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**Date and time:** Wednesday 22 May 2024 at 7.00pm

**Location:** Bitteswell Village Hall, Manor Road, Bitteswell

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**Agenda**

- 24.1. To elect a Chairman of the Council
- 24.2. To elect a Vice-Chairman of the Council
- 24.3. To receive the Chairman's and Vice-Chairman's declaration of acceptance of office
- 24.4. To receive apologies for absence
- 24.5. To receive Disclosures of Interests from members and Requests For Dispensations
- 24.6. To consider councillor co-option for the vacancies on the Parish Council
- 24.7. To appoint representatives to outside bodies
  - 24.7.1. Magna Park Lutterworth Community Liaison Group
  - 24.7.2. Leicestershire & Rutland Association of Local Councils (LRALC)
- 24.8. To consider appointing a LRALC representative to attend its AGM on 05 October 2024
- 24.9. To review the Asset Register
- 24.10. To review the council's Standing Orders
- 24.11. To defer the Financial Regulations review due to NALC publishing a new version of the Financial Regulations
- 24.12. To review the policies below:
  - 24.11.1. Annual Leave Policy
  - 24.11.2. Annualised Hours Policy
  - 24.11.3. Data Breach Policy
  - 24.11.4. Data Protection Policy
  - 24.11.5. Document Retention Policy
  - 24.11.6. Equal Opportunities Policy
  - 24.11.7. Expenses Policy
  - 24.11.8. General Privacy Notice
  - 24.11.9. Health and Safety Policy
  - 24.11.10. Home Working Policy
  - 24.11.11. Lone Working Policy
  - 24.11.12. Privacy Notice
  - 24.11.13. Reserves Policy
  - 24.11.14. Tree Safety Policy
  - 24.11.15. Village Green Policy
  - 24.11.16. Risk Assessment & Management Policy
  - 24.11.17. Risk Assessment – Installation & Site Rotation of MVAS
- 24.13. To review the council's Code of Conduct
- 24.14. To review the council's insurance needs for 2024-2025
- 24.15. Finance
  - 24.14.1. Bank reconciliation and bank statement verification for year ended 31 March 2024
  - 24.14.2. To approve the Accounts & Financial Statement for year ended 31 March 2024
  - 24.14.3. To note the Direct Debit and Standing Order instructions that are in place for regular payments
  - 24.14.4. To approve the schedule of payments and sign confirmation receipts for electronic payments
  - 24.14.5. To note the Bank Reconciliation at 16 May 2024
  - 24.14.6. To note the Receipts & Payments Summary at 16 May 2024
  - 24.14.7. To approve the clerk's expenses and allowances claim
  - 24.14.8. To approve the Neighbourhood Plan clerk's expenses and allowances claim
  - 24.14.9. To note the Neighbourhood Plane expenditure to date
  - 24.14.10. To consider opening a higher interest account for the capital funds held
  - 24.14.11. To consider how to restate the shortfall of capital funds held from the sale of the pumphouse
- 24.16. To consider and approve documents relating to the Annual Governance & Accountability Return
  - 24.15.1. To receive the Annual Internal Auditor's Report 2023-2024
  - 24.15.2. To complete, approve and sign the Annual Governance Statement 2023-2024

- 24.15.3. To receive, approve and sign the Accounting Statements 2023-2024
- 24.15.4. To receive and consider the explanation of variances
- 24.15.5. To agree the dates for the period of public rights
- 24.17. To approve the minutes of the meeting held on 10 January 2024
- 24.18. To review any actions from the meeting held on 10 January 2024
- 24.19. To note any matters raised from District/County Councillor Rosita Page
- 24.20. To note any comments or matters from residents
- 24.21. To consider memorial plans for the late Councillor Margaret Foster
- 24.22. To receive an update on proposals to repair the lychgate at St Mary's Church
- 24.23. To receive an update on local wildlife proposed designation and site schedule at Ash Tree Farm
- 24.24. To discuss the Rugby Club, Ashby Lane parking problems
- 24.25. To consider adopting a .gov.uk domain name for the council's website and email account
- 24.26. To consider installing several posts on the Village Green to deter vehicles from driving across it
- 24.27. To consider delegating authority to the clerk to authorise a capped expenditure limit for the council's grass cutting contractor to make good any damage to the Village Green
- 24.28. To note the Tree Risk Management Report, January 2024 and address any required actions
- 24.29. Planning Matters
  - 24.29.1. To review and comment on any new planning applications
    - (a) 24/00507/FUL: Demolition of existing outbuilding, erection of a self-build dwelling. Land adj to Ashby Lane
    - (b) 24/00519/TCA: Works to trees. The Lodge, The Nook, Bitteswell
  - 24.29.2. To note any other planning matters
  - 24.29.3. To receive an update on the Bitteswell with Bittesby Neighbourhood Plan
- 24.30. Any Other Business – for notification only
- 24.31. To confirm the date of the next meeting
- 24.32. To schedule the date of the village walkabout

*Cathy Walsh*

Cathy Walsh | Clerk/RFO

17 May 2024