



Councillors are summoned to attend the Annual Meeting of the Parish Council to be held on 13 May 2021 at 8pm at Longdon Village Hall.

Please note that we will make every effort to ensure that this meeting is as Covid secure as reasonably possible. With this in mind may I ask you please to:

- wear a face covering at all times unless addressing the meeting
- maintain social distancing at all times
- use the hand sanitiser provided when entering the hall
- sign in on the list of attendees for track and trace

The meeting is open to members of the public to attend. However, given the restrictions that are still in place, we may need to limit the number of people who can be accommodated in the hall. I apologise in advance if this leads to disappointment or inconvenience.

Parishioners are invited to give their views and questions on the agenda or raise issues for future consideration.

AGENDA

- 1) **Apologies:** *To receive apologies and to approve reasons for absence.*
- 2) **To elect a Chairman and Vice-Chair for the year to 31 March 2022**, and for the Chair to sign the Declaration of Acceptance of Office
- 3) **Declarations of Interest**
- 4) **Public session:** *this section of the meeting will be open for questions and contributions from parishioners, first on planning matters and then on other topics.*
- 5) **Minutes:** *To consider for adoption the minutes of the last ordinary meeting of the council (previously circulated).*
- 6) **To confirm the Standing Orders of the Council for the year ended 31 March 2022**
- 7) **To confirm the Financial Regulations of the Council for the year ended 31 March 2022**
- 8) **To confirm the number and membership of working groups and committees for the year ended 31 March 2022**
- 9) **Finance:**
 - i) *To note and accept the report of the Internal Auditor for the year to 31 March 2021*
 - ii) *To approve and sign the Annual Governance Statement and Accounts for the year to 31 March 2021*
 - iii) *To approve and sign the Certificate of Exemption for the year ended 31 March 2021*
 - iv) *To agree the period of public rights to inspect the books of the council to start on Thursday 3 June.*
 - v) *To consider payment of fees and invoices presented.*
- 10) **Planning:**
 - i) *To note the following responses made to planning applications*

Application Number (and link to MHDC documentation)	Location	Description of Proposal	Date for Response
21/00356/FUL	Hill House, Bushley, GL20 6AF	Part conversion of agricultural barn to function suite, additional workshop and new toilet facilities for estate staff	10 May 2021
21/00636/LB & HP	Chambers Court, Longdon, GL20 6AS	Proposed outbuilding (retrospective)	10 May 2021

- 11) **Future meeting schedule:** *Confirm the date of the next meeting*

PCT AIL

Philip Striplin, Clerk to the Parish Council, 9 May 2021