Clyffe Pypard Parish Council

Email: clerk@clyffepypardbushton.org.uk

To: All Members of Clyffe Pypard Parish Council

You are hereby summoned to attend a **meeting** of the Parish Council to be held on

Thursday 27th October 2022 at 6.30p.m. in the village hall, for the transaction of the business shown on the agenda below.

Date notice issued 18th October 2022

Please note – the meeting will be recorded (audio)

Public Participation

Members of the public are invited to attend the meeting, and/or submit in writing any questions, comments and petitions. Any written questions etc. need to be submitted to the Parish Chair before1.00pm on the day of the meeting. Submissions received will be considered. Members are reminded of their obligations under the Code of Conduct.

AGENDA

No	Item
1	**Apologies for absence** Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
2	**Declaration of interest and Dispensations to Participate** (a) To receive and note declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To receive any dispensation requests received by the Chair and not previously considered.
3	**Minutes of the Council Meeting** To approve and adopt the minutes of the previous meeting held on 13th July 2022 (enclosed).
4	**Public statements with respect to items on the agenda** Individual statements will be limited to 3 minutes. This session limited to 15 minutes. Members of the public who wish to raise issues under this item should notify the Chair before the meeting starts, stating which item on the agenda they wish to speak about.
5	**Formal announcements from the Chair** To receive and note any formal announcements from the Chair.
6	**Complaint decision notice** To note the decision notice of complaint reference COC139420 David Gagen. (enclosed)

7	**Clerk Recruitment** - To thank the outgoing Clerk for her service and wish her well. - To assess and discuss the current stage of recruitment of a new Clerk. - Councillors are asked to state their interest in taking part in the recruitment process. - One councillor is requested to volunteer to follow the existing procedure, advertise, write job description and send acknowledgement and job description to the candidates, then schedule/arrange interviews including all councillors who want to be involved. The final decision on appointment and salary will come back to full council to agree the appointment
8	**Representative reports and updates** a) Village Hall Management Committee – **Cllr Kent & Cllr Hughes** b) Neighbourhood Plan Steering Group – **Cllr Gagen** c) Community Action Group on Transport – **Cllr G Rickett** d) Police liaison **– Cllr Hughes** e) Defibrillator – **Cllr Norman** f) Community Safety Forum – **Cllr Norman & Kent** g) Parish Steward Liaison – **Cllr Hughes** h) Parish Notice boards – **Cllr G Rickett & Cllr Norman** **i)** Area Board – **Cllrs Norman, Cllr C Rickett & Cllr Kent** j) Financial Checks – **Cllr Gagen & Cllr C Rickett**
9	**Planning applications** No new applications or decisions notified.
10	**Finance** (a) To agree a reserve amount to be retained as required. (b) To receive and note Budget Comparison Qrt2 2022/23 and agree the bank reconciliation (Cllrs C Rickett and Gagen). (c) To note and agree payments detailed at the end of this agenda (d) To allocate remaining funds for 2022/23 (e) To discuss and agree the draft budget for 2023/24 (see enclosed paper)
11	**Grant Application** To note and consider requested grant application made by the Womens Institute for £450 (enclosed)
12	**Date of the next meeting** 7th December 2022

Payments made in between meetings for approval

Payee name	Details	Payment date	Chq No/Online	Amount
Naomi Mildenhall	Clerks Wages Qrt2 13wks@£14.00ph as contracted	05/10/22	Online	£910.00

Payments to be made at Parish Council meeting for approval (invoices enclosed)

Payee name	Details	Payment date	Chq No/Online	Amount
NALC/ WALC	For 2022/23 subscription		Online	125.22
Parish council websites	Website hosting		Online	321.60
Naomi Mildenhall	Clerks Final Wage for October		Online	182.00
Community First Insurance	New 3-year deal		Online	145.69

Enclosed documents available from councillors