

BOURN PARISH COUNCIL
(South Cambridgeshire District)

**I hereby give notice that the Annual Meeting of Bourn Parish Council will be held on
Thursday 16 May 2013 in the Village Hall at approximately 8:30pm after the Annual Parish Meeting**
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

LG 

Mrs Gail Stoehr, Clerk 8/05/13

AGENDA

1. Annual Business

- 1.1 To elect a Chairman and to receive the declaration of acceptance of office
- 1.2 To elect a Vice-Chairman
- 1.3 To appoint committees, working groups or any other offices which the Council deems necessary
- 1.4 To appoint representatives on any other organization or authority

Comments and observations from members of the public and from the County and District Councillors

2. Apologies for absence and declarations of interest

- 2.1 To receive declarations of interests from councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

3. To approve the minutes of the previous meeting on 18 April 2013

4. To consider resolutions, if any, arising from the Annual Parish Meeting

5. Matters arising from the last meetings

- 5.1 To receive the Clerk's report
- 5.2 (4.3) To consider quotations for safety surfacing at Hall Close play area if received ^(GP,RA)
- 5.3 (4.5) Grille on Riddy Lane ditch update
- 5.4 (4.6) Website update ^(LR)
- 5.5 (4.7) Training update – Professional Development Policy

6. To consider planning, tree work applications and any planning related matters

- 6.1 Planning applications received since the last meeting
 - 5.1.1 S/0806/13/RM – Land off Vickers Way and Hudson Way, Cambourne
 - 5.1.2 S/0815/13/NM – 156 Alms Hill – extension
 - 5.1.3 S/00761/13/FL – Manor Farm, 14 Alms Hill – Change of use of an agricultural store building to butchers
- 6.2 SCDC Decision and appeal notices
- 6.3 Tree works applications

7. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk

- 7.1 To receive the financial report and approve the payment of bills
- 7.2 To consider requests for S137 donations
- 7.3 Annual Reviews
 - 7.3.1 Standing orders, Financial Regulations, Risk Assessment and other policies review including revised Code of Conduct
 - 7.3.2 Assets, Insurance policy and fidelity guarantee review
 - 7.3.3 Internal audit report to the Council and to appoint the Internal Auditor
 - 7.3.4 Clerk annual review
- 7.4 Approval of the accounting statements and completion of the Annual Governance Statement FY2013
- 7.5 To consider play inspection reports and any work required

7. Members reports for info only

8. To consider correspondence/communications received

- 8.1 Proposal for permanent diversion of FP22/23 between Bourn and Caldecote

9. Closure of meeting