



Weeley Parish Council

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3 May 2023

To: **MEMBERS OF WEELEY PARISH COUNCIL**

You are hereby summoned to attend the Annual Council Meeting and a monthly meeting of Weeley Parish Council to be held at 7.30pm on Monday 15 May 2023 to transact the business shown in the agenda.

The press and members of public are not only welcome but encouraged to attend Parish Council meetings.

Yours sincerely

Kevin Harkin
Parish Clerk

Annual Council Meeting (ACM)

15 May 2023

A G E N D A

1. **Apologies for Absence:** To receive apologies for non attendance.
2. **Election of Chair:** To elect the Chair of the Council for the municipal year 2023/24. The chairman will then execute the Declaration of Acceptance of Office.
3. **Declaration of Office:** All elected parish councillors (who have not previously done so) will sign a declaration of acceptance of office.
4. **Appointment of Vice Chair:** To appoint the Vice Chairman of the Council for the municipal year 2023/24.
5. **Confirmation of minutes:** To confirm the minutes of the last annual council meeting held on 16 May 2022.
6. **Declarations of interest:** Councillors to declare any disclosable pecuniary interests relevant to this agenda. Interests may also be declared at any point in the meeting

where they become apparent.

7. **Policy review:** To review the Council policies set out below. These documents can be found on the Council's website;
- a) Assets Register
 - b) Risk assessment
 - c) Standing orders
 - d) Financial regulations
 - e) Grant making policy

The policies below were reviewed during 2022/23 and will not therefore, be reviewed at this meeting.

- f) Press & media policy
- g) Playing field conditions of use
- h) Privacy Notice
- i) Publication Scheme
- j) Complaints Procedure
- k) LGA Code of Conduct
- l) Civility and Respect Pledge and
- m) Dignity at Work Policy

8. **Appointment of members to outside organisations/special duties:**

To appoint councillor members to take on special duties or represent the council on outside organisations in accordance with the list below.

1. Highways and road safety
2. Parish Footpaths
3. Planning Liaison
4. Street Lighting
5. Grass Cutting and Maintenance (including Playing Field and the Spinney)
6. St Andrews School representative
7. Village Hall representative
8. TDALC
9. Transport representative
10. Children's Play Area.
11. Publicity/social media

9. **Cheque signatories:** To agree cheque signatories

10. **Schedule of Parish Council meetings in 2023/24:** To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting.

11. **Public Participation:** There will be a 10 minute session where members of the public may raise questions/issues, with discussions being kept on topic. All matters must be addressed through the Chair of the meeting.

Close of the ACM. The monthly meeting of the Parish Council will commence immediately.

Monthly Meeting of Weeley Parish Council

15 May 2023

A G E N D A

- 05/23.01 **Apologies:** To receive any apologies
- 05/23.02 **Minutes of the previous meeting:** To approve the minutes of the meeting held on 17 April 2023.
- 05/23.03 **Declarations of Interest:** Councillors to declare any disclosable pecuniary interests relevant to the agenda. Interests may also be declared at any point during the meeting where they become apparent.
- 05/23.04 **Clerk's Report:** The Clerk will present his report.
- 05/23.05 **Public Participation:** There will be a 10 minute session where members of the public may raise questions/issues. All matters must be addressed through the Chair of the meeting.
- 05/23.06 **Tendring District and Essex County Councils:** To receive reports from the Council's representatives.
- 05/23.07 **Correspondence:** The Clerk will report any relevant correspondence.
- 05/23.08 **PA System:** To obtain retrospective approval to purchase a new PA system.
- 05/23.09 **Parish Map:** To determine whether to commission a parish map showing the walks/footpaths, places of interest and symbols for local services and amenities.
- 05/23.11 **Planning Applications:** To consider planning applications set out in Schedule A. These will be circulated prior to the meeting. Late applications will be considered at the Chair's discretion.
- 05/23.12 **Finance and Budget:** To approve the monthly payments shown in Schedule B (circulated by separate cover).
- 05/23.13 **Weeley Parish Council Reports:**
- a) Street Lighting.
 - b) Tree Warden.
 - c) Playing Field.
 - d) Children's Play Area.
- 05/23.14 **Other Reports:**
- a) Highways and Footpaths.
 - b) TDALC.
 - c) Rural Policing.
 - d) Speedwatch.
 - e) Weeley Residents Ass.
 - f) Weeley in Bloom
 - g) Petanque Rink
- 05/23.15 **Public Participation:** There will be a 10 minute session where members of the public may raise questions/issues. Speakers are asked to keep the discussion on topic. All matters must be addressed through the Chair of the meeting.
- Close of Meeting.