

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held on **Thursday, 11 May 2023**, scheduled for 7.30pm, at the Coddenham Centre Foyer, when the under-mentioned business will be transacted.

*Sue Frankis*

Clerk to the Council and Proper Officer

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Thursday, 11 May 2023

## AGENDA

1. To **ELECT** the Chair, including signing of the Declaration of Acceptance of Office
2. To **ELECT** the Vice-Chair
3. To **RECEIVE** and **APPROVE** apologies for absence
4. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
5. PUBLIC FORUM:
  - a) to **RECEIVE** comments from residents of the parish on current agenda items
  - b) to **RECEIVE** reports from the County and District Councillors
6. To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 16 March 2023
7. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 16 March 2023
8. To **CONFIRM** the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
9. **FINANCE:**
  - a) to **APPROVE** the Schedules of Payments for April and May 2023
  - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for 31 March and 30 April 2023
  - c) to **AGREE** VAT Reclaim of £612.07
  - d) to **AGREE** the Year End Accounts, including the Asset Register for 31 March 2023
  - e) to **ALLOCATE** the General Fund 31 March 2023
10. To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return 2022/23
11. To **RECEIVE** the SALC 2022/23 Internal Audit Report and Recommendations
12. To **RECORD** the Council's eligibility to use the General Power of Competence

13. To **CONSIDER** planning matters, including receipt of the Planning Schedule 30 April 2023
14. To **RECEIVE** an update from the Coddendam Parish Council Highways Working Group and to **AGREE** actions as required
15. To **RECEIVE** the Churchyard Report and to **AGREE** actions as required
16. To **RECEIVE** the report from the CPC Coddendam Centre Representative
17. To **RECEIVE** the Report from the Broom Hill Trust Council and to **AGREE** actions as required
18. To **RECEIVE** the Report from the Mill Hill, Broom Hill and Allotment Working Group
19. To **AGREE** to Create a Mill Hill Trust – as requested by Cllr S Gregory
20. To **AGREE** Broom Hill Co-operative Trustees – as required by Cllr S Gregory
21. Parish Plan Update – as requested by Cllr N Mills
22. To **AGREE** Councillor Roles and Responsibilities
23. To **AGREE** to Upgrade the Parish Council owned Streetlights to LED and to **AGREE** Expenditure
24. To **ADOPT** a Parish Council Internet Banking Policy
25. To **CONFIRM** the date of the next meeting of the Parish Council, 13 July 2023, and to consider all future meeting dates and the venues for them
26. Matters raised by members, including matters for consideration at the next Parish Council meeting