

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.

Cathy Walsh, Clerk to the Council

Date and time: Tuesday 23 May 2023 at 07.00pm

Place: Bitteswell Village Hall, Manor Road, Bitteswell

1. To elect a Chairman of the Council
2. To elect a Vice-Chairman of the Council
3. To receive the Chairman's and Vice-Chairman's declaration of acceptance of office
4. To receive any apologies for absence
5. To fill a Parish Council vacancy by co-option
6. To receive Members Disclosures of Interest and Requests for Dispensation
7. To remind members to complete Register of Interest forms following the Parish & Town elections
8. Tributes to the late Councillor Margaret Foster
9. To appoint representatives to outside bodies
10. To review the Asset Register
11. To review Standing Orders and Financial Regulations
12. To review the following policies
 - (a) Document Retention Policy
 - (b) Equal Opportunities Policy
 - (c) Expenses Policy
 - (d) Health & Safety Policy
 - (e) Home Working Policy
 - (f) Lone Working Policy
 - (g) Risk Assessment & Management Policy
 - (h) Risk Assessment – Installation & Site Rotation of MVAS
13. To review the Code of Conduct
14. Bank reconciliation and bank statement verification for year ended 31 March 2023
15. To approve the Accounts & Financial Statement for year ended 31 March 2023
16. To approve the minutes from the meeting on 23 January 2023
17. To review any matters raised from the minutes of the meeting on 23 January 2023
18. To note any matters raised by the District/County Councillor
19. To note any comments or matters from residents
20. **Finance and Audit**
 - 20.1. To approve the accounts for payment
 - 20.2. To note the Bank Reconciliation to 18 May 2023
 - 20.3. To note the Receipts & Payments Summary to 18 May 2023

- 20.4.** To approve the Clerk's expenses claim
- 20.5.** To note the Neighbourhood Plan expenditure
- 20.6.** To approve the Neighbourhood Plan Clerk's expenses claim
- 20.7.** Annual Governance & Accountability Return 2022-2023
 - 20.7.1.** To note the Annual Internal Audit Report 2022-2023
 - 20.7.2.** To approve the Annual Governance Statement 2022-2023
 - 20.7.3.** To approve the Accounting Statements 2022-2023

21. Planning Matters

21.1. To review and comment on any new planning applications

21.1.1. 23/00558/NMA Alterations to roof materials, windows, rooflights and doors (proposed non-material amendment to 22/01807/FUL 25 Valley Lane Bitteswell Leicestershire LE17 4SA
21.1.2. 23/00658/PCD Discharge of conditions 10 (storage of refuse materials), 11 (secure cycle parking), 12 (ventilation and extraction equipment) and 13 (external lighting) of 15/01531/OUT (Parcel K MPN5) Land At Mere Lane Magna Park Bittesby Leicestershire
21.1.3. 23/00637/NMA Relocation of front dormer, removal of rear flat roof overhang, addition of external door to north side elevation, high level ground floor window added to bedroom 3, increase in size of bi-fold door, side kitchen window changed to bi-fold door (proposed non-material amendment of 22/01908/FUL) Legane Ashby Lane Bitteswell Leicestershire LE17 4SQ

21.2. To note/consider any other planning matters or unresolved applications

21.3. To note any enforcement cases

21.4. To receive an update on the Bitteswell with Bittesby Neighbourhood Plan

22. Grant Funding

22.1. To ratify the decision to apply to for a grant from Harborough District Council's Coronation Grant

22.2. To consider a request for funding towards the village Coronation Event held on 06 May 2023

23. Bitteswell Egg Farm access issues

24. To receive an update on the Lutterworth Area Community Projects Limited (LACPL) and Gazeley

25. To consider potential future replacement costs of the AED and cabinet

26. Any other business, for notification only

27. To confirm the date of the next meeting