

18th May 2015

Mrs J Richards, 11 Fox Rd.,
Balsham
Parish Clerk

WEST WICKHAM PARISH COUNCIL

Members:

You are hereby summoned to the Annual General meeting of the Parish Council to be held in the Village Hall, West Wickham on Monday 18th May 2015 at 8.15pm.

Public and press:

You are invited to attend the whole meeting and are welcome to speak at the end of the meeting.

AGENDA

1. The forms of Declaration of Acceptance and the Register of Interest forms to be signed by the 7 councillors following an uncontested election, followed by:
 - a) **Election of Chairman:**
 - b) **Election of Vice Chairman**
 - c) **Appointment of two councillors to represent Parish Council on the VHMC.**
2. **Apologies**
3. **Minutes** of the meeting held on Monday 23rd March 2015 to be signed as correct.
4. **Matters arising:**
 - a) *Post Office move to Village Hall:* Date
 - b) *Dean Road:* Update by County Cllr. Hickford
 - c) *30mph sign at Burton End:* Update
 - d) *Hedging round rec.:* Update
 - e) *Wildlife & Footpath interpretation maps:* Update by Cllr. Licence
 - f) *Parish Council website requirement:* Discuss
5. **Correspondence:**
 - a) Final confirmation and guidelines regarding the two telephone kiosks. Distributed to all councillors and Perla Artega.
 - b) The Pensions Regulator letter.
6. **Finance:**
 - a) **End of Year Accounts 2014/15** (distributed to all councillors) – Acceptance of End of Year Accounts to be agreed and signed prior to being submitted to the internal auditor.
 - b) **Statement of Accounts (prior to Audit 2014/15) to be agreed and signed.**
 - c) **Statement of Governance (prior to Audit 2014/15) to be read out and signed.**
 - d) To agree allocated reserves to 31/3/2015: Clerks Gratuity £1,737.49; Wild Life area grant £80.00; Playground Fund £2,139.54; Neighbourhood Plan £100.13, leaving unallocated reserves of £7,734.35. Risk Management assessment for 2015 to be signed.
 - e) *Authorised payments:*
 - £376.74 Mrs.J Richards salary for Apr/May. (Chq.696)
 - £188.44 CAPALC affiliation fee (Chq.697)
 - £250.00 Age Concern (Mobile Warden Scheme) (Chq.698)
 - £ 20.00 Friends of the Roman Road & Fleam Dyke (Chq.699)
 - £ 36.00 CPRE (Chq.700)
 - £ 20.00 Jackie Dockerill – Annual fee for Payroll & Returns (Chq.701)
 - £326.74 Aon Insurance (Chq.702) need to add Village Sign value £1400
 - £ 36.00 Wildlife Trust subscription fee – Direct Debit
 - £ 18.50 STP – printing inks & stationery (chq.703)
 - £172.50 CGM Cambridge Inv. 6359.
 - f) *Monies received:*
 - £5350.00 Precept 1st tranche.
 - £ 72.93 EDG Wayleave payment

£ 469.79 VAT reclaim
£ 5.00 Allotment fee.

9. Planning:

Plan.App			Work	P.C.	SCDC
S/0808/15/FL	A Covey	61 Streetly End, W Wickham	Instal dormer window to rear.	Approv.	
S/1083/15/FL	Mr Power	83 High Street	Single storey side & rear ext		
S/1044/15/RM	W Stone	Land at Balsham Hill re S/2433/13/OL	App. of reserved mattero		
S/1160/15/OL	J Pelling	95 High St.	Dem.of gar.& bldg. Construct 2 single dwell.&grgs		

10. Maintenance:

- a) Cats eyes removal – update
- b) Electrical recycling - discuss

11. Neighbourhood Plan: Update

13. Report by County Cllr. Hickford

14. Report by Dist.Cllr. Fraser

15. Any Other Business:

Signed.....Parish Clerk