

Notice of Meeting: Annual Meeting of the Parish Council

Date: 10th May 2023 **Time:** 7.30pm

Venue: The Village Hall, The Wyches, Little Thetford CB6 3HG



To All Members of the Parish Council. You are hereby summoned to attend the Annual Meeting of the Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

Mrs Amy Jacklin – Clerk/Proper Officer, 4th May 2023

Mrs Amy Jacklin

AGENDA

23/46 Election of Chairman

To elect the chairman for 2023/24. The elected Chairman will then execute the Declaration of Acceptance of Office.

23/47 Election of Vice Chairman

To elect a vice chairman for 2023/24. The elected Vice Chairman will then execute the Declaration of Acceptance of Office.

23/48 To receive and accept apologies for absence.

23/49 Councillor's Declarations of Interest

1. To receive declarations of Interest from Councillors on the items on the agenda.
2. For declarations of interest received, Councillors to inform the chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
3. To receive written requests for dispensations for disclosable pecuniary interests (if any).
4. To grant any requests for dispensation as appropriate.

23/50 Public and Press Participation Session (10 minutes)

1. Open Forum to provide the opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
2. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
3. 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. Limited to 3 minutes per person, 10 minutes in total.

23/51 Approval of Minutes

1. To approve minutes for signature from Wednesday 10th April 2023
2. Matters arising from the minutes (For information only)
3. Clerks Report

23/52 Finance Matters

1. Review of Inventory of land, street furniture and assets including buildings and office equipment.
2. To receive an update on the financial situation of the Council from the Clerk.
3. To approve invoices for payment as per schedule at the end of agenda.

23/53 Review and Adoption of Statutory Documents, Appointments and Policies

1. To review, approve and adopt Standing Orders

2. To review approve and adopt Financial Regulations
3. To appoint and responsible Financial Officer
4. To review and approve the code of conduct.
5. To review and approve Councillors as bank signatories on all bank accounts.
6. To review and approve councillors appointed to authorise BACS payments on the Councils online bank account.
7. For information only- Insurance Policy renewal in respect of all insurable risks
8. To review the Councils expenditure incurred under s.137 of the Local Government Act 1972.

23/54 Review of Policies and Procedures

1. Review the Councils complaints procedure.
2. Review of Councils policies, procedures, and practises in respect of its obligations under freedom of Information and data protection legislation
3. Review of Councils policy for dealing with Press and Media
4. Review of Councils employment policies and procedures
5. Review of the Councils and /or staff subscriptions to other bodies

23/55 To receive County Councillor & District Councillor Reports

23/56 Planning Matters

1. **21/01639/FUL-** Amended | Construction of detached single storey dwelling, detached double garage with store above, access, parking and landscaping | Land Rear Of 19 Main Street Little Thetford Ely Cambridgeshire CB6 3HA.

23/57 Council Administration Matters

1. To consider a grant application received from the FOLTS LGA-s137.
2. To consider a grant application from the St Georges Church- LGA- s137.
3. To review the council's insurance renewal policy from Hiscox for 2023/24
4. To review the risk assessment carried out by Cllr Hadley in April.
5. To discuss a resident concern- Cowslip Drive, blind corner.
6. To discuss the need for a bike rack at the playpark on Cowslip.

23/58 Date of next meeting

Wednesday 8th June 2022

May Invoices

Wave			Cemetery Water	£	5.00		£	5.00	
Three	AP1176277684		Mobile Phone Charges	£	8.33	£	1.67	£	10.00
ACS Tree Care	162	27-Apr-23	Tree work	£	255.00			£	255.00
Gallagher	2214	25-Apr-23	Annual Insurance	£	652.54			£	652.54
Amy Jacklin	304	28-Apr-23	Clerks Expenses March/April	£	110.20			£	110.20
ROSPA	70138	28-Apr-23	Annual Playpark Inspection	£	92.50	£	18.50	£	111.00
Gallagher	8531	25-Apr-23	Annual Insurance	£	652.54			£	652.54
John Skipper	2323	30/04/2023	Village Maintenance	£	571.50			£	571.50
FOLTS_Grant Application			Shed	£	1,350.00			£	1,350.00
Church_Grant Application			Village Re-enactment	£	250.00			£	250.00

Chairman: Cllr C Mitchell

Clerk- Mrs Amy Jacklin, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG

07828 402 093 parish.clerk@littlethetford.org.uk

