

Fen Ditton Parish Council

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Parish clerk: Mrs Sarah Smart, Barton Ley, Bannold Drove, Waterbeach, Cambridge, CB25 9QQ

All members of the Council are summoned to attend the Annual Meeting of Fen Ditton Parish Council on Tuesday, 8th May, 2018 at 7.30 p.m. in the Recreation Ground Pavilion for the purposes of considering and resolving the business to be transacted at the meeting as set out below:

Members of the public are invited to address the meeting between 7.30 p.m. and 7.45 p.m.

Sarah Smart
Clerk

A G E N D A

LGA 1972 s12 10(2)(b) states that business must be specified on the agenda; therefore the Council cannot lawfully agree any matter that is not on the agenda. * indicates an agenda item for reporting only.

- 1/1 To elect a Chairman
- 2/2 To receive apologies
- 3/3 To elect a vice-chairman
- 4/4 To appoint councillors/representatives to the following responsibilities and appointments:
 - i. Cemetery
 - ii. Conservation
 - iii. Crime and welfare
 - iv. Finance
 - v. Highways and Transport
 - vi. Newsletter and website
 - vii. Planning
 - viii. Marshalls Consultative Committee
 - ix. Church Hall committee liaison
 - x. Tree warden
 - xi. Elizabeth March Foundation
 - xii. Townlands Charity
 - xiii. Responsible Financial officer
- 5/5 Open Forum for members of the public
- 6/6 To approve the Minutes of the monthly meeting held on 3rd April 2018
- 7/7 To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary in relation to any agenda item
- 8/8 Clerk's report and matters arising from the Minutes
 - i. Cemetery extension
 - ii. Speed reducing gate on High Ditch Road
 - iii. Verges
 - iv. Church wall survey
 - v. Spraying of recreation ground

9/9 To approve payments made during the month and accounts for payment:

	Cheq. No	Amnt
British Telecommunications	DD	28.89
e.on	DD	357.72
Cambridgeshire ACRE – renewal of subscription	101527	55.50
Mark Sturmey - churchyard	101528	105.00
Heelis & Lodge – internal audit	101529	160.00
St Ives Quickprint Ltd	101530	126.00
Vince Farrar – CCTV upgrad	101531	241.52
Hayden Woodruff	101532	15.00
Sarah Smart – April salary	101533	544.27
CGM	101499	2394.00

9/9 To note money received
SCDC precept - £12500

10/10 To receive report from County Councillor Anna Bradnam

11/11 To receive report from District Councillor

12/12 To consider following planning applications and tree works applications

S/1276/18/FL	5 High Street,	Single storey extension to the existing outbuilding and a detached single storey 2 room accommodation
S/1277/18/LB	5 High Street	Single storey extension to the existing outbuilding and a detached single storey 2 room accommodation
S/1287/18/FL	Land rear of 32 High Street	Proposed bungalow
S/1264/18/DC & 16/2212/COND26A	Cambridge Airport	Proposed excavation and re-location of surplus material from the Ground Run Enclosure site to adjacent location known as Grass Area 12 (western side of the airport, adjacent the boundary with Nuttings Rd. and Uphill Rd.) including re-profiling and restoration works. Resubmission of materials management plan (Condition 26 of 16/2212/FUL)
S/1450/18/FL	The Black Horse, Chesterton Fen Rd.	Two storey extension

13/13 Planning application responses from SCDC:

14/14 To review insurance

15/15 To receive end of year financial information:

- i. Final quarter and end of year expenditure and income
- ii. To receive and approve bank reconciliation

16/16 To approve Annual Return and confirm the annual governance statement

17/17 To note comments on Internal Auditor's report

18/18 To consider adoption of telephone box in High Street

19/19 To consider and approve adoption of policies in relation to the Data Protection Bill 2017 which comes into force on 25 May, 2018

- i. Information Incident Policy
- ii. Information Protection Policy

iii. Removable Media Policy

- 20/20 To consider and agree if appropriate the way forward with regard adoption of the telephone box in High Street
- 21/21 To receive correspondence
- 22/22 To accept notices and matters for the next agenda

It should be noted that no decisions can lawfully be made under this item. LGA 1972 s12 10(2)(b) states that business must be specified, therefore the Council can not lawfully agree any matter that is not on the agenda.

The next meeting of the Council will be held on Tuesday, 5th June, 2018 at 7.30p.m.