**I HEREBY GIVE NOTICE THAT THE ANNUAL MEETING OF THE HEMINGTON PARISH COUNCIL WILL BE HELD ON Wednesday 24th May 2023 at 7.45pm**

**PUBLIC PARTICIPATION**

Members of the public and press are entitled to attend the meeting unless the Parish Council by resolution enters confidential session. Within this public session, members of the public may make representations, ask, and answer questions and give evidence on any matter affecting or of concern, by addressing the Chairman. Members of the public are requested to raise any matter during this session as the rest of the meeting is not open to public participation.

**AGENDA**

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for this municipal year. Upon his/her election, the Chairman will be invited to formally subscribe a declaration of acceptance of that office.

1. **ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman for this municipal year. If appointed, upon his /her election, the Vice Chairman will be invited to formally subscribe a declaration of acceptance of that office.

1. **WELCOME & APOLOGIES**

 To consider any apologies for absence.

4. **PARISH COUNCIL MEMBERSHIP**

a. To receive any updated Register of Interests.

b. All Councillors to sign acceptance of office

1. **DECLARATIONS OF INTEREST**

To DECLARE interests, RECEIVE written dispensation requests for items of disclosable pecuniary interest and GRANT requests where appropriate. Under the Parish Council’s Code of Conduct in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012,SI No. 1464.

1. **CONFIRMATION OF MINUTES**

Recommended: That the minutes of the Parish Council Meeting (April 2023) are approved as a correct record and agreement given for them to be signed by the Chairman.

1. **CHAIRMAN’S REPORT / INTRODUCTION**

 To receive a short introduction from the newly appointed Chairman.

1. **MATTERS FROM PREVIOUS MEETING**
	1. Planning Issue Raised by Resident – Apple Tree Cottage – update Cllr Clark
	2. Septic Tank Lid Play Park
	3. Play Park Progress (see item 10 below for review of financial costings)
	4. Traffic Matters including progress from Cllr Clarke re: Sara Davis
	5. Trapped Lorry at Laverton – progress report
	6. Carry forward of matters needed to be included in the next months agenda. For some years items get missed off and then lost. An example being that the goalposts were due to be painted – this was agreed but the action then lost so its not understood if the matter was progressed, completed or missed.
	7. The Chair advised that he would like to purchase a new Union Jack flag for the green in time for the Coronation. Prices were around £50.

1. **PLANNING MATTERS FOR CONSIDERATION**

Update on applications from last meeting where appropriate:

2023/0661 Old Dairy Laverton, variation in conditions to design of pergola with alternative glazed openings. Given the deadline email comments provided which Supported this application.

To consider the following planning applications:

**10. FINANCES**

To present current financial statement and balance on accounts – Balance on accounts showing as £

 To agree schedule of payments as indicated below:

 Savills – Playing field Rent £125.00

 Clerk – Salary April 2023 £238.25

 Idverde – Grasscutting Aug missed bill £338.37

 Kay Harvey – Internal Audit Fee £150.00

 Town & Country Websites (Annual Website hosting) £160.00

 To agree payment (on invoice) of Village Hall insurance cost £749.32

 To review costings from Creative Play in relation to the Play park (2 quotations provided)

To receive YE End Accounts signed by RFO giving figures of income £ 20013.01, expenditure £6973.50 and balance on accounts for the YE £ 22956.79

 To receive Internal Auditor Report and as a result Sign off Annual Governance Return for 2022/23

To set period of public notice for annual inspection period; suggested dates 5th June to 14th July 2023

To make changes to any Bank Mandate or banking arrangements as necessary.

**10. REPORTS**

 Chairman’s Report

 Village Pond – Algae growth and weed

 Wooden Stables East end of Faulkland

 Clerk’s Report -Website issues have now been rectified.

 County Councillor Report

**11. INTERNAL CONTROL / OPERATING PROCEDURES**

a. To review the following and confirm fit for purpose:

• Standing Orders • Financial Regulations • Asset Register • Risk Assessment / Risk Management Schedule

b. To confirm that the Parish Council is compliant with the Data Protection Act 2018, Freedom of Information Act 2000 and confirm that there have been no FOI requests for the 2020/21 financial year.

**12**. **OTHER BUSINESS REFERRED TO THE CLERK**

Village noticeboard - Cllr Hucker

**13. MATTERS OF REPORT AND TO BE REFERRED TO NEXT MEETING**

**14. DATES OF FURTHER MEETINGS**

To agree Full Council meeting dates for the coming year including:

## Half yearly budget considerations (suggested September) and the 2024 Annual Parish Meeting (suggested May 2024)

**Close**