

Coddenham Parish Council



Sue Frankis, Parish Clerk
E: clerk.coddenhampc@gmail.com
Telephone: 07548 152181
Correspondence: 24 Church Crescent
SPROUGHTON, IP8 3BJ
www.coddenhampc.org.uk

To All Parish Councillors

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held on **Thursday, 6 May 2021**, scheduled for 7.30pm, when the under-mentioned business will be transacted.

This meeting is to be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. As a member of the public, if you would like to attend the meeting via remote access, please contact the Clerk by 5pm on Wednesday, 5 May 2021.

Sue Frankis

Clerk to the Council and Proper Officer

Thursday, 6 May 2021

AGENDA

1. To **ELECT** the Chair, including the signing of the Declaration of Acceptance of Office
2. To **ELECT** the Vice-Chair
3. To **RECEIVE** apologies for absence
4. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
5. To **CONSIDER** comments from residents of the parish on current agenda items
6. To **RECEIVE** reports from the County and District Councillors
7. To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 18 March 2021
8. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 18 March 2021
9. To **CONFIRM** the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
10. To **CONFIRM** the appointment of Parish Councillors to external bodies
11. To **RECEIVE** an update from the Coddenham Parish Council Highways Working Group and to **AGREE** actions as required
12. To **RECEIVE** an update from the Coddenham Parish Council Coddenham Centre Management Group representative
13. To **RECEIVE** the Churchyard Report, including church wall repairs and tree works and to **AGREE** actions as required

14. FINANCE: i) to **REAPPROVE** the Schedules of Payments for March 2021 and to **APPROVE** the Schedule of Payments for April and May 2021
- ii) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports as at 31 March and 30 April 2021
- iii) to **AGREE** to vire £175 from budget heading 'newsletter' to 'memorial statue' at the year end 31 March 2021
- iv) to **AGREE** purchase of a new laptop for use by the Parish Clerk
- v) to **AGREE** VAT Reclaim
- vi) to **AGREE** the Year End Accounts, including the Asset Register, as at 31 March 2021
- vii) to **ALLOCATE** the General Fund as at 31 March 2021
15. To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return 2020/21
16. To **RECEIVE** an update on the MSDC Business Rates Demand and to **AGREE** actions as required
17. To **RECEIVE** the Clerk's Report
18. To **RECEIVE** the SALC 2020/21 Internal Audit Report and Recommendations
19. To **CONSIDER** planning matters, including receipt of the Planning Schedule as at 30 April 2020
20. To **ADOPT** a Grant Application Form as part of the Grant Policy
21. To **AGREE** the hourly rate of pay for the footpath grass cutting 2021 schedule to be undertaken
22. To **CONFIRM** the date of the next meeting of the Parish Council
23. Matters raised by members, including matters for consideration at the next Parish Council meeting