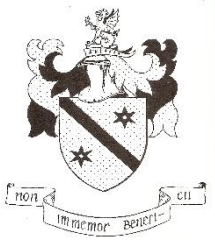


Weeley Parish Council



Tel: 07368 925194
clerk@weeleyparishcouncil.gov.uk

1st May 2025

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 19th May 2025 at Weeley Village Hall to transact the business shown on the agenda set out below.

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

Yours sincerely

Stephen Gunter
Parish Clerk

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 2025/26. 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 2025/26.
5.	Confirmation of minutes: To confirm the minutes of the last annual council meeting held on 20 th May 2024.
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; <ul style="list-style-type: none">a) Councillor Code of Conductb) Assets Registerc) Standing ordersd) Financial regulationse) Conflict of interest Policy The policies below were reviewed during 2024/25 and will not therefore, be reviewed at this meeting. <ul style="list-style-type: none">f) Grant Making Policyg) Civility and Respect Pledge

	<ul style="list-style-type: none"> h) Complaints Procedure i) Memorial Seats Policy j) Social Media Policy <p>The policies below will be reviewed in line with the councils Policy Review Schedule at other points of the year:</p> <ul style="list-style-type: none"> k) Press & media policy l) Privacy Notice m) Publication of photographs policy n) Publication Scheme o) Recreation Ground – Conditions of Use p) Risk Assessment q) Emergency Plan
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.	<p>Schedule of Parish Council meetings in 2024/25: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting.</p>
10.	<p>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.</p>
	<p>Close of the ACM. The monthly meeting of the Parish Council will commence immediately.</p>

Monthly Meeting of Weeley Parish Council
19th May 2025
Agenda

- 02/25.1 Apologies:** To receive any apologies
- 02/25.2 Minutes of the previous meeting:** To approve the minutes of the Council Meeting held on 22nd April 2025.
- 02/25.3 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.
- 02/25.4 Clerk's Report:** The Clerk will present his monthly report.
- 02/25.5 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.
- 02/25.6 Tendring District and Essex County Councils:** To receive reports from the Council's representatives.
- 02/25.7 Correspondence:** The Clerk will report any relevant correspondence.
- 02/25.8 Annual Governance and Accountability Return 2024/2025:** 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 2025/26.
- 02/25.9 Playing Field Request:** To debate and decide on request for use of Playing Field as per previously circulated request form.
- 02/25.10 VE Day 80 Commemorations:** To discuss the event and identify any pros and cons that could be used for future events.
- 02/25.11 Phone Box Library:** To discuss wording and inform council and residents of how the new phone box library will work.
- 02/25.12 Planning Applications:** To consider planning applications set out in Schedule A. These will be circulated prior to the meeting.
- 02/25.13 Finance and Budget:** To consider and approve the monthly payments.

02/25.14 Weeley Parish Council Reports:

- a) Street Lighting.
- b) Tree Warden.
- c) Playing Field.
- d) Children's Play Area.
- e) Highways
- f) Footpaths (PROW).
- g) Transport (including Tendring Transport Meeting)
- h) TDALC

02/25.15 Other Reports:

- a) Rural Policing.
- b) Speedwatch.
- c) Weeley Residents Ass.
- d) Weeley in Bloom
- e) Petanque Rink
- f) Sport and Activity Strategy Meeting

02/25.16 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.

02/25.17 Items to be added to the next agenda: Councillors are invited to raise any issues they would like to add to the next agenda.

02/25.18 Close of meeting.