

**Little Bardfield Parish Council
PARISH COUNCIL MEETING**



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**Councillors' summons, Notice and Agenda for a Meeting of the Parish Council
on 6 September 2023 at 7.30pm
at Little Bardfield Cricket Club Pavilion**

1. Chair's Welcome
2. Minutes of the Annual Parish Council Meeting and Assembly and of the ordinary Council Meeting on 10 May 2023 for approval and signature*
3. Declarations of interest in any matters on the agenda
4. Matters arising from the minutes which are not on the agenda, for discussion and/or consideration for next agenda
5. Public forum
6. County Councillor and District Councillor Reports
7. Clerk's Report* on action points
8. Finance*
 - a) Bank Account – to note balances and bank reconciliation with cashbooks on the Parish Council Treasurer's account and (as Trustee) on the Community Fund, to 31 August 2023
 - b) To note payments previously approved or made under contractual or statutory obligations, paid from 11 May to 6 September 2023 – a list will be available at the meeting
9. Update on Planning Applications*
10. Decisions to be taken
 - a) To resolve to appoint Jessica Ashbridge as the Proper Officer from 5 September 2023
 - b) Payments to be approved, or noted where due under contract or statute:
 - i. Clerk's office and travel expenses 5 July 2023 onwards to include Microsoft subscription due 9 September 2023 £79.99 and mileage
 - ii. To HMRC for PAYE due for July to September 2023, due 19 October
 - iii. Payment to C.W.Low & Sons for second cut of verges
 - c) To comment on any new planning applications, as notified prior to the meeting
11. Items from councillors to be added to the next agenda
12. Date of next meeting to be confirmed as 1 November 2023

*Documents available from the clerk on littlebardfieldparishclerk@gmail.com and 01371 404321

Prepared by Kate Rixson, Clerk to Little Bardfield Parish Council, and issued on 24 August 2023