

# **BIRTSMORTON PARISH COUNCIL**

Notification of annual meeting of Birtsmorton Parish Council to be held  
on **Wednesday 17 May 2023 at Castlemorton Parish Hall, Armitage Room**

## **Draft Agenda**

**Before the start of the meeting any members of the public present will be invited to speak and their views will be noted and discussed by the Council during the meeting under the appropriate agenda topic. (Duration: 15 minutes)**

1. Election of chairman and signing of declaration of office.
2. Election of Vice Chairman
3. To consider apologies and approve reasons for absence
4. Declarations of Interest
  - i. **Register of Interests.** *Councillors are reminded of the need to update/complete register of interests.*
  - ii. **To declare any Disclosable Pecuniary Interests (DPI) and/or Other Disclosable Interests (ODI) in items on the agenda and their nature.**
  - iii. **To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) for those with Disclosable Interests to take part in discussions or voting.** *(Written requests to be with the clerk at least 4 clear days prior to a meeting.)*
- Councillors who have declared a DPI and or ODI which falls within the terms of paragraph 12(3) of the Code of Conduct must leave the meeting for the relevant items unless a dispensation has been received/granted.**
5. Confirmation of minutes of 13 March 2023
6. Matters arising
7. Finance: Annual Return for year ended March 2023
  - a) i) Certificate of Exemption
  - ii) To approve: Section 1: Annual Governance Statement & Section 2: Accounting Statement 2022/23.
  - b) To consider and approve payments due/made since 13 March 2023 and to receive update on current financial situation including new procedures with internet banking. CALC/Insurance/ICO
8. To discuss and update on highways/drainage/flooding issues within the Parish and lengthsman.
9. Nutshell Agreement
10. Planning – report on planning applications & decisions.
11. Correspondence – items of correspondence
12. Meetings. 4C's Wednesday 15 March.
13. Councillor responsibilities: Planning, Highways, Coombe Green, 4C's
14. Parish Council Vacancy and Co-option
15. Confirmation of the dates of the next meeting. **September 2023**