



Weeley Parish Council

Email: clerk@weeleyparishcouncil.gov.uk

8th May 2024

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 20th May 2024** at Weeley Village Hall to transact the business shown in the agenda.

The Council issues its standing monthly invitation to local residents and the press to attend Parish Council meetings.

Yours sincerely

Stephen Gunter

Parish Clerk

Annual Council Meeting (ACM)

20th May 2024

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 2024/25. 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 2024/25.
5.	Confirmation of minutes: To confirm the minutes of the last annual council meeting held on 15 May 2023.
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

	<ul style="list-style-type: none"> b) Risk assessment c) Standing orders d) Financial regulations e) Grant making policy <p>The policies below were reviewed during 2023/24 and will not therefore, be reviewed at this meeting.</p> <ul style="list-style-type: none"> 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 Dignity at Work Policy
8.	<p>Appointment of members to outside organisations/special duties:</p> <p>To appoint councillor members to take on special duties or represent the council on outside organisations in accordance with the list below.</p> <ul style="list-style-type: none"> 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

20th May 2024

A G E N D A

05/24.1	Apologies: To receive any apologies
05/24.2	Minutes of the previous meeting: To approve the minutes of the meeting held on 15 April 2024.
05/24.3	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.
05/24.4	Clerk's Report: The Clerk will present his report.
05/24.5	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.
05/24.6	Tendring District and Essex County Councils: To receive reports from the Council's representatives.
05/24.7	Correspondence: The Clerk will report any relevant correspondence.
05/24.8	Annual Governance and Accountability Return 2023/2024: The Council has a statutory obligation to prepare and submit within a specified timeframe its Annual Governance and Accountability Return. The documents referred to below have been completed and circulated to Councillors in advance of this meeting to allow time to read and digest them. a) Annual Governance Statement; To approve the Annual Governance Statement (section1), which contains a number of questions to which the Council is required to give a 'yes' or 'no' answer. b) Accounting Statements; The Council is asked to consider and approve the Accounting Statements (section 2). c) Notice of Electors' Rights; To approve the dates set out in the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return'. This will be published on the website and posted on the parish noticeboards. d) Internal Audit Report; To accept the Internal Audit Report for Year Ending 31 March 2024 and note its recommendations. The Clerk will prepare an action plan to address the recommendations and report progress to a future meeting. e) Appointment of an Internal Auditor; The Council is asked to appoint an internal auditor for the financial year 2024/25.
05/24.9	Crazy Paving at Reed Pond: To consider what actions to take regarding the maintenance or replacement of the Crazy Paving at the Reed Pond
05/24.10	Tendring Hundred Riding Club (THRC) : To consider the proposals outlined at the previous meeting by THRC to adapt their premises to enable more parking which would allow for less cancelled events.
05/24.11	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.
05/24.12	Finance and Budget: To approve the monthly payments shown in Schedule B (circulated by separate cover).
05/24.13	Weeley Parish Council Reports: a) Street Lighting. b) Tree Warden. c) Playing Field. d) Children's Play Area.

	<ul style="list-style-type: none"> e) Highways & Footpaths f) Transport g) TDALC.
05/24.14	<p>Other Reports:</p> <ul style="list-style-type: none"> a) Rural Policing. b) Speedwatch. c) Weeley Residents Ass. d) Weeley in Bloom e) Petanque Rink
05/24.15	<p>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.</p>
05/24.16	<p>To Consider Items for the Next Agenda: To review any suggestions or discussions to be added to the next agenda</p>
	Close of Meeting.