

Cottered & Throcking Parish Council



To all Parish Councillors

You are hereby summoned to attend **via zoom** the **ANNUAL MEETING OF THE PARISH COUNCIL** on **Tuesday 4th May 2021 at 7.30pm** for the purpose of transacting the following business.

Please note this meeting will take place **remotely via zoom**. If you wish to join the remote meeting, please email the Clerk for the link to allow you access.

Clerk to the Council
clerk@cotteredpc.org.uk

AGENDA

1. **ELECTION OF CHAIRMAN 2021-2022**
2. **ELECTION OF VICE CHAIRMAN 2021-2022**
3. **APOLOGIES**
To receive apologies for absence
4. **DECLARATIONS OF INTEREST**
To receive any declarations of interest in items on the agenda
5. **PUBLIC PARTICIPATION**
To suspend standing orders to allow parishioner and public comments
6. **MINUTES OF PREVIOUS PARISH COUNCIL MEETING**
To confirm the minutes of the Parish Council meeting held on Tuesday 9th March 2021
7. **PARISH ASSETS COMMITTEE**
To appoint members to serve on the Parish Assets Committee for the forthcoming Council year.
8. **PARISH COUNCIL DOCUMENTATION**
To review, amend and approve where necessary:
 1. **Standing Orders** – *To replace the standard wording in Standing Orders 18f and 18g to reflect the UK no longer being in the EU2*
 2. **Code of Conduct**
 3. **Financial Regulations** - *With the departure of the UK from the European Union, the thresholds under Public Procurement Regulations are now expressed only in Sterling, and the values have been revised. Footnote 3 to Regulation 11.1.c of the Model Financial Regulations, requires updating.*
 4. **Risk Assessment**
 5. **Register of Assets** – *updated to include two new litter bins*
 6. **Complaints Procedure**
 7. **Publication Scheme**
 8. **Training Policy**
 9. **Privacy Policy**
9. **PARISH COUNCILLORS' REPORTS**
10. **FINANCE**
 - 10.1 To note Finance Report and authorise payments (Report tabled)

- 10.2 **Annual Governance and Accountability Return (AGAR) 2020-2021**
- I. To formally approve the Internal Auditors Report
 - II. To formally approve the Annual Governance Statement and signed by the Chairman
 - III. To formally approve the Summary Accounting Statements and signed by the Chairman
 - IV. To formally approve the Dates of the Period for the Exercise of Public Rights – *Monday 14th June 2021 to Friday 23rd July 2021*

11. **PLANNING**

- 11.1 To receive Planning Report (Report tabled) and current Planning Applications

12. **HIGHWAYS**

- 12.1 White lining road markings – to agree what areas are of priority re. Cllr Robinson’s report

13. **PARISH ASSETS COMMITTEE REPORT**

No further meetings

14. **ELECTORIAL REVIEW – Report by Clerk**

15. **PARISH MATTERS**

- 15.1 **Cricket Pavilion** – update on works to date
- 15.2 **Church Lane** – update renaming progress
- 15.3 **Changes to Brook End Lane** – update
- 15.4 **Flooding and storm drains in Cottered** – update on works
- 15.5 **Greening Campaign** – update by Cllr Lawton
- 15.6 **Signage on the Village Greens** – update on policy
- 15.7 **Access track to the Cricket Pavilion** – update on discussions re. gate
- 15.8 **Playground**
 - I. **Signage** – update from Cllr Robinson
 - II. **Replacement parts** – report from Cllr Robinson
- 15.9 **Street name signage replacement** – update from Cllr Robinson
- 15.10 **Damage to verge in Peasecroft** - update from Cllr Robinson
- 15.11 **Cutting of hedges at The Crescent** - update from Cllr Robinson
- 15.12 **Contribution to tree works carried out on land under the jurisdiction of the Parish Trust** - update from Cllr Robinson

16. **RECREATION GROUND TRUST (PARISH TRUST)**

- 16.1 Clarification of which trees are on Trust land – update by Cllr Harwood Bee and Cllr Robinson

17. **CLERK’S REPORT AND CORRESPONDENCE**

To receive Clerk’s Report and note correspondence received not on the Agenda

18. **DATES OF NEXT MEETINGS**

Date	Meeting	Venue
13th July 2021	Parish Council Meeting 7.00pm	Cottered Village Hall
7th September 2021	Parish Council Meeting 7.00pm	Cottered Village Hall
9th November 2021	Parish Council Meeting 7.00pm	Cottered Village Hall
11th January 2022	Parish Council Meeting 7.00pm	Cottered Village Hall
8th March 2022	Parish Council Meeting 7.00pm	Cottered Village Hall

Members of the public are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during the public sessions.