



Thursday 11th May 2023 7pm

All councillors are summoned to attend the Annual meeting of Hundleby Parish Council in the Parish Rooms. This is an open meeting and the Press and the Public are all welcome.

There is an Open Forum for public participation at every meeting when members of the public are invited to ask questions or make short statements to the Council in relation to the business on the agenda. The Press and Public are not permitted to take part in the debates during the meeting.

_____ Clerk to the Council

04/05/2023

Agenda item

- 13.** Election of Chair and signing of the Declaration of Acceptance of Office as Chair
- 14.** Election of Vice Chair
- 15.** Suspend meeting for a period of public participation/forum and resume the meeting after the public forum
- 16.** To receive any apologies and accept valid reasons of absence
- 17.** To receive any declarations of interest in accordance with the Localism Act 2011 and consider any requests for dispensations¹ in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct
- 18.** To receive and approve the draft notes of the meeting held on 3rd April 2023
- 19.** To receive reports from the County and District councillors
- 20. Finance**
 - a) To formally note financial position
 - b) To formally note bank reconciliations
 - c) To note bank transfer from the Reserves account to the Current account of £1,400
 - d) To formally approve any automated, retrospective and future payments to be made:

02.05.23	Wave water rates DD (under LGA 1972 s.111)	£36.50
11.05.23	Coronation expenses (L Corten-Miller) (under LGA 1972 s.145)	£41.91
11.05.23	R M Holmes bench maintenance (under Parish Councils Act 1957 s.54)	£55
11.05.23	R M Holmes grass maintenance (under Public Health Act 1875 s.164)	£22
11.05.23	J Slaymaker Hall Cleaning April (under LGA 1972 s.111)	£49.50
11.05.23	Lalc Internal Audit fee (under Accounts and Audit (England) Regulations 2011 reg.4)	£180.00
17.05.23	Eon electricity (under LGA 1972 s.111)	£47.67
31.05.23	Salary (under LGA 1972 s.112)	£230.88
 - e) To note any income received since the last meeting

05.04.23	Hall Hire Tai Chi	£64.00
06.04.23	Precept	£5,000
06.04.23	Vat refund	£334.14
06.04.23	Hall Hire WI Jan-Mar	£54.00
08.04.23	Hall Hire HOP4E	£18.00
11.04.23	Interest Reserves account	£2.93

01.05.23	Hall Hire Comm. Café Apr-June	£54.00
30.04.23	Interest 32-day account	£32.49
02.05.23	Tai Chi April	£64.00

21. Planning Matters

- a) To consider any planning applications received since the last meeting: application reference N/088/00714/23 for Planning Permission - Extension to existing dwelling to provide additional living accommodation at 38 Main Road, Hundleby and resolve action
- b) To note any planning decisions and/or appeal notifications since the last meeting
- c) To consider application for tree work received for St Marys Church, Church Lane, Hundleby. Ref: EZY/ 0039/23/TCA and resolve action

22. Village

- a) To receive an update on highway matters
- b) To receive a report on the King's Coronation
- c) To consider purchasing a flagpole for installation on the village Green and resolve action
- d) To consider disposal of redundant material on the allotments and resolve action
- e) To consider the production and financing of a light informal village newsletter and resolve action

23. Parish Rooms

- a) To consider the cleaning of the blue upholstered chairs and resolve action
- b) To receive an update from the Working Party
- c) To consider quotations for the replacement of the rear door and replacement toilet windows and resolve action (quotations circulated)
- d) To consider hosting a community history event displaying the archive minute books and invite local contributions

24. Internal Council

- a) To review the Standing Orders
- b) To review the Financial Regulations
- c) To review the Code of Conduct
- d) To review the Complaints Policy
- e) To consider Terms of Reference for a Staffing Committee and appoint members
- f) To consider Terms of Reference for a Finance Committee and appoint members
- g) To consider the appointment of members as Leads for: Allotments; Health and Safety; Highways; Planning; Safeguarding and Website
- h) To receive and note the Asset Register at 31.03.23
- i) To consider a schedule of meetings for 2023/24
- j) To consider appointing a solicitor to register the Council's land holdings with the Land Registry as per requirement for all public sector land to be registered by 2025 and resolve action
- k) To receive letter of resignation from Clerk

25. To receive correspondence and resolve any action required

26. Clerk and Councillor Reports (for information only), including a review of actions from minutes and matters that Councillors wish to be brought to the next or subsequent meetings, *No decisions may be made under this section, but Councillors may wish to flag up issues.*

27. To note the date of the next meeting of the Parish Council

¹ A dispensation form should be requested from the Clerk before the meeting date and will be considered by Full Council at the meeting