

**BOURN PARISH COUNCIL**  
**(South Cambridgeshire District)**

**I hereby give notice that the Meeting of Bourn Parish Council will be held on**  
**Wednesday 18 May 2016 at approximately 7:30 pm in the Village Hall following 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



Mrs Gail Stoehr, Clerk 11/05/16

1. To elect a Chairman and to receive the declaration of acceptance of office
2. 1.2 To elect a Vice-Chairman
3. 1.3 To appoint committees, working groups or any other offices which the Council deems necessary
4. 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**
5. **To receive apologies and reasons for absence**
  - 5.1 To receive declarations of interests from Cllrs on items on the agenda & details of any dispensations held
  - 5.2 To receive written requests for dispensations from members and to grant any request as appropriate
6. **To approve the minutes of the last meeting on 20 April 2016**
7. **Co-option to fill casual vacancies – to consider any applications received or how the vacancies may be filled**
8. **Matters arising from the last meeting or a previous meeting including items deferred**
  - 8.1 (7.2) Fence repair - to consider response from The Willow Tree and request for dog bin and repair of gate
  - 8.2 (8.2) Interactive signs – to consider quotes for maintenance costs
  - 8.3 (8.4) Complaint about grass cutting and village maintenance contract level of service – to consider response received
9. **To consider reports on the progress of all ongoing projects and to see if any further action is required**
10. **To consider planning, tree work applications and any planning related matters**
  - 10.1 Planning applications received since the last meeting
    - 10.1.1 S/1031/16/DC – Gills Hill Farm – Discharge of condition 10 of S/1500/15/FL
    - 10.1.2 S/1021/16/FL Rockery Farm, Broadway – Installation of one biomass boiler and one standby drying kiln
    - 10.1.3 S/1009/16/FL Langfield, 30 Caxton End – Demolition of existing single storey rear sunroom extension and erection of new single storey rear extension, first floor extension to front and internal alterations
  - 10.2 SCDC Decision and appeal notices – to note
  - 10.3 Tree works applications
    - 10.3.1 44 Caxton End
11. **Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**
  - 11.1 To receive the financial report and approve the payment of bills
  - 11.2 Play inspection report and to consider any works required
  - 11.3 To consider any matter which is urgent because of risk or health and safety
  - 11.4 Annual Reviews
    - 11.4.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review
    - 11.4.2 Assets, Insurance policy and fidelity guarantee review
  - 11.5 To consider the Internal Auditor's report and to appoint an internal auditor for FY2017
  - 11.6 To review the effectiveness of the system of internal control
  - 11.7 To prepare and approve the statement of assurance
  - 11.8 To approve the statement of accounts FY ending 2016
12. **To consider Members' reports and items for information only unless specified**
  - 12.1 Planning Working Group
  - 12.2 Highways report <sup>(VB)</sup>
  - 12.3 To consider whether the area of the proposed double yellow lines should be extended <sup>(NB)</sup>
  - 12.4 Proposal, further to point 7.2 in the April minutes, that Frank Haxton should be notified of all new work scheduled and advised of the date(s) of the work being carried out so that he can inspect the work as it is

in progress. Further, that all future work should entail a contracted notification to the supplier that work will be inspected *while it is in progress* and that the contractor must provide dates and times of scheduled work to enable this <sup>(SJag)</sup>

- 12.5 Update regarding the current provision of an unsupervised meeting facility for young people in the village and to consider what, if anything, the Parish Council should do next <sup>(SJag)</sup>
- 12.6 Proposal that the Council considers the condition of its notice boards <sup>(LR)</sup>
- 12.7 Allotment report <sup>(LR)</sup>
- 12.8 Bourn Parish Council's successes – to note
- 12.9 To consider what the Parish Council can do about the parking restrictions by the School being ignored <sup>(LR)</sup>
- 13. To consider correspondence/communications received**
- 14. Closure of meeting**