

CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL

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NOTICE OF ANNUAL PARISH COUNCIL MEETING

Members of Clifford Chambers & Milcote Parish Council are hereby summoned to attend a meeting in the Jubilee Village Hall on **Wednesday, 15TH May 2024, at 7.30pm** for the purpose of transacting the following business. The meeting is open to members of the public who may take part during the fifteen minutes public open session (individual comments should be kept to 3 minutes).

Agenda

1.To elect the Chairman.

The Chairman will sign their Declaration of Acceptance of the Office of Chair

2.To elect the Vice Chairman

3.To record absences and receive any apologies for absence.

4.Declarations of Interest:

Councillors are reminded to declare any Disclosable Pecuniary and non- Pecuniary interests in agenda items and the nature of those interests.

5. Public Open Session (maximum 15 minutes)

To receive any matters of interest or questions relating to items on the agenda or for future meetings. Members of the public are limited to 3 minutes each.

4. Minutes of the previous meetings

To approve the minutes of the Ordinary meeting of the Parish Council held 20th March 2024 and approve minutes of confidential, extraordinary meeting held May 3rd 2024.

5. District & County Councillor Reports

County Councillor – Daren Pemberton

District Councillor – Stuart Keighley

6. Governance, to complete annual business in keeping with the council's Standing Orders

6.1 Review Standing Orders and Financial Regulations.

6.2 Review of the council's and/or staff subscriptions and other bodies.

6.3 Confirmation of the arrangements for insurance cover

6.4 Review of inventory and other assets

6.5 Review of the council's complaints procedure

6.6 Review of the council's policy and procedures relating to Freedom of Information

6.7 Review of the council's grievance policy

6.8 To consider adopting disciplinary policy.

6.9 To confirm the council continues to meet the conditions to qualify and use the General Power of Competence.

-2-/May 2024

7. Civility and Respect Pledge.

Members to consider any training necessary to facilitate signing up to the Civility and Respect Pledge.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By the Council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

8. Staffing Committee

Members to consider appointing a staffing committee comprising 3 members to review all staffing matters and to determine frequency of meetings.

9. Clerks Report on any outstanding matters and correspondence received

9.1 Clerk to update members on actions taken since the last ordinary meeting including any updates from WCC on bridge assessment and Highways.

9.2 Clerk to raise the point of new bins to the village.

9.3 Communication received from WAC

10. Flooding Report & Maintenance

10.1 Members to discuss next steps and time frames regarding flood action plan.

10.2 Members to review any outstanding matters relating to overgrown verges / trees.

11. Finance

11.1 To consider and authorise payments in accordance with finance schedule.

11.2 To receive bank reconciliation and receive EOY 2023/24 accounts.

11.3 To note the Annual Internal Audit Report

11.4 To agree responses to the Annual Governance Statement

11.5 To agree the Annual Accounting Statements for 2023/24

11.6 To notify exercise of public rights.

12. Neighbourhood Plan Review

Members to discuss next steps.

13. Climate Change & Biodiversity

Members to review adopting a climate change policy, and to consider any local initiatives that may benefit the community including working with local groups.

14. Three-Year Strategic Plan

Members to consider the merits of preparing a strategic plan for the coming three years. The plan would provide insight into the aspirations and needs of the parish and ensure the parish council sets and manages its priorities within an agreed budget achieving value for money.

15. Planning Matters

To consider any planning matters relevant to Clifford Chambers & Milcote Parish including:

15.1 24/00875/FUL &

15.2 24/00876/LBC - 37 The Square Clifford Chambers, Internal alterations

15.3 All Things Wild (any further development to the application)

16. Meeting Dates

Members to confirm dates to end of 2024 for ease of reference for residents.

Debbie Woodliffe
Parish Clerk /RFO

8th May 2024