

Notice of Annual Meeting of the Parish Council to be held at 7.30pm on Wednesday 13<sup>th</sup> May 2020 by Cisco Webex meeting software under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 followed by Ordinary Parish Council meeting, both of which Parish Councillors are summonsed to attend for the purpose of considering and resolving the business as set out in the agenda below.

.....*Alysoun Hodges*..... - Clerk to the Council - 7th May 2020

**ALL PAPERS CIRCULATED WITH THIS AGENDA VIA EMAIL AND GOOGLE DRIVE LINK**

BUSINESS

**Annual Meeting**

- 20/1 Election of Chairman for year 2020/2021 and Signing of Declaration of Acceptance of Office
- 20/2 Election of Vice-Chairman for year 2020/2021
- 20/3 To receive apologies for absence
- 20/4 To receive any declarations of interest from Members
- 20/5 To note and approve:
  - i) Standing Orders and to note temporary Standing Orders agreed 20<sup>th</sup> March 2020 (to be reviewed September 2020)
  - ii) Financial Regulations updated in line with new NALC model
- 20/6 Council Policies –
  - i) to approve updated:
    - Safeguarding Statement and Policy
    - Equality and Diversity Statement and Policy
    - Code of Conduct
    - Complaints Procedure
    - Grant Aid Policy
  - ii) To note index of, and review dates for, existing policies
- 20/7 To appoint representatives to various bodies (Including Witchford Playing Field Association) and working parties and for taking a lead role in the monitoring of various issues
- 20/8 Insurance review 2020-21
- 20/9 Review of Parish Council risk assessments
- 20/10 Internal audit review deferred to June 3<sup>rd</sup> 2020

*Witchford Parish Council will not record any personal details about any person attending any of its meetings, unless it is a legal requirement to do so or unless an individual gives express consent for any personal details to be recorded. Any personal data so recorded will be processed in accordance with Data Protection legislation.*

20/11 Review of Parish Council subscriptions to other bodies

20/12 To thank landowners for continuing to allow permissive footpaths in village

20/13 To thank volunteers in a range of roles in the village

### **Ordinary Parish Council meeting**

The PUBLIC and PRESS are cordially invited to address the Council before the meeting begins, for a maximum of 15 minutes.

20/14 To approve and sign Minutes of the Ordinary Parish Council Meeting held on 22<sup>nd</sup> April 2020- *circulated with agenda*

To note decision summary from Ordinary Parish Council meeting held on 22<sup>nd</sup> April 2020 for information only.

20/15 **Information from District and County Councillors**

20/16 **Finance** (*all circulated with agenda*):

- to note bank reconciliation as at 28<sup>th</sup> April 2020
- to note progress of application for online banking
- to approve payments on schedule of payments

### **Planning Matters**

20/17 To note information from ECDC regarding CIL allocation

20/18 To note information from ECDC about s106 agreement for development at Sutton Road and agree any action

20/19 To note update from ECDC on adoption of Witchford Neighbourhood Plan

### **Community**

20/20 Baptist Church:

- i) to note building conditions survey and agree any action arising
- ii) to note requirements of Financial Regulation paragraph 13.4 and agree action
- iii) to note repayment schedule for **(hypothetical)** loan of £50,000 at interest rate current at 30<sup>th</sup> April 2020 **(for illustrative purposes only)**
- iii) to agree any further action

20/21 2021-22 LHI Bid

- i) to note latest responses from online survey dated 7<sup>th</sup> May 2020
- ii) to agree scheme to be put forward to County Council for 2021-22 funding

*Witchford Parish Council will not record any personal details about any person attending any of its meetings, unless it is a legal requirement to do so or unless an individual gives express consent for any personal details to be recorded. Any personal data so recorded will be processed in accordance with Data Protection legislation.*

20/22 Play areas:

- i) monthly report
- ii) to clarify play park closures

20/23 WPFA:

- i) to consider grant application from WPFA
- ii) to note email from WPFA and agree action

20/24 To note information from County Councillor regarding waste recycling centre

20/25 To note letter from Lucy Frazer MP regarding use of open spaces

20/26 To authorise Chairman to sign Letter of Authorisation for Utility Aid electricity broker for 36 months from date of signing

20/27 To note updates from Clerk on progress of newsletter and new website

20/28 To note letter from Ely City Council regarding bus shelter (email from ECDC and google map extract provided as background)

### **Open Space**

20/29 Wildflowers – to note any updates and agree any action

20/30 Upcoming agendas – Councillors to propose items for upcoming Parish Council agendas (

20/31 Date of next Parish Council meeting Wednesday 3<sup>rd</sup> June 2020