

All Councillors are summoned to attend the Annual Meeting of Bitteswell with Bittesby Parish Council.  
To be held virtually<sup>1</sup> on Thursday 21<sup>st</sup> May 2020 at 7.00pm

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

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## **AGENDA**

### **Annual Meeting Agenda Items**

1. Election of Chair
2. Election of Vice Chair
3. To receive Councillor's Declarations of Acceptance of Office
4. To receive any apologies for absence
5. To receive Declarations of Members' Interests
6. To receive the outgoing Chairman's Report for year ended 31.03.20
7. To review the Asset Register
8. To adopt the modified Standing Orders to support the Coronavirus Act 2020
9. To review the Financial Regulations
10. To adopt the Document Retention Schedule
11. To review Equal Opportunities, Health & Safety, Home Working, Lone Working and Expenses Policies
12. Bank Reconciliation and Bank Statement verification for year ended 31.03.20
13. To approve the Accounts & Financial Statement for year ended 31.03.20

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<sup>1</sup> Members of the public can join the Zoom Meeting using:

**Meeting ID: 910 8923 8229**

**Join URL: <https://zoom.us/j/91089238229>**

## **Ordinary Meeting Agenda Items**

14. To approve the minutes of the meeting held on 16.01.20
15. To consider any matters arising from the minutes of the meeting held on 16.01.20
16. To note any comments or matters from residents, at Chairman's discretion
17. To note any matters raised by the District/County Councillor
18. **Annual Governance & Accountability Return (AGAR) 2019/20**
  - 18.1. To approve the Annual Governance Statement
  - 18.2. To approve the Accounting Statements
19. **Financial Matters**
  - 19.1. Accounts for payment
  - 19.2. Bank Reconciliation to 15.05.2020
  - 19.3. Receipts & Payments Summary to 15.05.2020
  - 19.4. Clerk's expenses claim
  - 19.5. Neighbourhood Plan expenditure
  - 19.6. Neighbourhood Plan Clerk's expenses claim
20. To consider purchasing a laptop to upgrade the clerk's current device
21. To consider purchasing a mobile phone to upgrade the clerk's current device
22. To consider replacing the bus shelter on Ashby Lane including any funding sources
23. To receive an update on the progress of the handrail over the cobbles and AED kiosk panel repair
24. To receive an update on the revised cost of LCC's LED lighting LED conversion project
25. Tree Preservation Order: To arrange a report by an arboriculturalist
26. To discuss local policing matters and concerns
27. **Planning Matters**
  - 27.1. To note any planning matters: new and unresolved applications
    - 27.1.1. Proposal to develop land off Brookfield Way for a retirement home
  - 27.2. To note any enforcement cases
  - 27.3. Other planning matters
  - 27.4. To receive an update on the progress of the Neighbourhood Plan
28. Any Other Business – for notification only
29. Motion to exclude the press and public due to the confidential or exempt nature of the item to be discussed as defined in Schedule 12 of the Local Gov Act 1972.
30. To receive an update on the White Cottage further to the receipt of legal advice
31. To confirm the date of the next meeting