

HAMPTON BISHOP PARISH COUNCIL

**Parish Councillors are summoned to attend the Annual Meeting of the Parish Council on
Tuesday 16th May 2023 at 19.00 in the Village Hall**

A G E N D A

- 1. To elect a Chair.**
- 2. To elect a Vice Chair.**
- 3. To receive apologies for absence.**
- 4. To receive declarations of interest & written requests for dispensation.**
- 5. To co-opt to fill current vacancies following the election process.**
- 6. To consider minutes of the previous meeting held on 21st March.**
- 7. To consider membership on Working Groups:**
 - 7.1 Planning.
 - 7.2 Finance.
 - 7.3 Parish Land (including Orchard).
- 8. To consider appointment of officers:**
 - 8.1 Tree Officer.
 - 8.2 Footpaths Officer.
- 9. To consider delegation of powers to Parish Clerk:**
 - 9.1 Spend within agreed budget between meetings.
 - 9.2 Comments on planning applications between meetings.
- 10. Open Session:**
 - 10.1 To receive a brief verbal report from the recently elected Ward Councillor.
 - 10.2 To receive the views of local residents on parish matters.
- 11. Parish Orchard**
 - 11.1 To consider request for parking on orchard during fete.
 - 11.2 5-year Plan ... To receive an update and consider action.
- 12. Finance**
 - 12.1 To note Bank balance.
 - 12.2 To consider investment of surplus funds with CCLA.

- 12.3 To note receipt of first half of precept ... £10,500.00.
- 12.4 Audit 2022/2023 ... To consider documents for AGAR submission:
 - 12.4.1 Internal Audit Report.
 - 12.4.2 Governance Statements.
 - 12.4.3 Statement of Accounts.
 - 12.4.4 Exemption Certificate.
 - 12.4.5 Dates for exercise of public rights.
- 12.5 To consider payments:
 - 12.5.1 Clerk's salary April/May & HMRC.
 - 12.5.2 Annual Insurance renewal ...
 - 12.5.3 Autela Payroll ... £73.85.
- 12.6 To note payments made by Clerk under delegated powers:
 - 12.6.1 Removal of fallen trees from parish land ... £600.00.
 - 12.6.2 Parish Contractor ... £160.00 for April and May.

13. Road Safety

- 13.1 To note date of next meeting of B4224 Strategy Group on Monday 5th June.
- 13.2 To consider concerns of local resident re speeding in vicinity of Holywell Gutter Lane.

14. Village Hall

- 14.1 To consider grass-cutting grant requests for financial years:
 - 14.1.1 2022/23
 - 14.1.2 2023/24.
- 14.2 To consider outstanding payments for hall hire during financial year 2022/2023.
- 14.3 To consider advance payment of hall hire for 2023/2024.

15. Footpaths: To receive an update from the Footpaths Officer and consider action.

16. Annual Parish Meeting

- 16.1 To consider the date.
- 16.2 To consider a speaker.

17. To note date of next scheduled meeting ... Tuesday 18th July 2023.

Lynda P Wilcox – Parish Clerk – 11th May 2023