

Little Bardfield Parish Council
PARISH COUNCIL MEETING



9th May 2024

To Members of the Council: You are hereby summoned to attend the Annual Meeting of Little Bardfield Parish Council in the Little Bardfield Cricket Pavilion on Wednesday 15th May at 7:45pm for the purpose of transacting the following business. This agenda and associated meeting papers can be found on the Little Bardfield PC website:

www.littlebardfieldparish.org.uk

1. Election of Chairman and Declaration of Acceptance of Office
2. Election of Vice Chair
3. Councillors' Declarations of acceptance of office
4. Chairman's welcome
5. Declarations of Interest in any matters on the agenda
6. Minutes – To approve the minutes for the meeting of 24th January 2024
7. Matters arising from the minutes, for discussion
 8. Public forum –
 9. County Councillor and District Councillor Reports – To receive reports.
 10. Planning
 - 10.1 Applications with Uttlesford District Council

Planning Reference	Proposal	Address	Decision
UTT/23/2459/FUL UTT/23/2460/LB	Planning details here	Chequers Little Bardfield Road	Awaiting decision

- 11.1 Highways Issues – To receive an update.
- 11.2 Community Fund Grant Request – To note the £6,000 has been paid towards the Almshouses roof repair.
- 11.3 Defibrillators – To receive an update.
- 11.4 Protected Lane – To receive an update.
- 11.5 Parish Council Emails – Quote received from Force36 for £3.33 plus VAT for annual licence per user per month, or £3.96 plus VAT for a monthly licence per user per month. There is a scheme to achieve a .gov.uk domain for free for the first year.
- 11.6 Grass Cutting Tender – To receive a grass cutting tender for 2024, and determine cutting times.
- 12.1 Asset Register – To review

- 12.2 Risk Assessment** – To review
- 12.3 Standing Orders** – To review and adopt
- 12.4 Financial Regulations** – New Financial Regulations are being published by NALC, to review and approve.

13. Finance

13.1 Payments – Insurance

13.2 Acceptance of end of year accounts

a) **Parish Council Treasurer's account**

b) **Community Fund account (as trustee)**

13.3 To consider the Annual Governance and Accounting Return and publication as follows:

13.3 To declare and certify that the council is exempt from external audit

13.4 To receive and note the Annual Internal Audit Report

13.5 To approve the Annual Governance Statement on Form 2 Section 1

13.6 To approve the Annual Accounting Statement on Form 2 Section 2

13.7 To approve the period of 1st July to 9th August 2024 for the exercise of public rights relating to the annual accounts and confirm that a Notice of Public Rights in the prescribed form shall be published by 1st July 2024.

14. Items for the next agenda –

15. Dates of next meetings – 25th September 2024

Prepared by Jessica Ashbridge, Clerk to Little Bardfield Parish Council

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