

# BUBBENHALL PARISH COUNCIL

59 Meadow Road, Wolston, CV8 3HL  
Tel : 07957589626  
Email : bubbenhallpclerk@gmail.com



10<sup>th</sup> May 2023

**TO : All Councillors, Bubbenhall Parish Council**

Dear Councillor

You are hereby summoned to attend the ANNUAL meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on Tuesday 16<sup>th</sup> May 2023 at 7.30pm. Please forward any apologies for absence to myself or the Chair

Yours faithfully

A handwritten signature in blue ink, appearing to read "Tracie Ball", enclosed within a blue circular scribble.

Tracie Ball  
Clerk and Responsible Financial Officer to the Parish Council

*Members of the public and press are welcome to attend.*

## AGENDA

1. Election of Chair 2023-24 - To elect a Chair for 2023-24
2. To receive the Chair's Declaration of Acceptance of Office
3. Co-Option of Councillors– to discuss and consider co-option of prospective Councillors, to receive any expressions of interest, and, if necessary, vote and co-opt Councillors
4. To receive all Councillors' Declaration of Acceptance of Office - and to decide when any Declarations of Acceptance of Office which have not been received as provided by law, shall be received.
5. Declaration of Pecuniary Interests – For Councillors to enter pecuniary/financial interests in Register of Members' Interest forms (or agree a date for completion within 28 days).
6. Code of Conduct – For Councillors to receive and sign copies of the Code of Conduct.
7. Election of Vice-Chair
8. To receive the Chair's Declaration of Acceptance of Office
9. Re-adoption of Standing Orders and Financial Regulations
10. Confirmation of Committees and membership
11. Confirmation of Working Groups and membership
12. Confirmation of Representation on outside bodies
13. Apologies : to receive apologies and approve reasons for absence

14. Public participation : to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the Agenda, they should notify the Clerk 5 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself
15. Declarations of interest
  - 15.1 Councillors are reminded of the need to update their Register of Interest
  - 15.2 To declare any personal interests or prejudicial interests in items on the Agenda and their nature
  - 15.3 To receive, consider and approve any requests for dispensation relating to Agenda items
16. Minutes of previous meeting: 7<sup>th</sup> March 2023 and 11<sup>th</sup> April 2023.
17. Progress reports/information (items of update for Parish Council – not for decisions)
  - 17.1 Update on flooding at Sweet Briars
  - 17.2 A445 street light update
  - 17.3 Village Green update
  - 17.4 Green Shoots update
  - 17.5 Skills audit update
  - 17.6 Village defibrillators update
  - 17.7 Climate emergency plan update
18. Planning applications and other statutory and non-statutory consultations: to consider/decide responses to
  - 18.1 To receive and comment on any other applications received.
  - 18.2 to receive information on planning decisions and decide any actions as appropriate.
19. Finance
  - 19.1 To confirm submission to PKF Littlejohn for extension for AGAR
  - 19.2 To approve updated Parish Council Asset Register
  - 19.3 To approve accounts for payment
20. Highways and Footpaths: to consider/decide matters relating to Highways and Footpaths in the parish.
21. Information items: to consider and discuss items for information and comment if appropriate:
  - 21.1 County Councillor report
  - 21.2 District Councillor report
  - 21.3 Police Crime report from PCSO Sharon Underwood
  - 21.4 Matters relating to the parish from Councillors and Clerk – this is an opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.
22. Confidential matters: to consider the exclusion of the public and press in the public interest for discussions and decisions in relation to either Personnel matters or Legal matters
23. Date of next meeting

If an interim meeting is required, an agenda will be sent to Councillors and put on the website and the Parish Council notice boards three clear days before the meeting is held.