

Hessett Parish Council

Clerk: Michelle Fisher

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To Members of Hessett Parish Council

You are duly summoned to attend the meeting of Hessett Parish Council to be held on

Tuesday 16th May 2023 at 7.30pm

at Hessett & Beyton Village Hall, The Street, Hessett



Michelle Fisher - Clerk

10th May 2023

*Approx
Timings*

AGENDA

- 7.30
- 1. Election of Chair**
To elect a chair for the coming year (2023/24)
 - 2. Election of Vice Chair**
To elect a Vice Chair for the coming year (2023/24)
 - 3. Signature of Acceptance of Office Forms**
The newly elected Chair and Vice Chair to sign Declarations.
 - 4. Apologies**
To receive apologies and to approve reasons for absence.
 - 5. Declarations of Interest**
 - a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - b. To declare any Other Disclosable Interests in items on the agenda, and their nature.
 - 6. Minutes**
To agree the minutes of the Meeting of the Parish Council held on 11th April 2023 and to authorise the Chair to sign them as a true record.

by 7.40

 - 7. County & Borough Councillor Reports**
 - a. To receive a written report from County Cllr Otton;
 - b. To receive a written report from District Cllr Willshire;

by 7.50

 - 8. Public Forum**
Residents are invited to give their views and question the Parish Council about issues on this agenda or to raise issues for future consideration. The time allocated will not normally exceed 15 minutes and is at the discretion of the Chair.

by 8.05

 - 9. Planning**
 - a. To consider responses to any planning application consultations that come to hand prior to the meeting.
 - b. To receive any update reports on planning applications considered previously.

by 8.10

 - 10. Clerk's Report & Administrative Business**
 - a. To be advised of decisions taken under delegated powers since the last meeting.
 - b. To be advised of any relevant correspondence and to receive a report on any significant matters not otherwise on the agenda and not already drawn to the attention of councillors, and to report progress on actions arising from previous meetings.

11. New Village Sign

To ratify the decision in principle for a new village sign at the south end of the village, at the cost of £350

by 8.15 **12. Allotments**

- a. To review the rental charge from October 2023 and to clarify status, waiting lists, payments and required notice.
- b. To consider the appointment of an allotment officer or representative of allotment-holders.

by 8.25 **13. Telephone Kiosk**

To receive an update report from Debbie Willis and to determine any further action.

by 8.30 **14. Co-Options**

To consider how to fill vacant seats on the council and consider any co-options.

by 8.35 **15. Insurance**

To review insurance cover for the coming year and approve the renewal of the policy with Aviva (via BHIB) under the final year of a three year agreement, at a cost of £476.33 (previous year £484.76).

by 8.40 **16. Finance & Governance**

- a. To receive the schedule of receipts and payments and to approve the payments;
- b. To consider the use of Electronic Banking and determine any further action;
- c. To agree payment of the Clerk's salary monthly via standing order;
- d. To approve the 2022/23 Accounts;
- e. To consider the information on the Exemption Certificate of the Annual return and to authorise the RFO and Chair to sign it;
- f. To consider and approve Statement at Part 2, Section 1 of the Annual Return and to authorise the Chair to sign it on behalf of the Council;
- g. To consider the information provided at Part 2 Section 2 of the Annual Return and to authorise the Chair to countersign it on the behalf of the Council.

by 8.50 **17. Schedule of Meetings**

To ratify dates for Council meetings for the coming year, to May 2024 as follows: 25th July, 26th September, and 28th November 2023; 30th January, 26th March, and 21st May (Annual Meeting) 2024.

by 8.55 **18. Councillors' reports and items for future agendas**

Councillors may use this opportunity to report on meetings attended, to agree the attendance of councillors (to represent the Council) at any forthcoming meetings, to report (only) matters of information not included elsewhere on the agenda or raise items for future agendas (only), not included elsewhere on the agenda.

by 9pm **Close of meeting**

Copy to: County Cllr Otton & District Cllr Willshire