All meetings are normally open to the Public and Press

**I HEREBY GIVE NOTICE THAT THE ANNUAL MEETING OF THE WITHAM FRIARY PARISH COUNCIL WILL BE HELD ON Tuesday 9th May 2023 at 7.30pm**

**PUBLIC PARTICIPATION**

Members of the public and press are entitled to attend the meeting unless the Parish Council by resolution enters confidential session. Within this public session, members of the public may make representations, ask, and answer questions and give evidence on any matter affecting or of concern, by addressing the Chairman. Members of the public are requested to raise any matter during this session as the rest of the meeting is not open to public participation.

**AGENDA**

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for this municipal year. Upon his/her election, the Chairman will be invited to formally subscribe a declaration of acceptance of that office.

1. **ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman for this municipal year. If appointed, upon his /her election, the Vice Chairman will be invited to formally subscribe a declaration of acceptance of that office.

1. **WELCOME & APOLOGIES**

 To consider any apologies for absence.

4. **PARISH COUNCIL MEMBERSHIP**

a. To receive any updated Register of Interests.

b. To consider Councillors to oversee the following:

 Highways

Network Rail

Communications

Parish Plan

Recreation Ground

Playpatch

Footpaths

Witham Water

Sustainable Witham

1. **DECLARATIONS OF INTEREST**

To DECLARE interests, RECEIVE written dispensation requests for items of disclosable pecuniary interest and GRANT requests where appropriate. Under the Parish Council’s Code of Conduct in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012,SI No. 1464.

1. **CONFIRMATION OF MINUTES**

Recommended: That the minutes of the Parish Council Meeting of are approved as a correct record and agreement given for them to be signed by the Chairman.

1. **CHAIRMAN’S REPORT / INTRODUCTION**

 To receive a short introduction from the newly appointed Chairman.

1. **PLANNING MATTERS FOR CONSIDERATION**

Update on applications from last meeting where appropriate: None

To consider the following planning applications:

2023/0584 The Caravan, Postlebury House

Demolition of existing dwelling and erection of new dwelling

Deadline 4th May – Decision made via email canvass

2023/0561 Henleaze Farm, Holt Lane

Erection of 1no. Timber Clad cabin for tourist use.

Deadline 10th May

**9. FINANCES**

To present current financial statement and balance on accounts – Balance on accounts showing as £

RFO advised that the precept of £10274 has been received from Somerset Council

Payment of £50 from Roger Barnes has been received – may need refunding

 To agree schedule of payments as indicated below:

 J Gregory Salary + WFH costs £279.96

 DBD Play £2517.60

 Grass Valet grasscutting November, March & April £528.00

 Grass Valet annual maintenance of Track £342.00

 Bank Mandate update

 To receive YE End Accounts signed by RFO

 To receive Internal Auditor Report and as a result Sign off Annual Governance Return for 2022/23

 To set period of inspection by the public – suggested as 5th June to 14th July

**10. REPORTS**

 Chairman’s Report

 Highways

 Communications

 Recreation Ground – Quotation circulated for grass cutting

 Play Patch

 Footpaths

 Witham Water

 Network Rail

1. **FOOTBALL CLUB – USE OF FIELD**
2. **POLICY ADOPTION SCHEDULE**

To consider registration with the ICO given we hold or may hold at any given point in time personal information:



1. **OTHER BUSINESS REFERRED TO THE CLERK**

**16. DATES OF FURTHER MEETINGS**

To agree Full Council meeting dates for the coming year including:

## Half yearly budget considerations (suggested September) and the 2024 Annual Parish Meeting (suggested May 2024)

**Close**