

# Annual Meeting of the Parish Council

## To Members of Bishampton & Throckmorton Parish Council

You are duly summoned to attend the Annual meeting at 7.00pm on  
**Monday 13<sup>th</sup> May 2024** in The Ockenden Suite, Bishampton Villages Hall

# AGENDA

## 1. To Elect a Chair and receive signed Declaration of Acceptance of Office

## 2. To Elect a Vice Chair

## 3. Apologies: To receive apologies and to approve reasons for absence.

## 4. Declarations of Interest:

- Register of Interests: Councillors are reminded to keep their register of interests updated, and:
- To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- To declare any Other Disclosable Interests in items on the agenda and their nature.
- To submit any written requests for the council to grant a dispensation (Localism Act 2011, s33) to the clerk as soon as possible, at any time prior to the start of the meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 13(4) (b) of the Members' Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence (Localism Act 2011, s29).

### *The meeting will be adjourned for Public Questions*

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting.

### *The meeting will be resumed*

## 5. Minutes: To approve and sign the minutes of the meeting on 8<sup>th</sup> April 2024

## 6. District and County Councillors' reports: for information.

## 7. Key Documents to review for adoption or approval:

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|---|--|
| 7.1 Review & adopt Financial Regulations        | 7.2 Review & adopt Standing Orders           |
| 7.3 Review & adopt Code of Conduct              | 7.4 Review of Risk Management Scheme         |
| 7.5 Review & confirm Direct Debits              | 7.6 Review and adopt Scheme of Delegation    |
| 7.7 Review & confirm Strategic Objectives       | 7.8 Review & confirm Asset Register          |
| 7.9 Review & confirm bank mandate & signatories | 7.10 Review and approval of Insurance Policy |

## 8. To review and readopt the following policies/procedures:

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|--|------------------------------|
| 8.1 Equality and Diversity                     | 8.2 Publications Scheme      |
| 8.3 Freedom of Information                     | 8.4 Complaints               |
| 8.5 Disciplinary, dismissal & grievance policy | 8.6 Press & Media            |
| 8.7 Social Media                               | 8.8 Training and Development |
| 8.9 General Data & Privacy Notice              | 8.10 Reserves Policy         |
| 8.11 Health & Safety Policy                    | 8.12 Publication Scheme      |

**9. To review following policies/procedures**

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 9.1 General Power of Competence | 9.2 Retention and Archiving       |
| 9.3 Dispensations Procedure     | 9.4 Grant Application forms       |
| 9.5 Grant awarding Policy       | 9.6 Staff Appraisal               |
| 9.7 Social Media Policy         | 9.8 Training & Development Policy |
| 9.9 Community Engagement Policy |                                   |

**10. To confirm:**

- |                              |   |
|------------------------------|---|
| 10.1. Planning Team members  | 10.2 Communications Lead                |
| 10.3. Buildings Team members | 10.4 Monthly playground inspection rota |

**11. Finance**

- 11.1. To receive the April bank reconciliation
- 11.2. To receive the current monthly list of payments and receipts and approve payments
- 11.3. To confirm the Reserves at the start of 2024/25

**12. Progress Reports: for information & discussion:**

- |  |           |
|--|-----------|
| 12.1. Unauthorised gate in the fence at The Dolphin              | CT/MH/JGB |
| 12.2. Update on considering the creation of a multi-agency forum | DR        |
| 12.3. Update from Infinis regarding the Solar Farm               | JW        |

**13. Items for consideration:**

- 13.1. To approve the return of the £1000 deposit to previous shop tenant
- 13.2. To note points raised in the RoSPA playground inspections and agree actions
- 13.3. To consider purchasing an owl box for the Nature Reserve FA
- 13.4. To consider changing the date of the July meeting
- 13.5. To consider a request for a dog waste bin and signage at St James Church
- 13.6. To consider whether to hold the coffee morning in May due to the bank holiday
- 13.7. Suggestions for the annual action plan

**14. Planning** - for up-to-date planning news visit our website [www.batpc.org.uk/planning](http://www.batpc.org.uk/planning)

- 14.1 To consider the following **planning applications** plus any received after publishing the agenda:

<b>W/24/00662/HP &amp; W/24/00663/LB</b>	Sunnybank Cottage, Main Street, Bishampton	Removal of previous single storey link extension and replacement with single storey garden room/kitchen extension
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- 14.2 To receive the following **planning decisions** plus any received after publishing the agenda.

Appeal A: APP/H1840/W/23/3327533 – The Cottages, Broad Lane - Dismissed

Appeal B: APP/H1840/Y/23/3327534 – The Cottages, Broad Lane – Dismissed

W/23/02542/HP – 8 Orchard View Cottages, Main Street - Approved

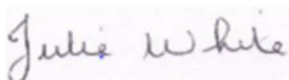
**15. Properties – Any updates**

**16. To note items of correspondence**

**17. Clerk's report**

**18. Councillors reports and items for future agenda**

**19. Date of next meeting: Monday 3<sup>rd</sup> June at The Parish Room, Throckmorton - 7.00pm**



**Julie White, Parish Clerk**

**7<sup>th</sup> May 2024**