

ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

Parish Clerk: Alison Benfield BA (Hons) FILCM

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7 May 2019

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 13 May 2019** in the **Memorial Hall**, Alconbury, starting at the conclusion of the Annual Parish Meeting (anticipated to be 7.15pm.)

Alison Benfield

**Alison Benfield BA (Hons) FSLCC
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 1 April 2019 (copy herewith)

8.0 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS

8.1 To note that Standing Orders are up to date

8.2 To note that Financial Regulations are up to date

8.3 To agree to review all other policies and procedures by the August meeting of the council.

8.4 To confirm continued membership of CAPALC and to confirm support of the Clerk's membership of the SLCC

8.5 To confirm appointment of Parish Council Representatives to the following groups and organisations for the municipal year:-

- Amey Waste Transfer Station
- Alconbury Weald Parish Liaison
- Grass cutting & village green
- Speedwatch
- Communication with Parishioners
- Flood Planning
- A14 Legacy Fund

9.0 RISK ASSESSMENT

To note the Annual Risk Assessment (copy herewith)

10.0 Recycling Bank

To consider request from Salvation Army to locate a clothing recycling bank within the village and agree a location

11.0 INTERNAL AUDITOR'S REPORT

To receive and note the Internal Auditor's Report for the year ended 31 March 2018 (to follow).

12.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE (to follow)

To receive the attached documentation and to Resolve:

- 12.1 that this Council formally certifies itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as neither its gross income or expenditure did not exceed £25,000 during the 2018/19 Financial Year
- 12.2 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
- 12.3 that the Annual governance statement for 2018/19 be approved and signed
- 12.4 that the Accounting statements for 2018/19 be approved and signed
- 12.5 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

13.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2018/19

To confirm the re-appointment of Brian Cox & Co as Internal Auditors for the financial year 2019/20

14.0 REPORTS FROM REPRESENTATIVES

- 14.1 Grass cutting & village green – Cllr P Baker
- 14.2 Speedwatch – Cllr Brine
- 14.3 Communication with Parishioners – Cllr Bryan
- 14.4 Flood Planning – Cllr Powley
- 14.5 Alconbury Weald Parish Liaison – Cllr J Baker
- 14.6 A14 Legacy Fund – Cllr York
- 14.7 Amey Waste Transfer station – Cllr Bryan

15.0 TOUR OF CAMBRIDGESHIRE AND FUNDAY

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

16.0 PLANNING

19/00083/FUL RETROSPECTIVE - Erection of a double garage with home office, stables, garden room, swimming pool and tennis court. Change of use of to keep horses and change of use to garden. Retention of engineering operations to raise rear field.
Land North Of 3 Spires End Alconbury Weston

17.0 ORDERS FOR PAYMENT

To note and agree the following payments are made:-

BEAM – Grass cutting	£570.00
Payroll & HMRC – May Salary	£273.59
CAPALC – Annual Membership	£263.37
HDC – Litter bin emptying	£1819.01

18.0 BANK RECONCILIATION

- 18.1 To receive bank reconciliation up to 31 March 2019 (cop herewith)
- 18.2 To receive bank reconciliation up to 30 April 2019 (copy herewith)

19.0 BUDGET REPORT

To receive and note Budget Report up to 30 April 2019 (copy herewith)

20.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

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

21.0 MATTERS FOR INFORMATION

- 21.1 To note the following communications not previously circulated:-
 - CCC – notice of the intended withdrawal of services for managing street lighting energy for District and Parish Council Street Lights (copy herewith)
- 21.2 To receive comments from Councillors regarding matters affecting the village
- 21.3 To agree items to be brought forward to the next meeting for further consideration

Next meeting is Monday 10 June 2019