

# STETCHWORTH PARISH COUNCIL

c/o 19 High Street, Aldreth, CB63Q

Clerk: Mrs. Karen Peck

Email: clerk@stetchworth.org

## ANNUAL MEETING OF THE PARISH COUNCIL AGENDA

**Notice of Meeting** to be held on Tuesday 14<sup>th</sup> May at The Ellesmere Centre (Gredley Room) at 7pm. All members of the Council are hereby summoned to attend a meeting of Stetchworth Parish Council for the purpose of transacting the business as set out below. Members 7 Quorum 3.

*Karen Peck*

### THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

Mrs Karen Peck – Clerk to Stetchworth Parish Council

7<sup>th</sup> May 2024

140524/1	<b>Election of Chairman &amp; Signing of Declaration of Acceptance of Office form.</b>																																
140524/2	<b>Election of Vice-Chair.</b>																																
140524/3	<b>To receive &amp; approve apologies for absence.</b>																																
140524/4	<b>To Receive Declarations of Pecuniary and non-Pecuniary Interest</b> Councillors to declare any personal and/or pecuniary interest in any item on the agenda and to inform the Chairman if they wish to speak on the matter during the Public Forum.																																
140524/5	<b>Open Forum for Public Participation</b> An opportunity for parishioners to address Parish Councillors and for Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted.																																
140524/6	<b>To Approve the Minutes of the Meeting held on 16<sup>th</sup> April 2024</b>																																
140524/7	<b>Council business</b>																																
	a) To consider annual play area inspections and take any necessary action. b) Handyman – update. c) Update Movable Vehicle Activated sign d) Street Light Update e) Update Moveable Vehicle Activated Sign – County Council bulk order placed f) Application to dedicate a Village Green under S.15(8) of the Commons Act 2006 in Stetchworth																																
140524/8	<b>The Ellesmere Centre</b>																																
	Ellesmere Centre Report.																																
140524/9	<b>District &amp; County Councillors' Reports</b>																																
140524/10	<b>Finance - to approve accounts for payment:</b>																																
(a)	<table border="1"><thead><tr><th>Ref:</th><th>Payee/Item</th><th>Total</th></tr></thead><tbody><tr><td>(1)</td><td>ROSPA – Annual Inspection</td><td>£206.40</td></tr><tr><td>(2)</td><td>TBM – Renewal of ESET for 1 year</td><td>£34.99</td></tr><tr><td>(3)</td><td>TBM – 2 x Microsoft 365 Licenses</td><td>£14.90</td></tr><tr><td>(4)</td><td>RH Landscapes – Grass Cutting April</td><td>£288.00</td></tr><tr><td>(5)</td><td>The Ellesmere Centre – Hire</td><td>£18.00</td></tr><tr><td>(6)</td><td>SSE – Street Light Energy</td><td>£123.23</td></tr><tr><td>(7)</td><td>S&amp; J Accountancy Services</td><td>£90.00</td></tr><tr><td>(8)</td><td>CAPALC – Affiliation Renewal</td><td>£379.41</td></tr><tr><td>(9)</td><td>HMRC, Staffing and Expenses</td><td>TBC</td></tr></tbody></table>	Ref:	Payee/Item	Total	(1)	ROSPA – Annual Inspection	£206.40	(2)	TBM – Renewal of ESET for 1 year	£34.99	(3)	TBM – 2 x Microsoft 365 Licenses	£14.90	(4)	RH Landscapes – Grass Cutting April	£288.00	(5)	The Ellesmere Centre – Hire	£18.00	(6)	SSE – Street Light Energy	£123.23	(7)	S& J Accountancy Services	£90.00	(8)	CAPALC – Affiliation Renewal	£379.41	(9)	HMRC, Staffing and Expenses	TBC		
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(b)	To note monies received: - <ul style="list-style-type: none"><li>East Cambs District Council Precept 2024/25 1<sup>st</sup> Instalment £9647.28</li></ul>																																

(c)	To approve and adopt Standing Orders
	To approve and adopt Financial Regulations
	To approve the Standards and Code of Conduct for Members
	To approve the Councils Policies and Procedures, including the adopt of General Power of Competence
	Internal Audit Report 2023/24 to be accepted and approved
(d)	AGAR 23/24: External Audit Certificate of Exemption to be approved
	AGAR 23/24: Annual Governance Statement 2023/24 to be approved
(e)	AGAR 23/2: Accounting Statements 2023/24 to be approved
(f)	Appointment of Internal Auditor 2024/25
<b>140524/11</b>	<b>Correspondence Received (information purposes only)</b>
	<ul style="list-style-type: none"> <li>• Fully funded opportunity to install Electric Vehicle Charging Infrastructure- From Cambridgeshire County Council</li> <li>• Draft Supplementary Planning Document (SPD): Hedgehog Recovery Design Guidance SPD</li> </ul>
<b>140524/12</b>	<b>Planning</b>
(a)	<u>To receive planning application decisions and tree works: -</u> <ul style="list-style-type: none"> <li>• <b>23/01296/FUL White Horse Stables, High Street, Stetchworth (Amendment)</b> Proposed horse walker and relocation of muck heap (amended plans and description of proposal updated to include the relocation of the existing muck heap) – pending consideration.</li> <li>•</li> </ul>
(b)	<u>To consider planning applications received:</u> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>140524/13</b>	<b>Date of Next Meeting &amp; Matters for Future Consideration</b>