

CALDECOTE PARISH COUNCIL

(District of South Cambridgeshire)

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the Parish Council will be held in the Pavilion, Caldecote on Thursday 5th October 2017 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 

Simon Crocker - Parish Clerk.

29th Sept 2017

PUBLIC ADDRESS TO THE COUNCIL – The Public address is dealt with prior to the commencement of the meeting and doesn't form part of the formal business of the Council (or Committee). The purpose is to hear matters raised by members of the public or Councillors with a pecuniary interest on agenda items (3 mins each) – Members of the Council may not be permitted to respond, except to ask questions for the purposes of clarification. The address shall continue for a period of not more than 15 minutes (an additional 15 minutes shall be allowed in exceptional circumstances at the discretion of the Chairman)

AGENDA

- 1. APOLOGIES FOR ABSENCE.**
To receive and approve apologies.
- 2. CHAIRMAN'S ANNOUNCEMENTS.**
- 3. MINUTES OF LAST MEETING.**
To approve as a correct record the minutes of the meeting of the Council meeting CPC17-18/M047 held on 7th Sept 2017.
- 4. DECLARATIONS OF INTERESTS OR REQUESTS FOR DISPENSATION.**
For items on the agenda.
- 5. CALENDAR OF MEETINGS.**
To consider the schedule of meetings for 2018.
- 6. CLERK'S REPORT.**
To receive a report from the Parish Clerk on major activities in the preceding month.
- 7. STAFFING MATTERS.**
 - 7.1** To receive a report from the Parish Clerk on ongoing recruitment activities.
 - 7.2** To consider draft Terms of Reference for the Staffing Working Party.
- 8. DISTRICT COUNCILLOR REPORTS. – For Information Only.**
To receive reports from the District Councillor for Caldecote.
- 9. COUNTY COUNCILLOR REPORTS. – For Information Only.**
To receive reports from the County Councillor for Caldecote.

1 of 2

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.

Parish Clerk: Mr Simon Crocker, 24 Foxhollow, Great Cambourne, Cambridge CB23 5HW

Email: parishclerk@caldecote.gov.uk

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NOTICE OF MEETING**10. DRAINAGE MATTERS.**

10.1 To consider the formation of a flood group and emergency flood plan.

10.2 To consider storm cell maintenance.

10.3 To receive reports on drainage matters from the lead Cllr on drainage.

11. PLANNING MATTERS.

11.1 To receive reports from the lead Cllr on Planning Matters.

11.2 To consider a draft letter of acceptance for adoption of proposed school car park.

12. FINANCE MATTERS.

12.1 To receive a report from the Parish Clerk on the Current Financial Position.

12.2 To receive the Schedule of payments and approve the payment of Bills.

12.3 To receive and approve the Parish Clerk's timesheets.

12.4 To receive and consider the Bank Reconciliation.

12.5 To receive and consider the external audit report

13. LEISURE AND AMENITIES MATTERS.

13.1 To receive and consider reports from the Leisure & Amenities Working Group.

13.2 To receive a report from the Parish Clerk on ongoing open space maintenance.

13.3 To consider resident's correspondence regarding Hedgerow maintenance.

14. HIGHWAYS MATTERS.

To consider Local Highway Improvement bids.

15. 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.

16. COUNCILLORS REPORTS.

To be added to the next agenda if necessary.

17. DATES OF NEXT MEETINGS.

L&A Working Group – 12th Oct 2017.

Full Council – 2nd Nov 2017