

Clerk to the Council: Caroline Bradley  
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All associated documents are available. Please contact the clerk if you would like to be forwarded these.

To: Members of **Woodwalton Parish Council**

You are hereby summoned to attend the  
**Annual Meeting of Woodwalton Parish Council** at the Village Hall  
on **Wednesday 31<sup>st</sup> May 2017 at 7.30pm**, for the purpose of transacting the following  
business. Press and public are welcome to attend and participate. If you would like to  
address the council, please advise the Clerk ahead of the meeting.

### Agenda

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Acceptance of Office
3. To receive apologies and reasons for absence
4. Members Declarations of Pecuniary Interest relating to matters on the agenda
5. Public and press participation session with respect to items on the agenda
6. To sign and approve minutes dated 12<sup>th</sup> April 2017
7. Matters arising from the minutes (information only)
8. Reports from Parish Cllrs
9. Reports from District and County Cllrs
10. Clerk's report, inc:-
  - a) Update on Cllr vacancy
11. Correspondence received
12. Health & Safety
13. Planning  
Application ref. 17/00811/HHFUL  
Partial demolition, reinstate roof over Bakery and Garage, extend kitchen, change of use from stables to ancillary living accommodation including alteration to roof  
Higney Grange, Church End, Woodwalton  
*To view documents and plans relating to planning applications, go to, <http://publicaccess.huntingdonshire.gov.uk/online-applications/>*
14. To review assignment of Cllr responsibilities
15. To review training needs
16. Policy reviews
17. To note the following annual reviews have been completed
  - a) Asset register
  - b) Insurance schedule
18. To review the finance checking procedure and confirm signatories
19. Financial report and payments to be made, inc:-  
Approval of the following:
  - a) £310.44 (£155.22 x 2) April, May Clerk's wages and expenses
  - b) £27.30 E-on April
  - c) £28.90 E-on May
  - d) To note the reconciled bank account balance
  - e) To approve the end of year accounts up to and including 31<sup>st</sup> March 2017

20. To note the comments from the Internal Auditor on the Audit Commission Annual Return and to sign where necessary
  - a) Annual Governance Statement
  - b) End of Year Accounting Statement
21. Lamppost and proposed stopping up order outside Hove House - request from the applicant for the PC to meet to discuss options
22. Ditch clearing and regular maintenance at The Cross
23. Parking and driving on the Memorial Green - discussion of action
24. Update regarding damage to the village greens caused by traffic avoiding Anglian Water's roadworks
25. Parish Council representation on the Village Hall Committee
26. Review by Cllr Peck of the new Consolidated Definitive Map and Statement of Public Rights of Way
27. Re-seeding the patch on the Memorial Green
28. Items to be raised on the next agenda

Key:

CCC - Cambridgeshire County Council

HDC - Huntingdonshire District Council

PC - Parish Council

Signed .....Parish Clerk 25<sup>th</sup> May 2017