EARDISLEY GROUP PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Eardisley Group Parish Council will be held on Monday, 20th May 2024 at 7:00pm in Eardisley Village Hall.

****Press & Public are cordially invited to attend****

Councillors are also hereby summoned to attend the next ordinary Parish Council meeting, immediately following the annual meeting at approximately 7:30pm in the same venue.

AGENDA

1. Election of a chairperson and signing of the Declaration of Acceptance of Office form.

2. Election of Vice-Chairman.

3. To remind councillors of their responsibility to review and update their Notices of Registrable Interests ***within 28 days of a change to any Disclosable Pecuniary Interest*** and to note the newly published Guidance Note on Respect.

4. To receive apologies for absence.

5. To receive declarations of interest and written requests for dispensations.

6. To elect appointees to the following roles:
   - Footpath Officers – **Eardisley**, **Winforton** and **Whitney**
   - Millennium Green Representative(s)

7. To review the structure & membership of working groups (Finance, Planning, Highways, Environment and Community Services)
   7.1. To consider creating a new working group: Neighbourhood Development Plan (Review) and membership thereof.

8. Annual business as per Standing Orders: to review policy procedures and documents for re-adoption (see Appendix 1).

This concludes annual meeting business; the agenda continues for the ordinary meeting.

9. **Open Discussion**:
   9.1. To receive the Ward Councillor's report
   9.2. Public Participation Period – up to 15 minutes

10. To agree & sign Minutes of the last parish council meeting held on 15th April 2024.

Signed: A.M. Murgatroyd Date: 15-05-2024

Clerk to the Parish Council

EARDISLEY GROUP PARISH COUNCIL

11. **Finance & Compliance**:
    - 11.1. To note the Bank Reconciliation report (April 2024) for approval.
    - 11.2. To review the Assets Register and update, if required.
    - 11.3. To consider insurance coverage and policy renewal 2024-25
    - 11.4. To review and approve Direct Debits 2024-25: Vodafone PC Mobile £8.63p/m, Information Commissioner £35.00 p/a; HMRC ER PAYE, quarterly, variable. UTB service charges £18.00 p/quarter; Multipay Charge Card £3.00 per month.
    - 11.5. To consider a donation request to support the employment of a school crossing patrol person (Eardisley School).

12. **Planning**: To consider the following planning applications:
    - 12.1. **P240738/F – Land Adjacent to Nos 1 & 2 Quebb Cottages, Eardisley HR3 6LP** – Proposed agricultural workers dwelling. Works to include landscaping & betterment to the septic tank. **Target Determination Date: 05.06.2024**
    - 12.2. **P240428/FH- Queestmore Cottage, Eardisley HR3 6LW** – Proposed two storey extension to rear of dwelling & a thermal storage shed. **Deadline: 01.06.2024**
    - 12.3. **P241067/F – Eardisley Church of England Primary School, Eardisley HR3 6NS** – Proposed single-storey extension to existing classroom. **Deadline: 07.06.2024**

13. **Highways**:
    - 13.1. Update and actions from the recent Parish Drive Round (Highways Working Group).

14. **Community:**
    - 14.1. To consider response(s) to community notice regarding sale of the Sun Inn and agree next steps, if required.

15. **Payments & Transfers**:
    - 15.1. To verify the payments and bank transfers listed below, made under delegated powers or approved previously:

Ref:	Payee	Description	VAT (£)	Gross Payment (£)
15.1.1	Plunkett UK.	Donation Drawdown	40.00	...240.00
15.1.2	Whitney VH	Hall Hire	0.00	75.00
15.1.3	HMRC	PAYE (Q4/23-24)	0.00	136.79
15.1.4	HTWN	Membership	0.00	30.00
15.1.5	Autela Payroll	Payroll Processing	12.29	73.73
15.1.6	UT Bank (Curr.)	UT Bank (Savings) TFR	0.00	12,000.00 CR

Signed: A.M Morgan ..... Date: 15-05-2024

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15.2. To consider the following payments for approval:

Ref:	Payee	Description	VAT (£)	Gross Payment (£)
15.2.1	A Morgan	SLCC Membership	0.00	183.00
15.2.2	A Morgan	Expenses (Apr 2024)	0.00	72.29
15.2.3	A Morgan	Salary (May 2024)	0.00	As per staff contract

16. To note **Correspondence**.

17. Matters for next Agenda – no discussion.

Next Meeting: Monday, 17th June 2024, 7:30pm, Eardisley Village Hall

Signed: A.M. Morgan Date: 15-05-2024

Clerk to the Parish Council

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APPENDIX 1 TO AGENDA

DOCUMENTS & POLICIES TO BE REVIEWED as part of the Annual Meeting of the Parish Council

All current versions of documentation can be found on the Parish Council's website on the Policies & Compliance Documentation page
https://eardisleygroup-pc.gov.uk/policies-compliance-documentation/

- Standing Orders
- Financial Regulations – deferred; will be replaced by newly published model regulations – for consideration at the June 2024 PC meeting.
- Financial Reserves Policy
- Electronic Banking Policy
- Risk Management Policy
- Councillor's Code of Conduct
- Virtual Meetings Policy
- Grant & Donations Policy & Application Form
- Equal Opportunities Policy
- Complaints Procedure
- Vexatious Complaints Policy
- Press & Media Policy

Data Protection Policies & Forms (modelled on templates provided by the Information Commissioner's Office): Link to web site: **https://eardisleygroup-pc.gov.uk/data-protection/**

- Data Protection Policy
- Data Protection General Privacy Notice
- Data Protection Staff Privacy Notice
- Subject Access 'How To' Guide
- Subject Access Request Form
- Data Retention & Disposal Policy
- Data Security Incident Procedure

Signed: A.M. Morgan ..... Date: 15-05-2024
Clerk to the Parish Council