



Date: Wednesday 10th May 2023

Councillors,

You are summoned to attend the **Annual Meeting of the Parish Council** which will take place on Monday 15th May 2023 at 7.15pm in the **Fuller Room at The Old School, Grantham Road, Bottesford** to transact the business below.

The **Ordinary Meeting of the Parish Council** will follow the Annual Meeting. During the Ordinary Meeting there will be a Public Session of no more than 15 minutes.

Copies of all council papers are available at www.bottesford-pc.gov.uk

Lucy Flavin

Lucy Flavin (Parish Clerk)

Agenda – Annual Meeting

097/23. Election of the Chair (Following the vote the newly elected Chair will sign the Acceptance of Office Form).

098/23. Election of the Vice Chair

099/23. The signing and delivery by the Chairman of the Council and Councillors of their Acceptance of Office forms. (**Appendix A**)

100/23. The signing and delivery by the Chairman of the Council and Councillors of their consent form for electronic communication. (**Appendix B**)

101/23. Provision, by the Clerk, of Declaration of Register if Interest Forms to be sent to the Monitoring Officer within 28 days of taking office.

102/23. To receive and approve for signature the minutes of the Ordinary Parish Council meeting held on 17th April 2023. (Available at <https://www.bottesford-pc.gov.uk/council-meetings.html?month=2023-04#item-1674739>)

103/23. To consider for approval the Members Code of Conduct (Available at: <https://www.bottesford-pc.gov.uk/uploads/members-code-of-conduct.pdf?v=1652184950>)

104/23. To review and approve the Terms of Reference for the Road Safety and Planning Committees (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

105/23. To review and approve the Standing Orders and Financial Regulations (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

106 /23. To review and approve the Risk Management Policy and Risk Register (Available at: [https://www.bottesford-pc.gov.uk/uploads/risk-register-\(may-2020\).pdf?v=1589466858](https://www.bottesford-pc.gov.uk/uploads/risk-register-(may-2020).pdf?v=1589466858))

107/23. Review of Lead Member Structure, allocated roles and arrangements for reporting back (Available at [https://www.bottesford-pc.gov.uk/uploads/lead-member-structure-\(may-2021\).pdf?v=1621518067](https://www.bottesford-pc.gov.uk/uploads/lead-member-structure-(may-2021).pdf?v=1621518067))

108/23. Review of inventory of land and assets including buildings and office equipment (Available at: <https://www.bottesford-pc.gov.uk/finance.html>)

109/23. Confirmation of arrangements for insurance cover in respect of all insured risks.

110/23. Review of the Council's and/or staff subscriptions to the LRALC and NALC

111/23. Review of the Council's complaints procedure (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

112/23. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including the handling of requests made under the legislation. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

113/23. Review of the Council's policy for dealing with the press/media. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

114/23. Review the Council's employment policies and procedures including Equalities, Grievance, Harassment, Lone Working and Training Policies. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures.html>)

115/23. Review the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence.

116/23. Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council. (Available at: <https://www.bottesford-pc.gov.uk/uploads/pc-meetings-2023-24.pdf?v=1683637416>)

117/23. Close of Annual Meeting.

Agenda – Ordinary Meeting

118/23. Welcome to the Public Session.

119/23. Close Public Session and open Parish Council Meeting.

120/23. To receive and approve apologies for absence.

121/23. To receive declarations of interest under the Councils Code of Conduct related to business on both the Annual and Ordinary Meeting agendas.

122/23. To note any matters arising from the minutes considered under item 102/23 not included on this agenda and for report only.

123/23. To receive an update from Ward Councillors on Borough matters.

124/23. Leicestershire County Councillor to update the meeting on County matters.

Planning Applications

125/23. To consider the following applications:

- **23/00360/FULHH** - 16 Muston Lane, Easthorpe
Front extension and external alterations to existing dwellinghouse

Planning Issues

126/23. To consider recent updates on the proposed footpath from the Bellways development on Grantham Road and agree how to progress.

127/23. To consider for approval the request from Pranali Parikh (Director for Growth & Regeneration, Melton Borough Council) to meet with Cllrs and representatives of the doctor's surgery to discuss ways to support the surgery and its visitors for appropriate car parking in the village.

128/23. To agree how to progress the recent Council approval to engage a Planning Consultant to assist with Council responses to two larger planning applications (Rectory Farm and Muston Solar Farm).

Community Issues, Clubs and Societies

129/23. To consider for approval the request to meet with library trustees to discuss the long-term future of the library.

130/23. To note the Council's allocation of 25 tickets for the upcoming Forbidden Forrest event and agree how to distribute to residents.

Road Safety Issues

131/23. To receive any updates from the Road Safety Advisory Committee

Parish Council Management and Strategy Issues

132/23. To consider for approval applications for co-option to fill 5 vacancies for the role of Parish Councillor following the recent election. **(Appendix C)**

133/23. To agree a date for the Annual Parish Meeting.

Financial Matters

134/23. To agree payments to be made in May 2023. **(Appendix D)**

135/23. To agree Financial Statements for April 2023 Including the Bank Reconciliation showing a bank balance of £232,639.25 with Receipts of £70,167.25 (including a first precept payment of £66,750.00 and a VAT repayment of £1,291.11) and Payments totaling £6,071.94. **(Appendix E, F, G and H)**

136/23. To receive and note the comments of the Internal Auditor **(Appendix I)**

137/23. To confirm last months review the effectiveness of the Parish Council system of financial internal control by responding to the Annual Governance and Accountability Return 2022/23 Governance Statement (Section 1) following the receipt of the Internal Audit.

138/23. To confirm last months approval of the Accounting Statements (Section 2), and accompanying information, of the Annual Governance and Accountability Return 2022/23 following the receipt of the Internal Audit.

Lead Member Reports

139/23. Lead Members Reports (when appropriate)

- a. Allotments & Memorial Gardens (LD)
- b. Communications, Social Media and Website (LD)
- c. Defibrillators (AA)
- d. Earl of Rutland Trust (LD)
- e. Finance – including audit and asset register
- f. Flooding and Climate Change (LD, BS)
- g. Friends of St Mary's (AA)
- h. Human Resources (LD, AA)
- i. Library
- j. Litter and Street Cleanliness (BB)
- k. Play Areas and Skate Park (AA, BB)
- l. Transport – including Train and Bus services (AA)
- m. Trees, open Spaces, Footpaths and Landscape (vacant)
- n. Bottesford Youth Club and Youth matters (BS)

140/23. Close of meeting