



SWAFFHAM BULBECK PARISH COUNCIL
Chairman: Mr Gordon Reid. Clerk: Mrs Sam Chambers-Turner
41 Stow Road
Stow-Cum-Quy
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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 6th May 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
30th April 2025
Clerk to the Parish Council

AGENDA FOR MEETING 553

- 5980 Elect a Chairman**
Proposal: To Elect a Chairman and for them to sign the acceptance of office.
- 5981 Elect a Vice Chairman**
Proposal: To Elect a Vice Chairman and for them to sign the acceptance of office.
- 5982 Acceptance of Office**
Proposal: New Parish Councillor to sign the acceptance of office.
- 5983 Apologies for Absence**
 (LGA 1972 s 85(1))
- 5984 Members' Declaration of Interest for Items on the Agenda and Requests for Dispensation**
 (Localism Act 2011 s 31 s 33)
- 5985 To Approve Minutes of Previous Meeting**
Proposal: To Approve Minutes of Meeting 552 held on 25th March 2025.
- 5986 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.
- 5987 Matters Arising/Clerks and Councillors Reports (for information only)**
- 5988 Finances Including Approval of Payment of Outstanding Accounts**
 - a. **Proposal: To approve the bank reconciliation for March and April 2025.**
 - b. **To note the Financial Year End 23/24.**
 - c. **To note receipts.**
 - d. **Proposal: To pay May Accounts.**

Method	Payee	Item	Net	VAT	Total
<u>Payments Since the Last Meeting</u>					
BACS	Mrs S Chambers-Turner	Clerk's Salary April			Confidential
<u>Payments for Tonight's meeting:</u>					
BACS	Mr G Turner	Handyman	£90.80	£0.00	£90.80
BACS	JCS Bookkeeping	Payroll April	£30.00	£0.00	£30.00
BACS	SP Landscapes	Tree Works	£3,500.00	£700.00	£4,200.00

BACS	MC Garden Maintenance	Grass Cutting	£600.00	£120.00	£720.00
BACS	Rialtas	Alpha Software	£203.00	£40.60	£243.60
BACS	Rialtas	Cemetery *	£435.00	£87.00	£522.00
BACS	Microshade	Software *	£482.64	£96.53	£579.17

5989 Planning Matters

To discuss Planning matters as per separate document.

5990 Grass Cutting

- To discuss transition to the new grass cutting contractor.
- To discuss maintenance and plans for area of responsibility at Cow Bridge.

5991 Cemetery

To receive an update from the Cemetery working group.

5992 LHI

To discuss current status of LHI bid.

5993 Ely Foodbank request

To discuss Ely Foodbank request.

5994 Defibrillators

To discuss status of planned defibrillators

5995 Council Administration

To discuss Council Administration to include:

- Review of working groups meetings and memberships.
- To consider quotations for burial software.
- To consider moving the council's administration software to Microsoft 365.
- **Proposal: To adopt the Standing Orders, Financial Regulations and Model Publication scheme for 25/26.**
- To finalise arrangements for the Annual Parish Meeting.
- To discuss status of Risk Assessment register.
- To discuss matters raised by a member of the council:
 - Land at Vicarage Close
 - Timekeeping of councillors
 - Accusation of whispering to preclude members of the public
 - Accuracy of minutes
 - The findings of the Complaints Committee
 - Fingerposts
 - Double bend warning sign
 - State of the roads
 - State of the pavements
 - Sign for historical monument

5996 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.

5997 Date of Next Meeting

Parish Council Meeting, 7.30pm on 3rd June 2025 at Downing Court, Swaffham Bulbeck