



SWAFFHAM BULBECK PARISH COUNCIL
Chairman: Mr Gordon Reid. Clerk: Mrs Sam Chambers-Turner
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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 3rd June 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
28th May 2025
Clerk to the Parish Council

AGENDA FOR MEETING 554

- 5998 Apologies for Absence**
(LGA 1972 s 85(1))
- 5999 Members' Declaration of Interest for Items on the Agenda and Requests for Dispensation**
(Localism Act 2011 s 31 s 33)
- 6000 To Approve Minutes of Previous Meeting**
Proposal: To Approve Minutes of Meeting 553 held on 6th May 2025.
- 6001 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.
- 6002 Matters Arising/Clerks and Councillors Reports (for information only)**
- 6003 Finances Including Approval of Payment of Outstanding Accounts**
- Proposal: To approve the bank reconciliation for May 2025.**
 - To receive the Internal Audit report and review financial statements.
 - Proposal: To approve the submission of the Annual Governance and Accountability Return for 24-25 to the external auditor.**
 - To note receipts.
 - Proposal: To pay June Accounts.**

Method	Payee	Item	Net	VAT	Total
Payments Since the Last Meeting					
BACS	Mrs S Chambers-Turner	Clerk's Salary May			Confidential
Payments for Tonight's meeting:					
BACS	Mr G Turner	Handyman	£90.80	£0.00	£90.80
BACS	JCS Bookkeeping	Payroll May	£30.00	£0.00	£30.00

- 6004 Planning Matters**
To discuss Planning matters as per separate document.
- 6005 The Denny**
- To discuss the format of the monthly Denny reports.

- To receive monthly inspection from Councillor Reid.
- To review recent full safety inspection and consider works.
- To set a date for a Pavilion Charity trustees meeting.

6006 Cemetery

To receive a report from Councillor G Ballard on the structural integrity of the Funeral arch.

6007 Allotments and Garages at Vicarage Meadow

To discuss a recent meeting with Sanctuary housing.

6008 Cowbridge Farm

To discuss land to the frontage of Cowbridge Farm.

6009 School

To discuss correspondence received from the school.

6010 Annual Parish Meeting

To receive feedback from the Annual Parish Meeting.

6011 Council Administration

To discuss Council Administration to include:

- The need for Privacy Policy statement on emails.
- **To adopt the risk assessment spreadsheet.**
- **To adopt the Standing Orders, Financial Regulations and Model Publication Scheme for 25/26.**
- To discuss asset inspection.

6012 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.

6013 Date of Next Meeting

Parish Council Meeting, 7.30pm on 1st July 2025 at Downing Court, Swaffham Bulbeck