

11th May 2023

Members of the public are invited to attend the Annual Meeting of Hartpury Parish Council that has been arranged for Thursday 18th May 2023 at 7.30pm at Hartpury Village Hall for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in **green** are for decision all other items are for information only.

All meetings of the Council are open to the public, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.



V Roberts, Clerk

AGENDA

- 1. Election of Chair**
To elect a Chairman for 2023-2024 and receive the Chairman's declaration of acceptance of office of Chairman.
- 2. Election of Vice-Chair**
To elect a Vice-Chairman for 2023-2024 and receive the Vice-Chairman's declaration of acceptance of office of Vice-Chairman.
- 3. Apologies for Absence**
To receive and accept any apologies given.
- 4. Declarations of Interest**
To receive any declarations of interest in any matter to be discussed at the meeting, Members are requested to identify the nature of the interest and indicate whether it is **personal** or **prejudicial**
- 5. Code of Conduct**
To review and accept the Code of Conduct.
- 6. Standing Orders & Financial Regulations**
To review and accept the current Standing Orders and Financial Regulations.
- 7. Committees, sub-committees**
To confirm existing committees and sub-committees. To appoint any new committees, sub-committees or working groups that may be needed. To confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and accept and agree nominations for new and existing.
- 8. External bodies**
To review representation on external bodies and arrangements for reporting back to the Parish Council.
- 9. Asset inventory**
To review and accept the inventory of land and assets including buildings and office equipment.
- 10. Risk Assessment**
To review and accept the current Risk Management Controls.
- 11. Insurance cover**
To note that insurance cover is in place and the next renewal date.
- 12. Memberships**
To review the Council's and/or employees' memberships of other bodies

13. Minutes of previous meeting(s)

To agree and accept the minutes of the Ordinary Meeting held on Monday 6th March 2023 and the Extra-Ordinary Meeting held on the 18th April 2023.

14. Public consultation

14.1 Public Consultation

To provide members of the public with the opportunity to make statements and ask questions

15. Reports

15.1 To receive a report from District Councillor Philip Burford

15.2 To receive a report from District Councillor Clayton Williams

15.3 To receive a report from County Councillor Philip Robinson

16. Financial Matters

16.1 Accounts for payments – May 2023

To approve the payments as previously circulated and presented at the meeting

16.2 Financial statements - May 2023

To approve the financial statements as presented at the meeting and attached to the minutes.

16.3 End of Year Figures – 2022/23

To agree Receipts & Payments to 31st March 2023

To approve Bank Reconciliation as at 31st March 2023

To approve the whole year end accounts as at 31st March 2023

To approve summary of reserves as at 31st March 2023

16.4 Review of Investments and Bank Accounts

To review the investments and bank accounts

16.5 Internal Audit 2022/23

To note that the Internal Audit has taken place and to receive and discuss the internal auditor report and to agreed to undertake the recommendations made.

16.6 Bank Mandate

To discuss and sign the bank mandate to alter signatures.

16.6 General Power of Competence

To discuss and agree if the Parish Council wishes to exercise GPC and to confirm that it meets the eligibility criteria that the Clerk is qualified and that two thirds of Cllrs were filled at the Ordinary Elections held in 2023.

17. Annual Governance and Accountability Return 2022-23

17.1 Annual Return – Governance Statements 2022-23

To approve and sign Section 1 - Annual Governance Statement 2022-23

17.2 Annual Return – Accounting Statements 2022-23

To approve and sign Section 2 - Accounting Statements 2022-23

17.3 Annual Return – Certificate of Exemption 2022-23

To agree that the Parish Council meet the exemption conditions and agree to certify as exempt and complete and submit the Certificate of Exemption.

17.4 Dates for the Exercise of Public Rights

To confirm dates for the exercise of public rights as Monday 5th June 2023 to Friday 14th July 2023.

18. Planning

To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

Planning Ref	Property	Description of Proposed Application
P0441/23/FUL	Land immediately South of Hartpur Village Hall, Over Old Road	Drainage proposals to support the delivery of 11 dwellings (on adjacent site previously consented under P2015/20/FUL
Any further applications received after the publication of this agenda will be advised at the meeting. Details of planning applications can be found on the Forest of Dean District Council website using the following link: https://publicaccess.fdean.gov.uk/online-applications/		

19. Highways

19.1 To discuss the most recently updated Highways report

To discuss the recently circulated Highways list and agree any comments to be made on outstanding and any new matters.

19.2 Footpaths

To discuss any footpath matters including arranging the placing of the commemorative footpath discs.

20. Police Matters

To receive and discuss and outstanding or new police matters.

21. Other Items for Information Only/Future Agenda Items

Items brought to the Councils attention for information – no decisions will be made at this meeting, if a decision is needed the item will be placed on the agenda for the next meeting.

22. Date of Next Meeting – Annual Parish Meeting Monday 22nd May 2023 at 7.30pm following the Village Hall AGM