

BITTESWELL WITH BITTESBY PARISH COUNCIL - Meeting Agenda

To all Councillors, you are summoned to attend the Annual Meeting of Bitteswell with Bittesby Parish Council for the purpose of transacting the business below.

Members of the public and press are welcome to attend this meeting.

Following a short break, the Annual Meeting of the Parish Council will follow the Annual Parish Meeting.

Cathy Walsh
Cathy Walsh
Clerk to the Council

Date: Wednesday 04 May 2022

Time: 07.00pm

Place: Bitteswell Village Hall, Manor Road, Bitteswell

Tributes to Councillor Reg Flint

Items 1-14 are standard Annual Meeting business items

1. Election of Chair
2. Election of Vice Chair
3. To receive councillor's Declaration of Acceptance of Office
4. Receive any apologies for absence
5. To receive Members' Declarations of Interests
6. Co-option of new councillor on to Bitteswell with Bittesby Parish Council
7. To receive the outgoing Chairman's report for 2021-2022
8. To review the council's Standing Orders
9. To review the council's Financial Regulations
10. To review the Asset Register
11. To review the Risk Assessment & Management Policy
12. To review the council's adopted policies (listed below)
13. Bank Reconciliation and Bank Statement verification for year ended 31 March 2022
14. To approve the Accounts & Financial Statement Pack for year ended 31 March 2022
15. To approve the minutes from the meeting on 20 January 2022
16. To review any matters raised from the minutes of the meeting on 20 January 2022
17. To note any matters raised by the District/County Councillor
18. To note any comments or matters from residents
19. **Financial Matters**
 - 19.1. Annual Governance & Accountability Return 2021/22 | To approve the Annual Governance Statement

- 19.2. Annual Governance & Accountability Return (AGAR) 2021/22: To approve the Accounting Statements
- 19.3. Accounts for payment
- 19.4. Bank Reconciliation to 27 April 2022
- 19.5. Receipts & Payments Summary to 27 April 2022
- 19.6. Clerk's expenses claim (none)
- 19.7. Neighbourhood Plan expenditure
- 19.8. Neighbourhood Plan Clerk's expenses claim

20. Planning Matters

- 20.1. To review and comment on any new planning applications
22/00904/FUL | Rose Cottage, Manor Road, Bitteswell
- 20.2. To note/consider any other planning matters or unresolved applications
- 20.3. To note any enforcement cases
- 20.4. To receive an update on the Bitteswell with Bittesby Neighbourhood Plan

- 21. To consider adopting the draft Annual Leave Policy & Guidance, Annualised Hours Policy & Guidance and Risk Assessment for Installation and Site Rotation of MVAS
- 22. To consider events and planning for the Queen's Platinum Jubilee celebrations
- 23. To receive an update from the latest Magna Park Lutterworth Community Liaison Group (CLG) meeting
- 24. To receive an update on outstanding tasks in the village (AED kiosk glass repair and Pinfold noticeboard removal)
- 25. To consider the Wildflower Verge Scheme
- 26. To receive an update on the Parish Council's efforts to address the issue of flooding on Lutterworth Rd footpath
- 27. To consider updating the Council's website
- 28. Any Other Business – for notification only
- 29. CLOSED SESSION – Council to resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for the following item(s) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
- 30. To receive an update on The White Cottage
- 31. To consider an employee pension scheme
- 32. To confirm the date of the next Parish Council meeting.

| Policy |
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| Data Breach Policy |
| Data Protection Policy |
| Document Retention Policy |
| Equal Opportunities Policy |
| Expenses Policy |
| General Privacy Notice |
| Health and Safety Policy |
| Home Working Policy |
| Lone Working Policy |
| Privacy Notice for councillors, staff & Role Holders |
| Village Green Policy |