

I hereby give notice that, as previously arranged,  
**The 728th Meeting of the Papworth Everard Parish Council will be held on  
Wednesday 8<sup>th</sup> January 2014 at 7.30pm  
in the offices Upper Pendrill Court Ermine Street North**

**All members of the Council are hereby summoned to attend for the purpose of considering  
and resolving upon the business to be transacted at the meeting as set out hereunder**



Tess Rogers - Clerk  
02/01/2014

#### **AGENDA**

During the first half of the meeting (at a time to be decided by the Chairman) there will be an Open Forum, when members of the public may ask questions. Anyone wishing to ask a question must notify the Clerk or the Chairman no later than 5pm on the day before the meeting.
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- 01/01-14      To receive and approve apologies for absence**
- 02/01-14      Declaration of Pecuniary Interests**
- 03/01-14      To confirm and approve the minutes of the meeting held on the 13<sup>th</sup>  
November 2013 following amendments made.**
- 04/01-14      To confirm and approve the minutes of the meeting held on the 11<sup>th</sup>  
December 2013.**
- 05/01-14      Public Participation**
  - 05/01-14.1      Attendance at this meeting by residents from North Lodge Drive to discuss  
the parish council's previous resolution to reopen the gate leading to the  
hospital's premises.
  - 05/01-14.2      Attendance at this meeting by the youth workers to discuss the future of the  
club.
- 06/01-14      Actions Report**
  - To confirm the status of any action points following the last meeting.
- 07/01-14      Matters arising or carried forward from the last or previous meeting**
  - 07/01-14.1      To receive an update regarding the ongoing parking situation in Ermine Street  
South following receipt of replies to the clerk's letter to residents.
- 08/01-14      Matters for information only**
  - 08/01-14.1      Written Ministerial Statement – Dept for Communities and Local Government  
Local Government Finance
- 09/01-13      To receive reports from County and District Councillors**
  - To receive verbal reports from district and county councillors
- 10/01-14      Parish Council Matters**
  - 10/01-14.1      To receive a report from the planning committee following the meeting held  
on the 7<sup>th</sup> January 2014.
  - 10/01-14.2      To receive a report from the amenities committee following the meeting held  
on the 16<sup>th</sup> December 2013.

- 10/01-14.3 To decide on any action necessary resulting from discussions held with residents of North Lodge Drive concerning the re-opening of the gate leading onto the hospital premises.
- 10/01-14.4 To decide on any action necessary resulting from the attendance at the meeting of the youth workers.
- 10/01-14.5 To approve recommendations received from the HR Committee following both the meeting held on the 27<sup>th</sup> November and a successful appraisal of the assistant clerk  
 i) The HR committee had agreed to recommend that, following a successful appraisal, the assistant clerk's salary should rise to the next scale point. Such an appraisal was carried out on the 18<sup>th</sup> December by the clerk and CH. Therefore a decision is required to increase the salary to scale point 20 of the LC1 and LC2.  
 ii) To pay to the assistant clerk in the form of a bonus an amount in lieu of pension contributions.
- 10/01-14.6 Following the assistant clerk's appraisal on the 18<sup>th</sup> December, it was recognised that there was a build up of planning committee filing to be done. However with the ongoing workload required by the committee the assistant clerk does not have time within her designated hours to undertake this additional work. Therefore a request to release funds for 15 hours overtime is being made to the parish council on behalf of the planning committee. A decision to grant this request is required.
- 10/01-14.7 To receive a recommendation from the cemetery committee that the 'no curbing around burial plots' ruling is to be enforced.  
 To decision is required to receive and agree the recommendation and methods for its enforcement.
- 10/01-14.8 To receive an update on the village hall project.

**11/01-14. Correspondence and Communications**

**To receive general correspondence and agree any responses and actions**

- 11/01-14.1 Citizens Advice Services – would Papworth be interested in a local CAB service via a 'virtual' service by website and touch screen kiosk if still available?

**161/12-13 Finance and Procedure**

- 161/12-13.1 To approve accounts for payment as at the 8<sup>th</sup> January 2014.

**162/12-13 Date of next meeting(s)**

Planning Committee	07.01.2014
Parish Council Meeting	08.01.2014
Amenities Committee	20.01.2014
Playing Fields Committee	28.01.2014
Cemetery Committee	12.03.2014
HR Committee	02.04.2014
Finance Committee	16.04.2014

**Close of meeting**