

ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

Parish Clerk: Alison Benfield BA (Hons) FILCM

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8 May 2017

To: The Chairman and Members of Alconbury Weston Parish Council

Sir/Madam

You are hereby summoned to attend the Annual Meeting of **Alconbury Weston Parish Council** to be held on **Monday 15 May 2017** in the **Memorial Hall**, Alconbury, starting at the conclusion of the Annual Parish Meeting (anticipated to be 7.45pm.)

Alison Benfield

**Alison Benfield BA (Hons) FILCM
PARISH CLERK**

AGENDA

- 1.0 ELECTION OF CHAIRMAN**
To elect a Chairman for the forthcoming year
- 2.0 DECLARATION OF OFFICE**
To receive the Declaration of Office from the Chairman
- 3.0 ELECTION OF VICE CHAIRMAN**
To elect a Vice Chairman for the forthcoming year
- 4.0 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
- 5.0 APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- 6.0 PUBLIC PARTICIPATION**
A maximum of 10 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting
- 7.0 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Council held on 3 April 2017 (copy herewith)
- 8.0 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**
 - 8.1** To note that both Standing Orders and Financial Regulations are up to date and effective but that should any changes be recommended by NALC during the year these will be considered.
 - 8.2** To agree to review all other policies and procedures by the August meeting of the council.
 - 8.3** To confirm continued membership of CAPALC and to confirm support of the Clerk's membership of the SLCC
- 9.0 RISK ASSESSMENT**
To note the Annual Risk Assessment (copy to follow)

10.0 FUNDAY – 4 JUNE 2017

To receive a verbal update on the plans for the day.

11.0 PARISH PATHS AND TREES

11.1 To receive a verbal update from Cllr McGregor on the current state of footpaths.

11.2 To note the email from HDC Tree Officer and respond as appropriate to the questions therein. (copy herewith)

11.3 To consider a financial contribution to a Tree Safety Seminar organised by HDC addressing the legal responsibilities of Parish Councils who have trees on their land in a common-sense way

11.4 To nominate attendees for the Tree Safety Seminar should this progress.

12.0 ALCONBURY WESTON FLOOD MANAGEMENT

12.1 To receive a verbal report from Cllr Bryan on the activities of the Alconbury Weston Flood Management Group

12.2 To receive a verbal report from Cllr Powell on the activities of the Alconbury Weston Flood Management Emergency Plan

12.3 To receive a verbal report from Cllr Powell on the meeting of the Alconbury Emergency Response and Planning sub-group held on Thursday 11th May

13.0 PLAY AREA

13.1 To receive verbal update report on current state from Cllr Lomas

13.2 To receive the certified annual inspection report carried out by Wicksteed Leisure and note the comments therein. (copy herewith)

14.0 INTERNAL AUDITOR'S REPORT

To receive and note the Internal Auditor's Report for the year ended 31 March 2017 (to follow).

15.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

To receive the attached documentation and to Resolve:

15.1 that this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in Section 4 of the Annual Return.

15.2 that the Annual governance statement for 2016/17 be approved and signed (to follow)

15.3 that the Accounting statements for 2016/17 be approved and signed (to follow)

15.4 that following consideration of all the above documents, approval be given for the Annual Return to be signed by Chairman, Parish Clerk & Responsible Financial Officer (to follow)

16.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2017/18

To confirm the re-appointment of Brian Cox & Co as Internal Auditors for the financial year 2017/18

17.0 PLANNING

17.1 To note that no Planning Applications were received between meetings that require ratification.

17.2 i) To consider the following planning applications:-

17/00802/REM - Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 31 flats (of which 8 affordable), 6 townhouses and all associated engineering and earth works, including ground remodelling, hard and soft landscaping and ancillary works.

Alconbury Weald Ermine Street Little Stukeley

ii) APPLICATION REF. 17/00808/HHFUL

Detaching garage from neighbours dwelling and creating alleyway adjacent neighbours dwelling. New roof over garage and rear extension to provide first floor space and garage conversion and infill. New front porch.

16 Tanglewood Alconbury Weston Huntingdon PE28 4LB

18.0 POLICE REPORT

To note that no items relating to crime in Alconbury Weston have been reported on the Police Neighbourhood Alert Crime updates since the last meeting.

19.0 ORDERS FOR PAYMENT

19.1 To ratify the following payments made between meetings:-
No payments made

19.2 To note and agree the following payments are made:-

Four Seasons – Grass cutting	660.00
A Benfield – April Salary	376.04
AskIT – Webhosting and domain renewal	72.00
Annual Maintenance	43.20
Wicksteed – repairs to log run	1000.00
Brian Cox & Co – Internal Audit 2016-17 financial year	72.00
CAPALC – Annual Membership	250.44

20.0 BANK RECONCILIATION

To receive Bank Reconciliation up to 1 May 2017 (copy to follow)

21.0 BUDGET REPORT

21.1 To receive and note Budget Report up to 31 April 2017 (copy to follow)

21.2 To note that a 1% payrise was negotiated by NALC/SLCC for Town and Parish Council staff appointed on the national terms and conditions and to agree to pay this rise from 1 April 2017.

22.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

To receive verbal reports from District and County Councillors in attendance.

23.0 MATTERS FOR INFORMATION

23.1 Village of the Year - To note email from Channel 4 TV regarding a Village of the Year competition (copy herewith)

23.2 To receive comments from Councillors regarding matters affecting the village

23.3 To agree items to be brought forward to the next meeting for further consideration