

Councillors are summoned to attend the Annual General Meeting of the Parish Council to be held on Monday 20<sup>th</sup> May 2024 at 7.30 pm in the Village Hall, Twyning. Members of the public are welcome to attend.

G Jennings (Clerk/RFO)

Councillors: Clayson, Davies, Ellis, Hadley, Holden

## A G E N D A

If you wish to record or film the meeting please advise the Chairman at the start of the meeting.

929	<u>Confirmation of Appointment of a Council Chairman</u>
930	<u>Appointment of Vice Chairman</u>
931	<u>To receive apologies</u>
932	<u>To receive declarations of interest/requests for dispensation</u>
933	<u>To agree the Minutes of the Council Meeting of 15<sup>th</sup> April 2024</u>
934	<u>To receive the Minutes of the Annual Parish Meeting and agree actions arising:</u> <ul style="list-style-type: none"> <li>• Adopt the Action Plan with additions from the Annual Parish Meeting</li> </ul>
935	<u>Consider applications for Co-option and make appointments</u>
936	<u>Appoint:</u> Staffing Committee (3) to make appointments, carry out appraisals and formulate staff policy for recommendation to Council Planning Committee (5) delegated responsibility for planning decisions Amenities Working Group (2) to assess and manage risks associated with Council owned assets, oversee condition of property (also to liaise with TRAC & Explorer Scouts/volunteers re: Biodiversity Action Plan) Tree Warden (volunteer David Lockett) to monitor condition of trees on Council owned land or affecting Council owned land Snow Warden (volunteer Orazio Di Marco) to monitor grit supplies and make requests for snow plough visits Village Hall Committee member Councillor Advocacy Scheme – make requests on behalf of the parish re: policing Council auditor – checks bank reconciliation and supporting paperwork
937	<u>Year End Accounts – The draft Year End Accounts and returns have been circulated:</u> <ol style="list-style-type: none"> <li>1. Receive the Independent Auditors Report</li> <li>2. Agree the distribution of reserves as shown on the Balance Sheet</li> <li>3. Approve the Governance Statement 23/24</li> <li>4. Approve the Accounting Statements 23/24</li> </ol>
938	<u>Finance &amp; Governance</u> <ol style="list-style-type: none"> <li>1. Agree Payments for May</li> <li>2. Receive the Budget Analysis to April and agree the bank reconciliation</li> <li>3. Agree that all Polices have been reviewed in the last year and are up to date or identify those which require amendment</li> <li>4. Agree the insurance renewal £975.33 from 1<sup>st</sup> June and confirm that it gives adequate cover</li> <li>5. Review bank mandate and appoint additional bank signatories</li> </ol>

	6. New councillor training
939	<p><u>Village Matters</u></p> <p>1. <u>London Plane</u></p> <p>The Chairman has proposed an open discussion about the way forward – the options so far:</p> <p>a. Lop branches off the tree to 4m as recommended (no need for re-inspection for 2 years) combined cost of this and other tree works (£2800) – carry out all tree work in Autumn and use temporary fencing in interim</p> <p>b. Fence off around diameter of tree with post and rail (£2000 for materials plus installation) need to reinspect within a year – NOTE: Fencing not allowed to restrict access on a village green</p> <p>c. Let grass grow under Plane tree and install signage (approx. £200) and reinspect, carry on with other tree works in Autumn 2024 at the lowest cost of the 2 quotes already received.</p> <p>2. <u>Location of Book Swap Cupboard</u></p> <p>Discuss whether there is a suitable location – the village hall cannot accommodate and it may be a hazard outside the shop</p> <p>3. <u>Pub seating on the Green</u></p> <p>Following notice given in July and again in August 2023 discuss the pub seating on the Green and its removal</p> <p>4. <u>Kilmore Field</u></p> <p>Discuss the poor condition of the field and problems arising with the grass cutting contract/future use as a football venue</p>
940	<u>Adjournment for Public Participation – Members of the public may raised questions on any item on this agenda (if on another matter they should raise it with the clerk via <a href="mailto:clerk@twyningcouncil.co.uk">clerk@twyningcouncil.co.uk</a>)</u>
941	<p><u>Planning Matters</u></p> <p><u>Consultations:</u></p> <p>Extension of Premises Licence – Puckrup Hall – increase in hours</p> <p><u>Notification of Decisions:</u></p> <p>23/00712/LBC Proposed replacement door and window units 2 Pound Close Twyning Consent</p>
942	<p><u>Date of Next Meeting</u></p> <p>17<sup>th</sup> June 2024</p> <p>The Meeting will be adjourned to exclude the public for an update on a legal matter – to agree a fee account and to consider additional costs for court evidence (£650)</p>