



# APPLEBY MAGNA PARISH COUNCIL

Mrs Lindsay Swinfield, Clerk to the Council

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*L. Swinfield*

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To members of the Parish Council: you are requested to attend the Annual Parish Council meeting to be held by remote access on Thursday 6 May 2021 at 7.30pm, please use the link to join the meeting ID: 825 3183 9931  
Passcode: 056508

## AGENDA

1. **Election of Chairman of the Parish Council & signing of acceptance of office**
2. **Open Forum for Public questions and comments on items on the agenda (limited to 3 minutes per person by approval of the Chairman, 15 minutes maximum for this session)**
3. **To receive Apologies for Absence**
4. **In accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interests in items on this agenda. Clerk to report any written requests for dispensation in respect of items on this agenda.**
5. **Election of Vice-Chairman of the Parish Council**
6. **Minutes of the Parish Council Meeting held April 2 2021 & Annual Parish Meeting & minutes of the PC meeting held 04/03/21.**
7. **To appoint representatives to outside bodies and arrangements for reporting back**
8. **Appointment of Internal Auditor for 2022**
9. **Set a date for the 2022 Annual Parish Meeting (April 7 2022)**
10. **To accept Standing Orders & Financial Regulations (previously circulated)**
11. **To review the Parish Risk Assessment**
12. **To review the Parish Asset Register**
13. **To review Data protection policy, complaints procedure and general privacy notice & committee TOR**
14. **To review and re-adopt the Code of Conduct**
14. **Police / Neighbourhood Watch Matters**
15. **Planning Consultations**
  - a. 21/00709/FUL Whitehouse Farm, proposed conversion of former hunting lodges to form single residential dwelling along with detached garage (revised application)
16. **Planning Decision Notices**
  - a. 19 Botts Lane, variation of conditions 1,2,4,7 to alter design details and landscaping – granted.
  - b. Redhill Farm, Top Street, change of use from agricultural building to offices – class E- granted.
  - c. Sir John Moore School refurbishment of WC, listed building consent – granted.
  - d. Appeal field next to Austry Lane, dismissed.
17. **Allotment Matters**
  - a. General update
18. **Footpaths, Hedgerows & Street Matters**
  - a. Rospa play safety inspection report
  - b. Traffic control signs
19. **General Items for consideration**
  - a. Project Jump! Outdoor gym equipment – funding from J11 Mercia fund of £5k
  - b. Sports pavilion on recreation ground – responsibilities for areas around the pavilion & car park area
  - c. Street naming and numbering
20. **Risk Assessment** (play area) at the time of inspection all ok

**21. Approval of Payments and Financial Statements**

- a. Approve payments & financial statements (inc April 2021)
- b. To receive and approve End of Year Bank Reconciliation
- c. To approve and accept the Internal Auditor's report
- d. Approval of Annual Governance Statement
- e. Approval of Accounting Statement
- f. Approval of complete AGAR
- g. Annual Insurance quote, to approve
- h. Notice of appointment of date for the examination of electors rights
- i. Zoom subscription
- j. Cost of servicing Parish Council litter bins is increasing from £2.96 to £3.04 per empty with effect from 1 April 2021 to 31 March 2022. This equates to a 3% increase

**22. Ideas for Written Piece - Parish News Line**

**23. Urgent Items**

Date of Next Meeting: June 3 2021 Parish Council Meeting, 7.30pm Recreation ground sports pavilion