

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

NOTICE OF ANNUAL MEETING

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Parish Council will be held in the Pavilion, Caldecote on Thursday 10th May 2018 at 8.00pm. 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 below.

Members of the public and press are cordially invited to be present.

Signed 
Katy Reeves – Deputy Parish Clerk.

04th May 2018**AGENDA**

1. **ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.**
To elect a Chairman of the Parish Council for the forthcoming municipal year.
2. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL.**
To consider electing a Vice Chairman of the Parish Council for the forthcoming municipal year.
3. **DECLARATIONS OF ACCEPTANCE OF OFFICE**
All members to sign and deliver acceptance of office forms
4. **CHAIRMAN'S ANNOUNCEMENTS.**
5. **APOLOGIES FOR ABSENCE.**
6. **MINUTES OF LAST MEETING.**
To approve as a correct record the minutes of the last Council meeting CPC17-18/M054 held on 12th April 20178.
7. **OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS – For Information Only**
To receive updates on action items from previous meetings
8. **DECLARATIONS OF INTEREST OR REQUESTS FOR DISPENSATION.**
For items on the agenda.
9. **COUNCILLOR VACANCIES**
To receive a report from the Deputy Parish Clerk and to consider an application for co-option to the Parish Council.
10. **QUESTIONS TO THE PARISH COUNCIL**
To hear questions from members of the public and minute the answers. NOTE: Council is not permitted to make decisions on issues that are not on the agenda, but may add them to a future agenda if deemed necessary.
11. **DISTRICT COUNCILLOR REPORTS – For Information Only**
To receive reports from the District Councillor for Caldecote
12. **COUNTY COUNCILLOR REPORTS – For Information Only**

1 of 3

Any motion to briefly adjourn the meeting will be at the discretion of the Chairman. This short period (3mins) is to allow time for the public to ask questions or clarification or raise matters of concern, which may be considered by the Parish Council at a future meeting.

The public is respectfully reminded that it should not take part in discussion with the Parish Council at any other time during this meeting.

Deputy Parish Clerk: Mrs Katy Reeves, 34 Strympole Way, Highfields Caldecote, Cambridge CB23 7ZJ

Email: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

NOTICE OF ANNUAL MEETING

To receive reports from the County Councillor for Caldecote

- 13. AUDIT 2017/18**
To receive an update on the audit 2017/18.
- 14. GDPR**
To receive a report from the Deputy Parish Clerk
- 15. DRAINAGE MATTERS.**
To consider updates.
- 16. PLANNING MATTERS & APPLICATIONS**
- 16.1 [S/1259/18/OL](#)** Outline Planning Permission for Erection of four detached dwellings. 20 A, East Drive, Caldecote, Cambridge, CB23 7NZ
For: Mr Craig Coghill
- 16.2 [S/1255/18/DC](#)** Discharge of conditions 3 (Details of glazing) ,4 (Details of repositioned windows) 6a (Details of inglenook) and 6b (details of flue) of listed building consent S/3710/17/LB. The Old Rectory, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU
For: Mr John Barker
- 16.3 [S/1622/18/FL](#)** Conversion of store room to form bedroom. The Annexe, Clare Farm, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU
For: Mrs Ruth Bibby
- 16.4 [S/1623/18/FL](#)** Conversion of store room to form bedroom. The Annexe, Clare Farm, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 7NU
For: Mrs Ruth Bibby
- 16.5 [S/1695/18/LB](#)** Conversion of store room to form bedroom. Annexe, Clare Barn, Main Street, Caldecote, Cambridge, Cambridgeshire, CB23 2NJ
For: Mrs Ruth Bibby
- 17. GRANT APPLICATIONS**
- 17.1.** To consider an application for financial assistance from the Tuesday Club.
17.2. To consider an application for financial assistance from Caldecote Church.
17.3. To consider an application for financial assistance from the Village Picnic.
- 18. FINANCE MATTERS**
- 18.1** To receive a report on the current financial position
18.2 To receive the schedule of payments and approve the payment of bills.
18.3 To receive and approve staff timesheets for April 2018.
18.4 To receive and approve the bank reconciliation.
- 19. CORRESPONDENCE.**
To receive residents' correspondence
- 20. CONSULTATION ON DRAFT PUBLIC BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS 2018**
To receive a report from LCPAS
- 21. LEISURE AND AMENITIES MATTERS**
- 21.1** To receive a termly report from the Youth Bus
21.2 To receive and correspondence on Cricket Pitch Maintenance
21.3 To consider quotes for the installation of broadband at the sports Pavilion

2 of 3

Any motion to briefly adjourn the meeting will be at the discretion of the Chairman. This short period (3mins) is to allow time for the public to ask questions or clarification or raise matters of concern, which may be considered by the Parish Council at a future meeting.

The public is respectfully reminded that it should not take part in discussion with the Parish Council at any other time during this meeting.

Deputy Parish Clerk: Mrs Katy Reeves, 34 Strympole Way, Highfields Caldecote, Cambridge CB23 7ZJ

Email: parishclerk@caldecote.gov.uk

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

NOTICE OF ANNUAL MEETING

- 22. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
To consider postponing the review and adoption of these documents until a later meeting.
- 23. APPOINTMENT OF STANDING COMMITTEES AND REVIEW OF TERMS OF REFERENCE**
23.1 Appointment of members to the Finance and Policy Committee (5 members, to include the Chairman and Vice-Chairman (ex-officio)).
23.2 Appointment of members (5 members) to and election of a Chairman of the Planning Committee.
- 24. APPOINTMENTS TO WORKING GROUPS**
24.1 Appointments to the Leisure and Amenities Working Group (3-9 members)
24.2 Appointments to the Staffing Working Group (3 members, to include the Chairman)
- 25. TERMS OF REFERENCE FOR STANDING COMMITTEES AND WORKING GROUPS**
To consider postponing the review and adoption of these documents until a later meeting.
- 26. GENERAL POWER OF COMPETENCE**
To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.
- 27. REVIEW OF INVENTORY OF ASSETS AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER**
- 28. REVIEW OF SUBSCRIPTIONS TO OTHER BODIES**
- 29. REVIEW OF COUNCIL POLICIES AND PROCEDURES**
To consider postponing the review of these documents until a later meeting.
- 30. CALENDAR OF MEETINGS**
To review the calendar of meetings of the full council up to and including the next annual meeting of the full council.
- 31. COUNCILLOR TRAINING**
To consider councillor training courses
- 32. COUNCILLORS REPORTS – For Information Only.**
To be added to the next agenda if necessary
- 33. TO CONFIRM DATE OF NEXT MEETING**
7st June 2018 – Full Council.
21st June 2018 – L&A Group.