

It was agreed that it was not necessary to appoint any further representatives at this time.

2. Apologies for absence and declarations of interest

- 2.1 Apologies were received from Cllrs Hansford, Bruce and Patel. It was noted that Cllr Patel had resigned from the Council.
District Cllrs Elcox, Hudson and Loynes, and County Cllr Wilson had also sent their apologies.
- 2.2 Declarations of interest were received from Cllrs Ansell and Pountain for item 8.6 and from cllr Maclean for item 8.3.

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

Ms Marcham read out her report and made suggestion for the grant application to the County Council under the Parish Paths Partnership scheme.

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

None

4. To approve the minutes of the previous meeting on 21 April 2011 and 14 April 2011

Following alteration to item 6.3 which should read Mrs Richmond's hedge, the minutes of the previous meeting on 21 April 2011 were approved as a true record and signed by the Chairman.^(Prop NB, 2nd RA) The minutes of the extra-ordinary meeting of 14 April were not available for approval.

5. Matters arising from the meeting

None

6. To consider planning and tree work applications received since the last meeting

None

7. Finance, procedure and risk assessment

7.1 To receive the financial report and approve the payment of bills

The financial report was received and considered. The invoices, statements and bank statements were checked before the cheques were signed. The payments as listed in the finance report were approved^(Prop GS, 2nd NB) plus Suffolk ACRE (affiliation) £522.07, Playsafety (RoSPA) £180.00, Sheltered Housing Community Centre (Merrybourn room hire) £230.00, Bourn Village Hall (room hire) £80, SCDC (emptying of eurobins) £124.02, SCDC (rent allotments site) £50.00 and Cambridge Water £109.15. Credits received between meetings were noted.

Bourn Primary School (Bourn Proms)	£50.00
Play and Leisure (Cantilever Swing)	£7090.80
LG Stoehr (Salary)	£129.33
LGS Services (Admin support)	£968.58
CPALC (Affiliation fee)	£300.53

7.2 Annual Reviews

7.2.1 Standing Orders, Financial Regulations and Risk Assessment review, including review of handling planning applications received between meetings

The Council have noted the fact that The Race Relations Act and Equal Opportunities Policies have now been replaced by the Equalities Act 2010. It was agreed to incorporate the following wording into the Freedom of Information Policy;

'This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be

considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted.'

7.2.2 Insurance policy and fidelity guarantee review

The Parish Council has agreed to the annual premium of £1703.49 (including 5% uplift), and to pay the additional premium for the new equipment items as follows; Skate ramp £116.94, Cantilever swing £89.68, and Skate ramp public liability £151.25.

7.2.3 Internal audit report to the Council and to appoint the Internal Auditor

The report was considered and the Council agreed to adopt the 4th point listed in the clerks report, i.e. to minute the amounts 'earmarked' and held in 'general reserves', when approving the budget and precepts.

7.3 Approval of the accounting statements and completion of the Annual Governance Statement for the financial year 2011

It was noted that the Internal Audit had been completed and everything had been found to be in order. Clarification is to be provided on £4690 for Special Projects and £5583.89 for bus shelters, bins mowers etc. and an explanation of the percentage column. It was agreed to carry this forward to the next meeting.

It was agreed to consider setting up a Finance sub committee at the next meeting the LGS Services contract is to be reviewed.

7.4 RoSPA report

The reports were distributed to the appropriate members for consideration. Any recommendations will be brought to the next meeting.

7.5 Churchyard grasscutting arrangements

It was agreed that as the budgets had been set, it was unable to take on the cost of cutting this piece of land outside the village hall. Mr Smith will draft a letter to Mr Bradford advising him of the situation and forward the quotation received.

8. Members reports and items and actions arising from any recommendations

8.1 Playing Fields

The Youth Group is to be asked to recommend where the benches should be sited.

8.2 Parish Plan Working Group including Action Plan and Youth Group

Nothing to report.

8.3 Caxton End Working Group

It was noted that a letter had been received saying the owner intends to put in an application for planning later in the year.

8.4 Highways Working Group

Nothing to report.

8.5 Planning and Affordable Housing Group

Nothing to report. Cllr Ball has emailed Shulyer Newsted at SCDC for an update.

8.6 Allotments Working Group

Following a recent meeting of the Allotment Holders Association, the holders decided that they would not be looking the Parish Council for reimbursement for the cost of setting up as previously indicated.

8.7 Footpaths report including P3 grant application

The Parish Council wish to proceed with the recommendation from the P3 Co-ordinator, to join the Parish Path Partnership and apply for the grant of £250.

9. To consider correspondence/communications received including

9.1 CCC grass cutting public rights of way

Noted.

- 9.2 CCC invitations to apply for a Parish Paths Partnership grant and also to consider the recommendation of the P3 Co-ordinator
Covered earlier under item 8.7.
- 9.3 CCC – Civil Parking enforcement
Noted.
9. **Closure of meeting**
There was no further business and the Chairman declared the meeting closed at 10.12 pm.

Signed _____ (Chairman) _____ (Date)

DRAFT