



Littledean Parish Council and Burial Authority

Littledean Parish Council
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5th October 2020

ORDINARY MEETING OF LITTLEDEAN PARISH COUNCIL

Members of the public are invited to attend a meeting of Littledean Parish Council that has been arranged for Monday 12th October 2020 at 7.00pm. The meeting will take place through the remote platform Zoom for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

All meetings of the Council are open to the public and press, members of the public and press will be asked to leave for agenda items taken confidentially in Committee under standing orders.

If, as a member of the public, you wish to attend the remote meeting please contact the Clerk as soon as possible so that a test meeting can be undertaken with you to ensure a smooth process.

Yours faithfully

Clerk & RFO to the Parish Council

1. **Apologies for absence**
To receive, note and accept apologies for absence
2. **Declarations of Interest**
To receive any declarations of interest in any matter to be discussed at the meeting, Members are requested to identify the nature of the interest and indicate whether it is **personal** or **prejudicial**
3. **Minutes of previous meeting(s)**
To agree and accept the minutes of the Ordinary Meeting and the Recreation Ground Charity Trustees meeting both held on the 14th September 2020.
4. **Public consultation**
To provide members of the public with the opportunity to make statements and ask questions
5. **Reports**
 - 5.1 To receive a report from District Councillor Nicky Packer
 - 5.2 To receive a report from County & District Councillor Richard Boyles
6. **Finance**
 - 6.1 **Accounts for payments**
To approve the payments as presented at the meeting
 - 6.2 **Financial statement and cash re-conciliation**
To approve the financial statement and bank re-conciliation as presented at the meeting
 - 6.3 **Website Accessibility Compliance**
To discuss the quotes received for meeting the legal requirement for Parish Council website to be compliant with the new regulations and agree the way forward and steps to be taken.
 - 6.4 **Insurance Renewal**
To agree the annual insurance renewal under the 3-year fixed term agreement
7. **Planning**
To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

P1398/20/FUL	4 Nailsmiths Court, Littledean	Erection of a two-storey ear extension with associated works
P1474/20/FUL	Cardinal Cottage, Popes Hill	Construction of a two-storey porch incorporating new staircase and internal alterations
P1493/20/TCA	Bell House, Church Street, Littledean	Crown reduction of Yew Tree by 25%

8. Matters Usually Covered at Annual Meeting of the Parish Council

Code of Conduct

To review and accept the Code of Conduct.

Standing Orders & Financial Regulations

To review and accept the current Standing Orders and Financial Regulations

Committee Arrangements and Committee Terms of Reference

To review and accept delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities

Existing Committees

To receive and accept nominations to existing committees.

New Committees

To appoint any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and receive and agreed nominations to them.

External bodies

To review representation on external bodies and arrangements for reporting back to the Parish Council.

Asset inventory

To review and accept the inventory of land and assets including buildings and office equipment.

Risk Assessment

To review and accept the current Risk Management Controls.

Insurance cover

To note that insurance cover is in place and the next renewal date.

Memberships

To review the Council's and/or employees' memberships of other bodies

Complaint's, FOI/DPA and press/media procedures

To review and accept the Council's current adopted complaints procedure.

To review and accept the Council's current procedure for handling requests made under the Freedom of Information Act and the Data Protection Act.

To review and accept the current procedures for dealing with the press and media

9. Highway Matters / Police Matters

9.1 To receive an update on any outstanding and new Highway matters to include discussions on the zebra crossing and to agree any actions to be taken.

9.2 To receive an update on any outstanding or new police matters.

10. Christmas Festivities December 2020 and Winter Newsletter

To discuss the Christmas Party for December 2020 and the newsletter for distribution

11. Burial Board

To receive and discuss any Burial Board enquiries or issues.

12. Public Conveniences

To receive and discuss any Public Conveniences enquiries or issues.

13. Village Tasks / Street Cleaning, Litter Picking and Waste

To receive any matters relating to the village regarding the above.

14. Memorial and Recreation Areas

14.1 To discuss any matters regarding the recreation areas.

14.2 To receive updates on any Village Memorials.

15. Other Items for Information Only/Future Agenda Items

Items brought to the Councils attention for information – no decisions will be made at this meeting if a decision is needed the item will be placed on the agenda for the next meeting

16. Date of next meeting – Monday 9th November 2020