

Great and Little Whelnetham Parish Council

The Parish Councillors of Great & Little Whelnetham are summoned to attend the Annual Council Meeting of the Parish Council on Monday 15 May 2023 commencing at 7.30pm at Great Whelnetham Community Centre.

Public Attendance – the public are welcome to attend this meeting however, if you prefer to email the clerk prior to the meeting at clerkwhelnethampc@outlook.com with a question this will be put to the council and you will receive a response by email.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

AGENDA

1.	Election of the Chairperson and Vice Chairperson inc. the signing of the Declaration of Acceptance of Office	7.30pm
2.	Apologies – a) Council to receive apologies for absence b) Council to consent to accept apologies received.	7.35pm
3.	Declarations of pecuniary and non-pecuniary interests	7.36pm
4.	To consider and approve the minutes of the previous of Monday 20 March 2023 (minutes as detailed on website) emailed prior to meeting.	7.45pm
5.	Public Forum - Chair's report, circulated prior to meeting - County Councillor Karen Soons' report, circulated prior to meeting - Clerk's report, circulated prior to meeting - Questions from the public and those received from the public via email for consideration - Correspondence, circulated prior to meeting a) Concerns from residents about anti-social behaviour b) Request for play equipment	7.50pm
6.	Statutory Business a) To confirm the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer b) Consider, review, and approve the following policies: Grant Awarding Policy, Disciplinary Policy, Publication Scheme, Equality & Diversity Policy, Health & Safety Policy, Complaints Procedure, Training & Development Policy c) Review Risk Assessment d) Councillors to complete the Register of Interests form	8.00pm
7.	Planning Applications decided upon by PC since last meeting - Householder planning application – single storey side extension (following demolition of existing extension), Location - Mereside, Bury Rd, Sicklesmere, IP30 OBU, Applicant Mr & Mrs Armstrong, unanimously supported. - Householder planning application – detached double garage with external stores, Location -The Hall, Lt Whelnetham Rd, Gt Whelnetham, IP30 ODA, Applicant Mr A Thornton, unanimously supported. - Planning application – Agricultural building, Location - Drake House, Water Lane, Lt Whelnetham, IP30 ODU, Applicant Mr R Abberley, unanimously supported.	8.10pm
8.	Finance	8.15pm

	<ul style="list-style-type: none"> a) To receive and approve the Statement of Accounts for year ending 31 March 2023 b) To confirm SALC as internal auditor for 2023-2024 c) To confirm PKF Littlejohn as external auditor for 2023-2024 d) Payments since last meeting and bank reconciliation e) To receive and approve the bi-monthly statement and cheques to be issued f) Complete change of authority/signatory form to remove a signatory g) Receipt of precept for 2023/24 h) Receipt of Karen Soon's Locality Budget of £600 	
9.	Updates	8.30pm
10.	B/frwd from last meeting <ul style="list-style-type: none"> a) Consider a new village sign b) Consider the maintenance and preservation of the Railway Walk c) Consider a neighbourhood plan – documents circulated about the procedure before this meeting d) Consider the replacement of the current VAS units 	
11.	Matters for consideration at next meeting	8.40pm
12.	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – Clerk's employment contract	8.45pm
13.	Close of meeting	9.00pm
14.	Date of next meeting, Wednesday 28 or Thursday 29 June 2023 to receive and approve the Annual Internal Audit Report for the year ending 31 March 2023 as produced by the Council's appointed internal auditor	

Elaine Gorman
Clerk
08.05.23