tree warden

14.5 Footpaths/bridleways

14.6 Play area and equipment inspection

14.7 Bourn Parish Council's successes – to note

(in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of this item of business, the Press and Public be excluded from the Meeting)

14.8 New Parish Clerk

14.9 SCDC Code of Conduct complaint

14.10 Riddy Lane Conservation Area

(in accordance with the above act, and that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting)

15. Closure of meeting

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