ROUDHAM & LARLING PARISH COUNCIL

3 May 2023

**Members of the public are invited** to attend the **Annual Parish Meeting** of Roudham & Larling Parish Council to be held in St George’s Distillery, Harling Road, Roudham, on **Thursday, 18 May 2023 at 7.30 p.m**. This will be followed by the Annual Parish Council Meeting.

Alison Pena

Locum Clerk to the Parish Council

**Agenda for Annua**l **Parish Meeting**

1. Welcome and apologies.
2. To **agree** minutes of the 2022 Annual Parish Meeting held on 19 May 2022
3. To **receive** the Chair’s Annual Report
4. Public Q&A

**Agenda for Annua**l **Parish Council Meeting - May 2023**

**To note the new PC and ensure Declarations of Office**

1. **To elect** a Chair of the Council.
2. **To receive** the Chair’s declaration of acceptance of office.
3. **To appoint** a Vice-Chair of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. To **record** uncontested elections and **consider** the requirement to fill two councillor vacancies arising from the election process by co-option.
6. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
7. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item despite a Disclosable Pecuniary Interest.
8. To **receive** reports from the District and County Councillors.
9. **Public participation session**. The Council’s Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make any binding decision in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
10. **To agree and confirm** the minutes of the Meeting held on Tuesday, 20 April 2023.
11. **To report** **and discuss** matters arising from the minutes not on the agenda.
    1. Barradale Farm Asbestos Removal
    2. Crendon Engineering Planning Enforcement
    3. Acorn Bioenergy AD Presentation
    4. Parish Clerk Vacancy
    5. Highways
12. **To receive** the following correspondence available at the meeting, or distributed by email:
    1. Gallagher Insurance Brokers: *Invitation to renew and Terms of Business Agreement*.
    2. Hiscox: *Policy details.*
    3. Hiscox: *Quote Schedule*.
13. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary - *none received to date.*
14. **Finance**.
    1. **To approve** payment of £446.90 to Arthur J Gallagher Insurance Brokers Limited, in acceptance of their quote no.112390696, being the renewal of the Council’s insurance for the year ending 31 May 2024, the third year of a three-year fixed-term agreement.
    2. **To receive** the Monthly Financial Report.
    3. To **note** AGAR and Audit documents will be presented at the June meeting.
15. **To decide** on any matters for consideration at the next meeting.
16. **To confirm** the date of the next Meeting as **Thursday, 16 June 2023**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

**Future Meeting dates:**

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| Thursday 15 June 2023  Thursday 20 July 2023  Thursday 21 September 2023  Thursday 19 October 2023  Thursday 16 November 2023  Thursday 21 December 2023 |  |  |
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**Note**: Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.