

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Councillor I Kitson

Clerk: Mrs M Edwards

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SUMMONS issued under LGA 1972, Sch 12 para 10(2)(a)

ANNUAL MEETING OF THE PARISH COUNCIL

I hereby give notice to the Councillors that the annual meeting of Hurstbourne Tarrant Parish Council will be held at the Hurstbourne Tarrant Community Centre on **Monday 15th May 2023 at 6.00pm** at which your attendance is required.

Members of the Press and Public are entitled to attend

Any questions for the Council can be emailed in advance to: theparishclerk@hbt.org.uk

AGENDA

1. **TO ELECT A CHAIRMAN OF THE COUNCIL**
2. **TO ELECT A VICE CHAIRMAN OF THE COUNCIL**
3. **TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM COUNCILLORS, THE CHAIRMAN & VICE CHAIRMAN OR, IF NOT THEN RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED.**
4. **TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2023/24**
5. **TO COMPLETE THE ANNUAL UPDATE OF REGISTER OF INTERESTS**
6. **TO AGREE A CHAIRMAN'S ALLOWANCE**
7. **TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL AS REQUIRED**
8. **TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING.**

* Reviews of standing orders & financial regulations, policies & procedures, assets & land, and insurance cover are carried out at other meetings during the municipal year. Consideration of subscriptions falling to be paid annually is made during budget setting.
9. **APOLOGIES FOR ABSENCE** - to receive apologies
10. **DECLARATIONS OF INTEREST** - to receive from councillors any declarations of interest relating to items on the agenda, requests for dispensations, in accordance with the Council's code of conduct.

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11. **MINUTES OF PREVIOUS MEETING** - To approve, propose, second and sign the minutes as a true record of the parish council meeting held on 17th April 2023.

12. **ACTIONS ARISING** from the previous minutes

13. **PUBLIC PARTICIPATION** - to receive any questions or petitions (for information only)

14. **PLANNING** - to discuss any planning matters and recent applications to TVBC

- 23/01162/TREEN * - **The Old Police House, The Dene, HBT** - T1 - Lawson Cypress - Fell, T2 - Yew - Reduce to 2.5 metres, T3 - Ash - Fell, T4 - Holly - Reduce to 2.5 metres.

- 23/01124/TREEN * - **Parsonage Farm & St Peter's Church, HBT** - T1 - Cherry - Reduce crown by up to 1.5m in height and spread, thin canopy by removing crossing branches and deadwood, T2 & T3 - Cherry - Reduce crown by up to 2m in height and spread, thin canopy by removing crossing branches and deadwood and raise canopy by 5m over road, T4 - Holly - Reduce height by up to 3m, raise lower canopy over garden area up to 4m, T5 - Lime - Cut back overhanging branches back to boundary

- 23/01007/TREEN * - **Fern Cottage, Church St, HBT** - T1 - Norway Maple - Pollard to previous points

- 23/00797/FULLN - **Pill Heath Place, Common Road, HBT** - Creation of a swimming pool, erection of walled garden, plant storage, glasshouse, potting shed and pavilion/storage. Exp 24th May

15. **COUNCILLORS' UPDATES** - to discuss any matters arising since the last meeting on 17th April 2023.

16. **CLERK'S REPORT & CORRESPONDENCE**

17. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23**

To approve the Annual Governance Statement in section 1 of the AGAR and to accept any recommendations or actions put forward by the internal auditor.

To agree the Clerk and the Chairman signing section 1 of the AGAR.

To agree that the statement of accounts contained in section 2 of the AGAR represented fairly the financial position of the Council.

To approve the Council's accounts and agree the Responsible Financial Officer and the Chairman signing section 2 of the AGAR.

Annual internal audit report 2022/23. To note page 3 of the AGAR together with any comments, recommendations arising from the internal audit.

To agree the dates for the publication of notice of public rights from 5th June 2023 to 14th July 2023

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18. PERFORMANCE MONITORING 2022/23

To review the effectiveness of the internal audit and adopt any recommendations as required to meet statutory financial obligations

To appoint an internal controller for the financial year 2023/24.

To appoint an internal auditor for the financial year 2023/24.

19. FINANCE - payments made since the last meeting on 17th April 2023.

20. NEXT MEETING - the next ordinary meeting of the Parish Council is due to be held on Monday 19th June 2023.

10th May 2023

Distribution: Cllrs: I Kitson ; M Thomas ; L Russell ; J Williams ; J Bentley ; N Hedger

Borough Cllr: P North : **County Cllr:** K North

Copies to: website: www.hbtparishcouncil.org.uk