



SWAFFHAM BULBECK PARISH COUNCIL
Chairman: Mr Gordon Reid. Clerk: Mrs Sam Chambers-Turner
41 Stow Road
Stow-Cum-Quy
CB25 9AD
Tel: 07369248998
Email: clerk@swaffhambulbeckpc.org.uk

NOTICE OF A MEETING OF THE PARISH COUNCIL

To Members of the Council:

I hereby give notice that a meeting of Swaffham Bulbeck Parish Council will be held at Downing Court on **Tuesday 25th March 2025 at 7.30pm.**

You are hereby summoned to attend for the purpose of transacting the following:
Members of the public and press are invited to attend.

Sam Chambers-Turner
19th March 2025
Clerk to the Parish Council

AGENDA FOR MEETING 552

- 5965 Apologies for Absence**
(LGA 1972 s 85(1))
- 5966 Members' Declaration of Interest for Items on the Agenda and Requests for Dispensation**
(Localism Act 2011 s 31 s 33)
- 5967 To Approve Minutes of Previous Meeting**
Proposal: To Approve Minutes of Meeting 551 held on 4th March 2025.
- 5968 Open Forum for Public Participation (10 minutes)**
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
- 5969 Matters Arising/Clerks and Councillors Reports (for information only)**
- 5970 Finances Including Approval of Payment of Outstanding Accounts**
 - a. **Proposal: To defer approval of March bank reconciliation until May 2025 meeting,**
 - b. **Proposal: To delegate powers to the Clerk in conjunction with the Chairmanship to carry out the functions of the Parish Council in the absence of an April meeting.**
 - c. **Proposal: To pay April accounts upon production of to pay accounts to all Councillors for approval in the absence of an April meeting.**
- 5971 Planning Matters**
To discuss Planning matters as per separate document.
- 5972 Council Administration**
To discuss:
 - **Proposal: To adopt risk assessment spreadsheet.**
 - To note the call for a by-election to fill the vacant seat on the Parish Council.
 - To note the start of the Election Period.
 - **Proposal: To defer the Annual Parish Meeting until the Election period has ended.**
 - To note the transfer of all Parish Council emails to swaffhambulbeck-pc.gov.uk.
 - To agree an author of the Beacon article for May 2025.
- 5973 Agenda Items for the Next Meeting**
Any business and payments to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.
- 5974 Date of Next Meeting**
Parish Council Meeting, 7.30pm on 6th May 2025 at Downing Court, Swaffham Bulbeck