

Chetwynd Parish Council

<https://chetwyndparishcouncil.gov.uk/>

Sheila Atkinson
5 Rock Lane
Edgmond
TF10 8LF

3th May 2024

Dear Sir/Madam

As a MEMBER of CHETWYND PARISH COUNCIL, you are hereby summoned and requested to attend the **ANNUAL MEETING** of the parish council on **MONDAY 13th May 2023 at 7:00 pm** (or immediately following the Annual Parish Meeting) in **The Village Hall, Sambrook**, in order to transact and consider the following items of business.

Yours faithfully,

Electronically signed

Sheila Atkinson CiLCA - Clerk

clerk@chetwyndparishcouncil.gov.uk

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well as the right to record, film and broadcast meetings. If anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least 24 hours in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

AGENDA

1. **Election of the Chairman** – *the elected chairman will sign a declaration of acceptance of office for this post.*
2. **Election of Deputy Chairman.**
3. To receive any APOLOGIES for ABSENCE.
4. DECLARATIONS OF INTEREST:

Members are requested to disclose any pecuniary and/or non-pecuniary interest in respect of any items on this agenda.

5. To approve the **MINUTES** of the last meeting of the Council held on 22nd January 2024 – copy **attached**.

Public Session

6. To consider a resolution to suspend the meeting to allow local electors the opportunity to comment on items on this agenda, and raise issues or matters of interest for consideration by the Parish Council.
7. To consider dates, time and place for meetings of the Council up to and including the next annual meeting of the Council:

17th June – sign off of Annual Return

19th August – ordinary meeting

18th November - budget review and setting

20th January 2025 – precept request

18th May 2025 - Annual Parish & Council Meeting

Committees, Delegated Task Groups and Outside Bodies

8. To elect Representatives to serve on:

Standing Committees:

- Planning Committee
- To consider creating a committee to deal with matters of Governance and Accountability which will include Staffing and Clerks Appraisal.

Delegated Task Groups:

- **Snow Warden**
- **Snow Liaison**
- **Phone Boxes & Bus shelter**
- **Rights of Way and Footpaths**
- **Street Lighting**

Outside Bodies:

- Wrekin Area Committee of SALC (WAC) - 2 members
- Newport Regeneration - 2 Members one with voting rights

FINANCE

9. Confirmation of Bankers, Auditors and Cheque Signatories

Members to consider, note and receive any recommendations regarding the current arrangements for the financial transactions of the council.

10. To approve the expenditure for council and staff **subscriptions** to other bodies:

- Shopshire Association of Local Councils (SALC)
- Parish on-line
- Society of Local Clerks (SLCC)
- Web-site Hosting

11. To consider and approve financial transactions:

- Year End 2024 - Bank Reconciliation
- Invoices due for payments
- Street Lighting electricity contract and direct debit

12. Council Insurance (due 1st June 2024)

To confirm arrangements and authorise payment, for insurance cover in respect of insurable risk from **Clear Councils, formerly known as BHIB Councils**. (*Documentation has been circulated; renewal invite, Schedule of Insurance, Statement of Fact and terms for our Council's Insurance policy*).

Annual Governance & Accountability Returns (AGAR) 2023/24

13. a. To confirm and ratify documentation relating to AGAR:-

- Certificate of Exemption Form 2.
- Notice of Public Rights & Publication
- Accounting Statements
- Annual Internal Audit Report
- Annual Governance Statement

14. Correspondence

A list of electronic correspondence sent to Cllrs between meetings (January to May) will be tabled.

15. Reports from Parish Councillors

To receive any reports from Parish Councillors relating to matters affecting the Parish or any outside body reports:

- Cllr Clancy – Newport Library up-date
- Cllr Stefan – Grant and Rights of Way
- Cllr Phillips – web-site

16. To receive any reports/information from Telford & Wrekin Council or Ward Member Cllr Burrell, if in attendance:

- **A41 Highway Improvements**

Information from Telford & Wrekin has been received regarding plans to carry out further drainage improvements in Autumn 2024. Assessments of the full scope of the works are still being undertaken and design works for the improvements are ongoing.

The intention will be to carry these highway/drainage improvement works under a localised 2-way lights scheme, as opposed to a road closure, with autumn being the preferred window so as to allow farming activities to proceed as normal during the summer.

Further details regarding specific programme dates for works will be provided nearer the time, along with providing updates to residents.

17. PLANNING

To consider any current planning applications within the parish and to note those refused/approved since last meeting. Cllr Humphreys.
