I HEREBY GIVE YOU NOTICE

the Annual Council Meeting and May General Meeting of the Little Downham Parish Council will take place on Thursday 11th May 2023 commencing at 7.00pm To be held at Pymoor Social Club, Pymoor.

Members of the press & public are welcome!

ANNUAL COUNCIL MEETING AGENDA

1	060/23	**Election of the Chairman for Municipal Year 2023/24**
2	061/23	**Chairman to Sign Declaration of Acceptance of Office**
3	062/23	**Election of the Vice Chairman for Municipal Year 2023/24**
4	063/23	**Vice Chairman to sign Declaration of Acceptance of Office**
5	064/23	**Remaining Councillors to Sign Declaration of Acceptance of Office**
6	065/23	**Policies and Procedures:** To review and adopt Standing Orders for 2023/24 To review and adopt Financial Regulations for 2023/24 To review and adopt Financial Risk Assessment for 2023/24 To review and adopt Code of Conduct for 2023/24 To review and adopt Dignity at Work. Bullying and Harassment Policy for 2023/24 To review and adopt Communications Policy for 2023/24 To review and adopt Child & Vulnerable Adult Protection Policy for 2023/24 To review and adopt Conflicts of Interest Policy for 2023/24 To review and adopt Publication Scheme for 2023/24 To review and adopt Grievance Procedure for 2023/24 To review and adopt Balloon & Sky Lantern Release Policy for 2023/24 To review and adopt CCTV Policy for 2023/24 To review and adopt Code for Handling General Complaints Policy for 2023/24 To review and adopt Code for Handling Code of Conduct Breaches for 2023/24 To review and adopt Privacy Notice for 2023/24 To review and adopt Contractors Policy for 2023/24 To review and adopt Credit Card Policy for 2023/24 To review and adopt Crime & Disorder Policy for 2023/24 To review and adopt Disciplinary and Dismissal Procedure for 2023/24 To review and adopt Grievance Procedure for Employees for 2023/24 To review and adopt Email Contact Privacy Notice for 2023/24 To review and adopt Equality Policy for 2023/24 To review and adopt Freedom of Information Request Procedure for 2023/24 To review and adopt Grants Policy for 2023/24 To review and adopt Health & Safety Policy for 2023/24 To review and adopt Information Data Protection Policy for 2023/24 To review and adopt Investment and Loans Policy for 2023/24 To review and adopt Management of Transferable Data Policy for 2023/24 To review and adopt Online Payment Policy for 2023/24 To review and adopt Pension Discretions Policy for 2023/24 To review and adopt Press and Media Policy for 2023/24 To review and adopt Records Management Policy for 2023/24
7	066/23	**To Consider and Appoint Representative to the following Committees/Bodies for Municipal Year 2023/24:** Personnel Committee (3) Book Café Subcommittee (3) Downham Parish Conservation Group (1)

		Village Hall Committee (1) Downham Parish Magazine (1) Downham Feoffees Charity (5)
8	067/23	**To Consider and Appoint Member/s to the following Roles for Municipal Year 2023/24:** Parish Council Child Protection & Vulnerable Adult Lead/s Parish Council Health & Safety and Council Buildings Lead/s Parish Council Land and Open Spaces Lead/s Parish Council Audit and Finance Lead/s Parish Council Website Lead/s
9	068/23	**To Agree Dates and Venues for Council Meetings for Municipal Year 2023/24**

MAY FULL COUNCIL MEETING AGENDA

1	068/23	**To receive and accept Apologies for Absence:** (LGA 1972 s85 (1))
2	069/23	**To record any declarations of interest:** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
3	070/23	**Minutes of previous Meetings** LGA 1972, sch 12, para 41 - To approve the Minutes of the meeting held on 7th April 2023 and the Extraordinary Meeting held on the 4th May 2023.
4	071/23	**Public Participation –** *To adjourn the meeting to hear from residents present to a maximum of 10 minutes and Councillors that have declared prejudicial interests, to address the meeting in relation to items on this agenda. Subsequently, the meeting may be interrupted at the Chairman's discretion for public comments relating to a specific item.*
5	072/23	**To Consider Applications for Co-Option to the Parish Council** – Members to vote on the applications received and appoint accordingly.
6	073/23	**District and County Councillors Reports** i) County Councillor Annual Report – Attached ii) District Councillor Report - Attached
7	074/23	**Finance:** i) To approve the monthly payment schedule as presented. *A list will be sent nearer the meeting to ensure as many payments as possible are included to avoid delays.* ii) To consider a grant application for funding. iii) To consider the increase in costs for grass cutting.
8	075/23	**Clerks Report** To consider the report and respond to any requests for comments/actions.
9	076/23	**Planning Applications/Decisions/Appeals:** To consider and comment on new applications, amendments or appeals received. To note any decisions made or discuss any notice of pre-application stage proposals. **The list is updated on the day of the meeting.** **<u>Amendments</u>** **21/00396/FUM** - Redevelopment of Corkers Crisp/Taylor Farms complex - Willow Farm, Pymoor Common, Pymoor - An amended plan/additional information has been received for this application. The following additional information and amended plan has been received: Drainage Standard Details (1 of 3) - 77735-500-005 Rev P01- Received 12.12.22 Drainage Standard Details (2 of 3) - 77735-500-006 Rev P01- Received 12.12.22 Drainage Standard Details (3 of 3) - 77735-500-007 Rev P01- Received 12.12.22 Drainage Design Settings - Received 12.12.22 Proposed Surface Drainage Overview - 74777.01 100 Rev P01- Received 12.12.22 Proposed Surface Drainage Plan (1 of 3) - 74777.01 101 Rev P01- Received 12.12.22 Proposed Surface Drainage Plan (2 of 3) - 74777.01 102 Rev P01- Received 12.12.22 Proposed Surface Drainage Plan (3 of 3) - 74777.01 103 Rev P01- Received 12.12.22 Drainage Contributing Area Plans - 74777.01 104 Rev P01- Received 12.12.22 Transport Statement - CE-WF1857-RP09 - Final - Received 10.02.23 Amended plan: Proposed site plan - 200954/118 Rev L - Received 12.12.22

10	077/23	**Council Matters:** i) Update on utility contracts. ii) Update on streetlights contract. iii) Update on banking arrangements.
11	078/23	**Parish Council Land and Assets:** i) To update members on the insurance claim for the sports pavilion and review the quotes submitted. ii) To update Members on the insurance claim for the height barrier at LD Rec. iii) To consider extending the grass cutting contract for a further 12 months. iv) To consider the Tree Survey results and quotes for a Long-Term Agreement for the maintenance and management of all trees within Council's ownership and responsibility. v) To discuss and agree on the costs for the MUGA and decide on appointing a contractor for the works whilst applications for funding are ongoing.
12	079/23	**Parish Matters:**
13	080/23	**Highways Matters –** I) Request for LHI application for new village entry gates for LD and Pymoor.
14	081/23	**Ouse Washes/IDB** - i) To update Members on recent meetings attended, if any.
15	082/23	**Matters to Share or Inform the Next Meeting** Verbal only, no decisions can be made.
16	083/23	**To confirm the date of the next Meeting** Full Council – 1st June 2023. Pymoor Social Club **Please see the website for meeting location details.** www.littledownhamparishcouncil.gov.uk **Press and Public Welcome**
17	084/23	**Close of Meeting**