



## STOKE ORCHARD & TREDINGTON PARISH COUNCIL

[www.stokeorchardandtredington.org.uk](http://www.stokeorchardandtredington.org.uk)

### To all members of the Parish Council:

You are summoned to attend the Annual Meeting of the Stoke Orchard and Tredington Parish Council to be held face-to-face at **7.00pm on Tuesday 25 May 2021** at **Stoke Orchard Community Centre** for the transaction of business on the following agenda.

Members of the public and press are also invited and encouraged to attend - Public Bodies (Admission to Meetings) Act 1960

Due to COVID-19, all attendees will be required to wear a face covering, (unless exempt on medical grounds) and hand sanitize upon entering the meeting. For social distancing, seating will be placed 2m apart.

Signed

Jules Owen PSLCC

**Parish Clerk**

Email: [clerk@stokeorchardandtredington.org.uk](mailto:clerk@stokeorchardandtredington.org.uk)

19 May 2021

### ANNUAL MEETING OF STOKE ORCHARD & TREDINGTON PARISH COUNCIL AGENDA

- 1 To elect Chairman and Vice Chairman, Acceptance of Office forms to be signed
- 2 The Chairman will formally ask if anyone is intending recording or filming the meeting
- 3 To receive comments from the public - no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)
- 4 To receive and approve apologies for absence
- 5 To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- 6 To confirm and sign the Minutes of the Parish Council Meetings held remotely on 6 April 2021
- 7 To receive the Clerk's Report
- 8 To receive a report from the Community Police and Neighbourhood Watch
- 9 To receive a report from Tredington Primary School
- 10 To receive a report from the Borough Councillor
- 11 To receive a report from the County Councillor
- 12 **Finance, all documents circulated prior to the meeting**
  - a) To approve the annual accounts and bank reconciliation for Year End 31 March 2021
  - b) To receive the Internal Auditor's Report
  - c) To approve the Annual Governance Statement 2020-21 (AGAR Section 1) for external auditors, PKF Littlejohn
  - d) To approve Accounting Statements 2020-21 (AGAR Section 2) for external auditors, PKF Littlejohn
  - e) To agree dates for the exercise of public rights to inspect accounts

- 13** To receive update on Parish Council procedures and resolve to agree actions:
  - a) To review subscriptions to other bodies and agree actions
  - b) To confirm arrangements for insurance cover in respect of all insured risks
  - c) To approve Parish Council Meeting Dates for 2021/22
  - d) To review delegation arrangements to the Clerk, committees and sub committee
  - e) To review terms of reference for committees
  - f) To agree appointment of councillors to existing committees
  - g) To establish a Finance and General Purposes Committee (F&GP)
  - h) To consider establishing a Staffing Sub-Committee of the F&GP Committee and agree actions
  - i) To consider and agree actions regarding establishing a sub-committee of the F&GP Committee that would be responsible for monitoring the SOCC during the interim period when the SOMC was moving to a CLG
- 14** To review the following documents:
  - a) Standing Orders
  - b) Financial Regulations
- 15** To consider and agree response to Planning Application No. 21/00524/FUL Erection of a single storey rear extension. Location: Queenswood, Dean Lane, Stoke Orchard
- 16** To consider and agree response to Planning Application No. 19/0066/TWMAJW, Variation of condition 7(Buildings, plant and machinery) and 19(Hours of operation) relating to planning consent 17/0066/TWMAJW dated 19/10/2017. Location: Wingmoor Farm (East), Stoke Road, Bishops Cleeve, Cheltenham, Gloucestershire, GL52 7DG
- 17** To note agenda items for the next full Parish Council meeting
- 18** Date of next meeting
- 19** To receive update from the Staffing Committee relating to the Centre Manager and agree actions, in a confidential session - details circulated prior to the meeting

***Please be aware this meeting may be filmed or recorded***