

Abbots Morton Parish Council



Councillors are summoned to the Annual Meeting of the Parish Council on **Thursday 9th May 2019 at 8:00PM**, or immediately following the conclusion of the Annual Parish Meeting, in Abbots Morton Village Hall

Press and public are cordially invited to attend

Agenda

1. **Declaration of Acceptance of Office:** Signing by those members present and to consider deferring signing for any members not present.
2. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
3. **Election of a Vice-Chairman**
4. **Register of Interests:** To note the requirement to submit a new Register of Interests form.
5. **Apologies for absence:** To receive apologies and to approve reasons for absence.
6. **Declarations of interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
7. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
8. **Open Session:** *The meeting will be adjourned for the open session.*
 1. **District Councillors:** To receive a report.
 2. **County Councillor:** To receive a report.
 3. **Footpaths Officer:** To receive a report.
 4. **Police:** To receive a report.
 5. **Village Hall Committee:** To receive a report.
 6. **Public participation (10 minutes):** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration
9. **To consider and adopt the minutes** from the Parish Council meeting on the 28th March 2019.
10. **Progress reports**
 1. **Parish Council elections**
 2. **Councillor vacancies and co-option**
11. **Correspondence**
 1. **Wychavon District Council:** To note invite to the Wychavon Parishes Event on the 13th June 2019 at 5.45pm.
 2. **Worcestershire County Council:** Consultation on the County Council's Planning "Enforcement Plan" Document, Publication of Pre-Application Guidance Document and Updating Planning Consultation Database.
 3. **Resident:** To consider a request to install CCTV cameras on the village road.
 4. **Resident (anonymous):** To consider reported issues with aggressive dogs near to footpath 523C.
12. **Planning**
 1. **19/00967/FUL:** Manor Farm, Abbots Morton Road, Abbots Morton, WR7 4NA. Subdivision of garden and conversion of existing barn to a residential dwelling.
13. **Abbots Morton Village Hall (New Homes Bonus application)**
 1. To consider responses to the New Homes Bonus Consultation
 2. To approve the New Homes Bonus bid for submission to Wychavon District Council for consideration at next Localism panel meeting (June 2019).
14. **Annual business as per Standing Orders**
 1. **General Power of Competence:** To review eligibility.
 2. **To review the following policy procedures and documents:**
 1. Balances and Reserves Policy
 2. Clerk, Parish, Councillor Protocol
 3. Code of Conduct



4. Complaints Procedure
5. Disciplinary Procedure
6. Equal Opportunities Policy
7. Financial Regulations
8. FOI Act
9. FOI Guide
10. GDPR Data Privacy Policy
11. GDPR Data Protection Policy
12. GDPR Data Security Incident Procedure
13. Grievance Procedure
14. Press and Media Policy
15. Protocol for Planning Site Visits
16. Publication Scheme
17. Retention Policy
18. Standing Orders
19. Training and Development Policy
20. Insurance cover
21. Inventory of Assets
22. Risk Schedule

3. To review appointment to committees and external bodies:

1. Finance Working Group
2. Staffing Committee
3. Village Hall Committee

15. Finance

1. **Year end accounts (2018/19):** To consider and approve.
2. **Certificate of Exemption:** To self-certify exemption from external audit.
3. **Annual Internal Audit Report:** To consider and approve.
4. **Annual Governance Statement:** To consider and approve.
5. **Accounting Statements:** To consider and approve.
6. **Bank mandate:** To review bank signatory arrangements.
7. **Invoices:** To approve the following invoices for payment:
 1. David Hunter-Miller (salary and expenses): £417.61
 2. HMRC (PAYE): £91.20
 3. Luke Farnsworth (Lengthsman): £200.00
 4. Came & Company (insurance): £218.00
 5. Worcestershire CALC (subscription): £101.52
 6. Iain Selkirk (internal audit): £100.00

16. Councillors' reports and items for the next agenda: Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.

17. Date of the next meeting

Dated 29th May 2019