

SILK WILLOUGHBY PARISH COUNCIL MEETING
Thursday 27th July 2023 at 7.30pm in Silk Willoughby Village Hall

Dear Councillor

I hereby give you notice the SILK WILLOUGHBY ANNUAL PARISH COUNCIL MEETING will be held on Thursday 27th July 2023 at 7.30pm. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Clerk to the Council: Rowena Boden Dated: 21st July 2023

Public Forum: The Parish Council Meeting will be preceded by a public forum, for which Councillors are also asked to be present, when members of the public may ask questions or make short statements to the Council. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

AGENDA

Chairman's Welcome and Housekeeping Arrangements.

PUBLIC PARTICIPATION SESSION

To receive reports from outside bodies.

Report from C. Cllr Hagues

Report from D. Cllr Jackson

Questions or Points raised by residents and members of the public.

COUNCIL SESSION

1. Apologies for Absence: To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

2. Declarations of Interest: To receive Declarations of Pecuniary Interests of all parish councillors.

3. Approval of Minutes - To approve and accept as a true record the notes of the meeting of the Parish Council held on 22nd June 2023 and to authorise the Chairman to sign the official minutes.

4. Silk Willoughby Roads - To receive an update on the ongoing Traffic concerns.

5. Grant Applications – To receive an update on current grant applications.

6. Queen's Memorial Bench - To receive an update on the Memorial Bench.

7. Village Pond - To receive an update on the Village Pond.

8. Insurance - To review and consider the insurance policy for year 23-24.

9. Garden Centre Voucher - To receive an update on the remaining vouchers.
10. Correspondence - To receive a list of correspondence received.
11. LALC Awards – To receive a report on the LALC awards that took place
12. Bank Accounts for Grant Deposits.
 a) To review and accept the Investment Policy
 b) To review and consider other bank accounts for both the grant and CIL deposits.
13. Documents Handover. To receive an update of the handover of documents held by previous Cllrs.
14. Planning Applications. To receive and discuss the following applications
 a) 23/0558/HOUS – 7 London Road. To ratify comment of ‘No comment’ submitted
 b) 23/0819/TCA – St. Deny’s Church. Tree reduction and crown uplift.
15. Neighbourhood Plan. To review and consider the need of a Neighbourhood plan.
16. Finances.
 a) To receive the clerk’s report on payments between meetings

Invoice Date	Payee	Amount
17/5/23	Bank Charges	£5.00
31/5/23	R. Boden (Month 2)	GDPR
19/4/23	R. Boden (stamps)	£8.80
31/5/23	LCC Speed Watch	£150.00
May 23	L. Nelson	£105.00
3/6/23	Tidy Gardens & Grounds	£345.00
12/6/23	ICO	£35.00
16/6/23	Bank Charges	£5.00
20/6/23	LALC (Internal Audit)	£180.00
30/6/23	R. Boden (Month 3)	GDPR
3/7/23	Tidy Gardens & Grounds	£230.00
26/4/23	Scribe Accounts	£180.00
17/7/23	Bank Charges	£5.00
20/7/23	HMRC Land Registry	£3.00

- b) To note the payment of £267.78 from HMRC for the VAT reclaim.
- c) To consider and approve the bank reconciliation.
- d) To consider and approve the quarterly budget spend.

17. To review the Standing Orders

18. To review the Financial Regulations

19. To review and consider the Asset Register.

20. To review and consider the following policies.

a) Health & Safety policy

b) Equality & Diversity policy

c) Data Protection policy

d) Data Breach policy.

21. Date and Time of next meeting. To note the next meeting as 28th September 2023 at 7.30pm in the village hall.