

Willoughby Parish Council

ANNUAL PARISH COUNCIL MEETING

I hereby give notice that the Annual Meeting of Willoughby Parish Council will be held in the Village Hall on 14th May 2024 at 7.00pm, to which you are summoned for the transaction of the following business

Summons	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
Invitees	The General Public, Cllr Dale Keeling
Meeting Chair	Cllr Beech
Minute Taker	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting* and may raise questions or comment on agenda items during Public Participation. Members of the public are not expected to speak at any other time during the meeting.

*Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'.

AGENDA

1. **To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office**
2. **Record of Members Present**
3. **To Receive Apologies and the Reasons for Such Absence**
4. **To receive the completed Declaration of Pecuniary Interests forms from all Councillors.**
5. **Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
6. **To receive the completed and signed Code of Conduct Declarations from all Councillors**
7. **To confirm the approval of the minutes of the meeting held on 9th April 2024**
8. **To review the Scheme of Delegation**
9. **To review and adopt the revised Standing Orders**
10. **To review and adopt the revised Financial Regulations**
11. **To review the Fixed Asset Register**
12. **To review the Policy Review Schedule**
13. **To adopt the following policies:**
 - 13.1 Complaints Procedure – no proposed changes
14. **To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 14.1 R24/0094- The Old Filling Station, London Road
 - 14.2 R24/0192 – Stearn Meadows Barns, London Road
 - 14.3 St Nicholas PCC grants applications
 - 14.4 Flood barriers
15. **Planning Applications**
 - 15.1 R24/0321 – Stearn Meadows Barn, London Road – to confirm the no objection response, with comments, as submitted for the previous application R23/1254, for the conversion of agricultural barn into 1no residential dwelling

16. Highways, Street Lighting and Footpaths

16.1 To receive an update on the holes on the path following the street light installation on Woolscott Road

17. Finance

17.1 To approve the payments in the schedule attached to this agenda

17.2 To review payments made under s137

17.3 To review the bank mandate

17.4 To receive the Annual Internal Audit Report for the year ended 31st March 2024

17.5 To approve the Annual Governance and Accountability Return – Section 1

17.6 To approve the Annual Governance and Accountability Return – Section 2

17.7 To confirm the dates of the period for the Exercise of Public Rights

17.8 To confirm the arrangements for insurance cover

18. Councillor Vacancy

18.1 To receive an update on the Councillor Vacancy

19. Training

19.1 To review the training records for councillors and the clerk and to identify training needs

20. Correspondence (for information only)

None

21. Councillors' Reports and Items for the Next Agenda

To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas

22. Date of the next meeting: 11th June 2024

SCHEDULE OF PAYMENTS TO BE APPROVED on 14th May 2024

Payee Name	Description of Service	Amount £
Greenstone Contracts	Mowing – March 2024	330.00
Greenstone Contracts	Mowing – April 2024	660.00
WALC	Annual subscription	175.20
SLCC	50% share of annual subscription	72.00
Zurich Insurance	Public and Employers liability insurance	590.70
nPower	Street light electricity – April	33.05
nPower	Street light electricity - March	71.82
M Beech	Refreshments for Annual Community meeting	9.10
Salaries	Overtime for Annual Community meeting	59.80
Total		£2,001.70



Parish Clerk – Joanne Jarman

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Dated: 9th May 2024