

Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Thursday, 13 October 2022**, scheduled for 7.30pm, (re-scheduled from 8 September 2022), when the under-mentioned business will be transacted.

Sue Frankis

Clerk to the Council and Proper Officer

Thursday, 13 October 2022

AGENDA

1. To **RECEIVE** and **APPROVE** apologies for absence
2. To declare a casual vacancy due to the resignation of Cllr S Wythe
3. To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions and to **APPROVE** such dispensation requests, as received before the meeting
4. PUBLIC FORUM:
 - a) to **RECEIVE** comments from residents of the parish on current agenda items
 - b) to **RECEIVE** reports from the County and District Councillors
5. To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 14 July 2022
6. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 14 July 2022
7. FINANCE:
 - a) to **APPROVE** the Schedules of Payments for August and September 2022
 - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for July, August and September 2022
 - c) to **AGREE** to transfer £200.00 from budget heading 'S137' to budget heading 'Defibrillator'
8. To **RECEIVE** the Notice of Conclusion of Audit and the External Auditor Report and Certificate for 2021/22
9. Finance Working Group – to **CONSIDER** 2023/24 Budget and Precept
10. To **RECEIVE** the report from the Coddenham Parish Council Coddenham Centre Management Group representative
11. To **RECEIVE** an update from the Coddenham Parish Council Highways Working Group and to **AGREE** actions as required

12. PLANNING:
 - a) to **RECEIVE** the Planning Schedule September 2022
 - b) to **AGREE** a process by which planning applications are considered
13. To **RECEIVE** the Churchyard Report and to **AGREE** actions as required, including cutting the wildflower area
14. To **RECEIVE** the St Mary's Closed Churchyard Risk Assessment and to **AGREE** actions as required
15. MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP
 - a) to **RECEIVE** reports
 - b) to **CONSIDER** the Broom Hill trust arrangements and to **AGREE** actions as required
 - c) to **AGREE** formation of a Mill Hill Management Group
 - d) to **AGREE** the budget and purchase of a new warning sign for Mill Hill
 - e) To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** any Actions
16. Parish Plan, incorporating a Parish Survey: to **CONSIDER** the key matters that impact the Parish Council
17. Parish Council 'Drop-in Surgeries'
 - a) feedback and matters raised, including to **AGREE** proposal for creation of woodland / copse fronting Church Road
 - b) to **AGREE** the future of
18. To **RECEIVE** and **AGREE** the Review of the Effectiveness of the Systems of Internal Controls
19. To **AGREE** the 2022/23 insurance renewal
20. To **ADOPT** an updated and revised Records Management and Documents Retention Policy
21. To **AGREE** to sign the SLCC / NALC Civility and Respect Pledge
22. To **ADOPT** a Dignity at Work Policy (replacing the Bullying and Harassment Policy)
23. To **CONSIDER** a way to better communicate with 'out of village' parishioners
24. Tree works: to **AGREE** to instruct a tree surgeon to carry out a Tree Safety Report
25. Autumn Parish Council newsletter
26. To **CONFIRM** the date of the next meeting of the Parish Council, 24 November 2022
27. Matters raised by members, including matters for consideration at the next Parish Council meeting