

HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL

Needingworth Village Hall, Overcote Lane,

Needingworth, St Ives. PE27 4TU.

Wednesday 1st May 2019

To all members of the Council you are hereby summoned to attend a meeting of Holywell-cum-Needingworth Parish Council to be held in Millfields, Pavilion, Mill Way, Needingworth on Tuesday 7th May 2019 at 7.30pm for the purpose of transacting the following business.

J A Bowd Clerk to the Council

AGENDA

1. Election of Chairman

1.1 To elect a Chairman for 2019/20

1.2 To receive Chairman's Declaration of Acceptance of Office

2. Apologies.

To receive and accept Apologies for Absence.

3. Election of Vice Chairman.

3.1 To elect a Vice – Chairman for 2019/20.

4. To approve amendment to the Committee structure document.

5. Parish Council Committees

5.1 To approve members of the Parish Council Committees 2019/20

6. Parish Council Representatives on Outside Bodies.

6.1 To nominate Parish Council Representatives to outside bodies for 2019/20

7. Declarations of Interest.

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

8. Minutes.

(i) To confirm the Minutes of the Meeting held on 2nd April 2019.

(ii) To review and reconfirm the revised minutes of 5th March 2019.

9. Public Forum

To allow any member of the public to address the council on matters on the agenda.

Time Allowed 10 minutes

10. District and County Councillor Reports

To receive verbal reports from district and county councillors.

11. Policing

11.1 Neighbourhood Policing Team – Any Issues and Concerns.

12. To note minutes of the following committees:

(i) Leisure Facilities 16th April 2019

13. Clerk's Report

To receive written report.

14. Finance and Risk

14.1. To approve accounts for Payment as at 7th May 2019.

14.2 To approve the following payments within the clerk's delegated powers:

(i) Key safe £14.23

(ii) SLCC Webinar training on AGAR £36.00

14.3 To receive a report on action relating to External auditors advisory notes from 2017/18 audit.

- 14.4 To note the bank reconciliation as at 31st March 2019.
- 14.5 To receive the annual RoSPA report and agree actions.
- 14.6 To receive the internal auditors report for 2018/19.

15. End of Year Accounts

- 15.1 To approve accounts for the Year ending 31st March 2019.
- 15.2 To complete and approve Annual Governance Statement for year ending 31st March 2019.
- 15.3 To approve Statement of Accounts on Annual Return for year ending 31st March 2019.
- 15.4 To approve text for Annual Return.

16. Planning

- 16.1. To consider the following applications received:
 - (i) Application ref: –19/00695/HHFUL Single storey rear extension.
9 Daintree Needingworth St Ives PE27 4SP
 - (ii) Application ref:19/00456/TREE 1 Revised works: T1 - Chestnut. Remove lowest lateral branch over the driveway to suitable growth points. Raise crown over the corner of the building by 1m Crown clean. T2 - Cherry. No works at this stage T3 - Ash. Fell and replace T4 - Sycamore. Raise crown by 1m.
- 16.2 To note the following applications that have been **approved**:
 - (i) Application Ref: 18/01073/OUT Proposed residential development comprising the erection of 45 dwellings, proposed access arrangements, and associated works.
Land Rear Of 92 To 108 High Street Needingworth
 - (ii) Application ref: 19/00403/HHFUL Single storey rear extension following demolition of the existing conservatory
22 Bramley Avenue Needingworth St Ives PE27 4UD
 - (iii) Application ref; 19/00517/TREE Yew tree outside reduce branches to 1m from telephone cables.
8 - 10 Church Street Needingworth

- 16.3 To receive a verbal report on planning enforcement matters.

17. To receive a report on the ongoing discussion on the use of CIL money and to set a future timetable for resolution.

18. Village Hall

- 17.1. To receive a report from the representative of the Village Hall Trust.

19. Annual Parish Meeting.

- 19.1 To receive a verbal report of the APM held 16th April 2019.

20. Community Engagement

- 20.1 To approve request for Kick-a-thon 13th June 2019 Overcote Lane playing field.
- 20.2 To approve the amended conditions of hire for Millfields as agreed by Leisure Facilities committee 16th April 2019.
- 20.3 To appoint representative to hand out allotment trophies at Annual village show 3rd August 2019

21. Policies.

- 21.1 To approve the following policy documents:

- Health & Safety Policy statement
- Paper light Parish Council.
- Communications Policy
- Civic Regalia Policy
- Chairmanship
- Workplace Pension Statement

- Unreasonable Complainant Behaviour
- Volunteering Policy
- Tree and Woodland Management
- Smoke Free Policy

22. Correspondence

To receive correspondence and agree any actions:-

- (i) To note the RSC minutes 12th March 2019.
- (ii) To consider request to hold music festival at Overcote Lane playing field 6th & 7th July 2019.
- (iii) To consider request for use of overflow car park at music festival at Overcote Lane playing field 6th & 7th July 2019
- (iv) To note South Cambridgeshire District Council - Village Design Guide SPDs
- (v) To receive correspondence from resident relating to Parish Council governance.
- (vi) To note letter of thanks from Scouts regarding Easter egg hunt 2019.
- (vii) To consider letter advising of removal from list of Assets of community value – Shop/Post office.

23. Items to report (for information only and not for resolution)