

# ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

**Parish Clerk: Alison Benfield BA (Hons) FILCM**

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

[parishclerk@alconburywestonparishcouncil.co.uk](mailto:parishclerk@alconburywestonparishcouncil.co.uk)

Tel: 01733 223002

18 June 2018

**To: The Chairman and Members of Alconbury Weston Parish Council**

Sir/Madam

You are hereby summoned to attend the Meeting of **Alconbury Weston Parish Council** to be held on **Monday 25 June 2018** in the **Memorial Hall**, Alconbury, starting at 7.00pm

*Alison Benfield*

**Alison Benfield BA (Hons) FILCM  
PARISH CLERK**

## AGENDA

### 23.0 DECLARATIONS OF INTEREST

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

### 24.0 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

### 25.0 PUBLIC PARTICIPATION

A maximum of 10 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting

### 26.0 MINUTES

**26.1** To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 10 May 2018 (copy herewith)

**26.2** To receive the Minutes of the Annual Parish Meeting held on 10 May 2018 and note any actions relevant to the Parish Council

### 27.0 CO-OPTION POLICY

To confirm adoption of Co-option Policy as circulated between meetings

### 28.0 VACANCIES and CO-OPTION

**28.1** To note that there are currently 3 vacancies on the Parish Council following the uncontested election in May

**28.2** To consider the co-option of 3 people to fill the current vacancies in line with the adopted Co-Option Policy

### 29.0 INTERNAL AUDITOR'S REPORT

To receive and note the Internal Auditor's Report for the year ended 31 March 2018 (copy herewith).

### 30.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE (copy herewith)

To receive the attached documentation and to Resolve:

**30.1** that this Council formally certifies itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as neither its gross income or expenditure did not exceed £25,000 during the 2017/18 Financial Year

**30.2** that this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in Section 4 of the Annual Return

**30.3** that the Annual governance statement for 2017/18 be approved and signed

**30.4** that the Accounting statements for 2017/18 be approved and signed

**30.5** that following consideration of all the above documents, approval be given for the Annual Return to be signed by Chairman, Parish Clerk & Responsible Financial Officer

- 31.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2018/19**  
To confirm the re-appointment of Brian Cox & Co as Internal Auditors for the financial year 2018/19
- 32.0 COUNCILLOR AREAS OF RESPONSIBILITY AND REPRESENTATION ON OUTSIDE BODIES**
- 32.1** To consider delegating areas of responsibility to Councillors for reporting back to Council to enable action to be agreed
- 32.2** To agree representative to sit on the Woolley Hill Wind Farm Community Fund Panel until the next scheduled election in 2022
- 32.3** To agree representative with responsibility for reporting on the state of the Parish Paths and Trees until the next scheduled election in 2022
- 33.0 FUNDAY – 3 JUNE 2018**  
To receive a verbal update on the outcome of the day.
- 34.0 PARISH PATHS AND TREES**  
To consider the appointment of Dan Maynard Tree Surgery to carry out all works required within the Tree Survey completed in February 2018 at a cost of £1050
- 35.0 PLAY AREA**
- 35.1** To note that the new sign has now been installed on site
- 35.2** To receive a verbal report from Cllr Bryan on the current state of the play area
- 35.3** To receive annual RPII report and note risk assessment scores
- 35.4** To consider appointing contractor to carry out those maintenance matters listed as medium risk on the RPII report
- 36.0 POLICE MATTERS**
- 36.1** To note Between 13/06/2018 17:15 to 14/06/2018 07:00 Monks Wood Road, Alconbury Weston - Unknown suspect/s have entered a business premises and removed items from within.
- 36.2** To receive notes of meeting with Cambs Constabulary held on 14 December 2017 (copy herewith)
- 37.0 FLOODING BEHIND CHEQUERS COURT**
- 37.1** To receive and note report from Cllr P Baker on the current situation (copy herewith)
- 37.2** To consider actions as a result of Cllr P Baker's report
- 38.0 CCTV INSTALLATION**  
To consider investigating the cost of installing CCTV cameras on village entry/exit points on Vinegar Hill, North Road to Alconbury and Buckworth Road.
- 39.0 ORDERS FOR PAYMENT**
- 39.1** To note that those payments agreed to be made at the May meeting are still outstanding due to difficulties with changing bank signatures following the May elections.
- 39.2** To note and agree the following payments are made:-
- |                                     |          |
|-------------------------------------|----------|
| BEAM – Grass cutting                | £285.00  |
| Payroll & HMRC – June & July Salary | tbc      |
| HDC – Litter bin emptying 2018/19   | £1819.01 |
- 40.0 BANK RECONCILIATION**  
To receive Bank Reconciliation up to 1 June 2018 (copy to follow)
- 41.0 BUDGET REPORT**
- 41.1** To receive and note Budget Report up to 18 June 2018 (copy to follow)
- 41.2** To consider spending £12 per annum for spam filters on Council email addresses
- 42.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**  
To receive verbal reports from District and County Councillors in attendance.
- 43.0 MATTERS FOR INFORMATION**
- 43.1** To note matters for information from the Clerk
- 43.2** To receive comments from Councillors regarding matters affecting the village
- 43.3** To agree items to be brought forward to the next meeting for further consideration

Next meeting is 13 August 218