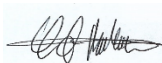


# (2021/03) Holme Hale Parish Council Annual Meeting Agenda

## To: Members of Holme Hale Parish Council

You are duly summoned to attend the Annual meeting of Holme Hale Parish Council to be held at 7.00pm on Monday 17<sup>th</sup> May 2021 at Holme Hale Village Hall in the Tony Evans Centre.



Claire Prentice  
Clerk to the Council

Date: Wednesday 12<sup>th</sup> May 2021

## Public Attendance

Members of the public and press are asked on this occasion not to attend but submit any correspondence in writing to the clerk prior to the meeting.

If you do attend you must adhere to the Covid-19 risk assessment which is in place for the venue (this can be obtained from the parish council clerk, the management committee or on the parish councils website and you should also follow Covid-19 government guidance at the time of the meeting.

---

### 1/21 Elect chairperson and sign declaration

### 2/21 Elect vice chairperson

### 3/21 Chair's opening remarks

### 4/21 To receive apologies and approve absences

### 5/21 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

### 6/21 Public Participation. (max. 15 minutes)

### 7/21 To receive reports from

- a) Cllr Fabien Eagle
- b) Cllr Nigel Wilkin
- c) Parish Clerk
- d) Website report
- e) Councillors (to include any verbal or written issues received from parishioners)

### 8/21 To approve minutes of the meeting of council held on 1st March 2021

### 9/21 Councillor Vacancy, to discuss and decide on any action to be taken

### 10/21 To amend and confirm councillor's responsibilities

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Broke	Chairman <sup>1</sup> signatory	
Cllr Scarlett	Vice chair <sup>2</sup>	
Cllr McNeil		
Cllr McBrien		
Cllr Lyndsay		

### 11/21 Clerk introduction article, to discuss and decide on action to be taken

---

<sup>1</sup> Depending on agenda item 53/21

<sup>2</sup> Depending on agenda item 53/21

## **(2021/03) Holme Hale Parish Council Annual Meeting Agenda**

**12/21 Highways, to receive updates, discuss and decide on any further action as required**

- a) Potholes and road deterioration
- b) Gritbins

**13/21 Permissive footpaths and bridleways, to discuss and decide on any further action**

**14/21 Village Green, to discuss and decide on actions to be taken regarding maintenance (Cllr Scarlett)**

**15/21 Gate for right of way, to receive update, discuss and decide on any action to be taken (Cllr McNeil)**

**16/21 Neighbourhood plan, to discuss and decide on any further action**

**17/21 Former Highway Surveyors Charity, to discuss and decide on action to be taken**

**18/21 AGAR/ Internal audit**

- a) Certificate of exemption
- b) Section 1, Annual Governance Statement
- c) Section 2, Accounting
- d) Internal audit report

**19/21 Insurance, to consider and decide on any further action (Clerk)**

**20/21 Face visors, to discuss and decide on further action (Clerk)**

**21/21 Banking mandate, to discuss and decide on banking arrangements.**

**22/21 Training request, to discuss and decide on the request (Clerk)**

**23/21 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.**

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Grievance Policy
- e) Disciplinary Policy
- f) Equal Opportunities
- g) File Retention

**24/21 To consider planning applications and related correspondance.**

Vattenfall

**3DC/2021/0112/DOC** (Council were not notified so consultation period unknown)  
Plots 1 and 2, Crossways Farm Cook Road Holme Hale IP25 7DJ  
Discharge of Condition No8 & 10 on 3PL/2018/0187/O

**3PL/2021/0578/VAR** (Information only as consultation period passed – 14.05.21)  
Plot 3, Crossways Farm Cook Road IP25 7DJ  
Variation of Condition No's 2 & 4 on 3PL/2020/0565/D - Access road amended and in accordance with Highways Agreement

**3PL/2021/0579/VAR** (Information only as consultation period passed – 15.05.21)

## (2021/03) Holme Hale Parish Council Annual Meeting Agenda

Plots 1 and 2, Crossways Farm Cook Road IP25 7DJ  
Variation of Condition No's 2 & 5 on 3PL/2019/0589/D

**3DC/2021/0096/DOC** (Council were not notified so consultation period unknown)

Ivy Farm Cook Road Holme Hale IP25 7DJ

Dishcharge of Conditions 3 & 9 on 3PL/2016/1170/F Re-location of stables and village recycling facilities to facilitate residential development on adjacent site

**3PL/2021/0390/HOU** (Information only as consultation period passed – 23.04.21)

Hannover Farm House Hale Road Holme Hale IP25 7BP

Proposed single and two storey side and rear extensions with balcony, addition of loft space for storage only with dormer windows and rooflights and new detached garage building.

**3PL/2021/0339/F** (Information only as consultation period passed – permission granted)

12 Church Lane Holme Hale IP25 7DS

Change of Use of Existing Building from Former Commercial Garage Workshop and Habitable Games Room Accommodation to Multiple Holiday Let Accommodation Comprising 3 no. Holiday Lets.

### 25/21 Finance: -

- a) Agree financial statements and bank reconciliation
- b) Payments since last meeting

#### Business Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

#### Reserve Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

- c) Outstanding payments

#### Business Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
17.05.21	Outgoing clerk salary + expenses	925	391.79		
17.05.21	HMRC	946	22.20		
17.05.21	Internal auditor	947	30.00		
17.05.21	E-on	948	222.27		
17.05.21	Grounds maintenance	949	933.94		
17.05.21	clerk salary + expenses	950	TBA		

#### Reserve Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

**26/21 To consider the passing of a resolution under the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 27/21 on the grounds that it could involve the likely disclosure of private and confidential information.**

### **27/21 Employment related issues, to discuss and decide on action to be taken**

- a) Holiday and cover arrangements
- b) Payslip and payments

## **(2021/03) Holme Hale Parish Council Annual Meeting Agenda**

**28/21 To amend or confirm the date of the next meeting as 12<sup>th</sup> July 2021 at 7.30pm**