



*Littledean Parish Council and  
Burial Authority*

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9<sup>th</sup> May 2023

Members of the public are invited to attend the Annual Meeting of Littledean Parish Council that has been arranged for Monday 15<sup>th</sup> May 2023 at 7.00pm, the meeting will take place at Littledean Community Centre 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, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.

V Roberts, Clerk

AGENDA

1. **Election of Chair**  
To elect a Chairman for 2023-2024 and receive the Chairman's declaration of acceptance of office.
2. **Election of Vice-Chair**  
To elect a Vice-Chairman for 2023-2024 and receive the Vice-Chairman's declaration of acceptance of office.
3. **Apologies for Absence**  
To receive and accept any apologies given.
4. **Declarations of Interest**  
To receive any declarations of interest.
5. **Code of Conduct**  
To review and accept the Code of Conduct.
6. **Standing Orders & Financial Regulations**  
To review and accept the current Standing Orders and Financial Regulations.
7. **Committees, sub-committees**  
To confirm existing committees, sub-committees and working groups. To appoint any new committees, sub-committees or working groups that may be needed. To confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and accept and agree nominations for new and existing.
8. **External bodies**  
To review representation on external bodies and arrangements for reporting back to the Parish Council.
9. **Asset inventory**  
To review and accept the inventory of land and assets including buildings and office equipment.
10. **Risk Assessment**  
To review and accept the current Risk Management Controls.
11. **Insurance cover**  
To note that insurance cover is in place, is sufficient for the needs of the Council and the next renewal date.
12. **Memberships**  
To review the Council's and/or employees' memberships of other bodies.
13. **Minutes of previous meeting(s)**  
To agree and accept the minutes of the Ordinary Meeting held on March 13<sup>th</sup> 2023, the Annual Parish Meeting and Planning Meeting both held on the 17<sup>th</sup> April 2023.
14. **Public consultation**  
To provide members of the public with the opportunity to make statements and ask questions.
15. **Reports**
  - 15.1 To receive a report from County Councillor Beki Hoyland
  - 15.2 To receive a report from District Councillor Richard Burton
  - 15.3 To receive a report from District Councillor Andy Moore
16. **Financial Matters**

**16.1 Accounts for payments – May 2023**

To discuss and agree to take out the 4 Year support plan for the defibrillator.

To approve the payments as circulated and presented at the meeting.

**16.2 Financial statements - May 2023**

To approve the financial statements as circulated and presented at the meeting.

**16.3 End of Year Figures – 2022/23**

To approve Receipts & Payments to 31<sup>st</sup> March 2023.

To approve Bank Reconciliation to 31<sup>st</sup> March 2023.

To approve the whole year end accounts as at 31<sup>st</sup> March 2023.

To approve the summary of reserves as at 31<sup>st</sup> March 2023.

**16.4 Review of Investments and Bank Accounts**

To review the investments and bank accounts.

**16.5. Internal Audit 2022/23**

To note that the Internal Audit has taken place and to receive and discuss the internal auditor report and to agree to undertake the recommendations made.

**16.6 Bank Mandate**

To discuss and sign the bank mandate to alter signatories.

**17. Annual Governance and Accountability Return 2022-2023**

**17.1 Annual Return – Governance Statements 2022-2023**

To approve and sign Section 1 - Annual Governance Statement 2022-23.

**17.2 Annual Return – Accounting Statements 2022-2023**

To approve and sign Section 2 - Accounting Statements 2022-23.

**17.3 Dates for the Exercise of Public Rights**

To confirm dates for the exercise of public rights as Monday 5<sup>th</sup> June 2023 to Friday 14<sup>th</sup> July 2023.

**17.4 Planning**

To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals.

Planning Ref	Property	Proposed Planning App Details
P0507/23/FUL	Land at Littledean Hill Road	Erection of a detached single-storey dwelling with associated parking, landscaping and works.
P0541/23/FUL	85 Oak way	Erection of single storey rear extension. Demolition of existing conservatory.
To discuss the previously circulated information for the Trading Consent Variation Consultation		

**18. Burial Board**

To discuss any matters relating to the Burial Board.

**19. Public Conveniences**

To discuss any matters relating to the public conveniences.

**20. Village Tasks / Street Cleaning, Litter Picking and Waste**

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

**21. Recreation Areas and Memorials**

**21.1 Recreation Areas**

To discuss any new matters regarding the recreation areas.

**21.2 Village Memorials**

To discuss any new matters regarding the Village Memorials.

**22. Highways**

**To discuss the most recent updated Highways report**

To discuss the recently circulated Highways list and agree any comments to be made on outstanding and any new matters.

**23. Police Matters**

To discuss any existing or new Police matters.

**24. Casual Vacancies following Elections**

To note the number of vacancies and to advertise for co-option.

**25. 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.

**26. Date of next meeting**

Monday ?????