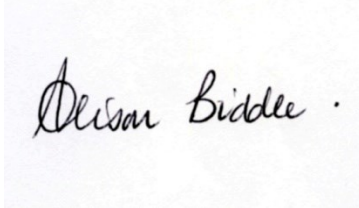


## Notice of Ordinary Meeting of the Parish Council

**Monday, 11 May 2020 at 7.30pm**  
**This will be a remote meeting.**

Members of the public and press are invited to attend the parish council meeting and are welcome to address the parish council on any items on the agenda during the public forum. **If you wish to attend, please contact the clerk no later than 5.00pm on the day of the meeting to obtain the joining instructions.**

Please note that the meeting may be recorded or filmed and that the council is unable to give any guarantee that members of the public will not be included. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place.



**Alison Biddle**  
**Clerk to the Council**  
**5 May 2020**

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### AGENDA

- 1. Apologies**  
To receive and consider accepting apologies from members.
- 2. Declaration of Interests**  
Members are responsible for determining whether they have a disclosable pecuniary interest in any item on the agenda, as defined by regulations made by the Secretary of State, and should disclose it and any other conflict of interest they may have, as soon as possible after the start of the meeting.
- 3. Dispensations**  
To receive and consider granting any dispensation requests.

**4. Minutes**

To approve the minutes of the ordinary parish council meeting held on 9 March 2020.

**5. Coronavirus Covid-19 Emergency Planning**

- 1 To receive update on community emergency plans & agree any further actions
- 2 To consider extending the delegation of council decisions to the clerk, in consultation with the chairman and vice-chairman, during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the council to fulfil its responsibilities to its residents.
- 3 To adopt protocol for remote meetings.
- 4 To consider deferring the annual meeting of the parish council until 2021 and confirm current appointments to continue in meantime.

**6. Public Forum**

A maximum of 15 minutes is set aside for members of the public to address the council on any item on the agenda. A maximum of 3 minutes shall be allowed for each speaker.

**7. Planning Matters**

To consider the following:

- 1 Meeting with Follett Property Holdings Ltd – to publicly note recent meeting and consider request for housing needs survey.

**8. County, District & Parish Liaison**

To exchange latest information with WCC and SDC councillors.

**9. Finance**

**1 Internal Audit 2019/20**

- i To receive internal audit report
- ii To review process of internal audit

**2 Financial Report 2019/20**

- i To approve transfers to reserves at 31 March 2020.
- ii To receive financial report for the year ended 31 March 2020.

**3 Annual Governance & Accountability Return (AGAR) 2019/20**

- i To complete & approve annual governance statement at section 1
- ii To approve the accounting statements at section 2.

4 To receive monthly financial report

5 To receive bank reconciliation reports for March and April 2020.

6 To approve accounts for payment this month

7 To consider transfer of Belectric funds to Village Charities Trustees for final phase of allotments refurbishment

**10. Environment & Properties**

- 1 Pavilion project - to approve business model and receive update
- 2 To consider additional lighting column in Old Road

**11. Reports and Questions - members may raise any matter in brief here**

**12. Exclusion of Public & Press**

Confidential matters, including those identified during the course of the meeting, to be discussed here following a resolution to exclude the public under Sec 100A of the Local Government Act 1972.

- 1 Hard Courts – to consider revised quote for replacement floodlights
- 2 Neighbourhood Development Plan - to receive quotes and appoint planning consultant
- 3 Staff Matters
  - i To agree recruitment process
  - ii To discuss job retention scheme

**13. Date of Next Meeting –** The next ordinary meeting of the parish council will take place on **Monday, 8 June 2020 at 7.30pm**. Venue to be confirmed but this may be a remote meeting. Details will be provided in the agenda when published.