

LEIGH PARISH COUNCIL

Agenda of a Parish Council Meeting (including Parish Council Annual General Meeting) at 7-30pm, or on completion of Parish AGM if later, on Tuesday 17th May 2022 in Leigh Village Hall.

ITEM NO	AGENDA ITEM	LEAD BY:
	<u>Opening Remarks.</u>	Chairman
Annual Meeting Items for Leigh Parish Council		
1	<u>Elections and Declarations.</u> 1.1. Confirmation of Parish Council Members 1.1.1. Co-option(s) if applicable (2 x casual vacancies) 1.2. Election of Chairman and Vice-Chairman	
2.	<u>Formal Appointment of Replacement Parish Clerk.</u> Following properly advertised vacancy record of appointment of Parish Clerk (incl: Proper Officer and Responsible Financial Officer.)	
3.	<u>Finances and Accounts 1 April 2021/ 31 March 2022</u> Subject to completion of internal audit - Annual Governance and Accountability Return (Part 3 Return as the parish income has again exceeded £25K). These accounts are circulated on completion of internal audit and will be notified for public examination. It is proposed that Leigh Parish Council reviews/accepts the Internal audit report and recommendations, then: 3.1. Approve its End of Year accounts (2021/22) 3.2. Approve the (page 4 of 6) Governance Statement 3.3. Approve the Accounting Statements (page 5 of 6) for External Audit Document for year ended 31 March 2022 3.4. Review and approve the LPC Asset Register for year ended 31 March 2022 (Basis for insurance) 3.5. Review and approve the LPC Risk Assessment for year ended 31 March 2022. 3.6. Provisional internal Audit arrangements for 2022/23 The auditor may be available to deal with queries before or during the PC meeting. Deadline for AGAR submission to external auditors is 31 July 2022 (TBC)	Parish Council
4.	<u>Review of Standing Orders and Regulations.</u> Annual review of Parish Standing Orders currently dated 20 May 2014 based on the December 2013 NALC template document (since outdated) remain outstanding from previous LPC AGM. Other policy essential documents are uploaded pending review on acceptance of the basic standing orders.	Parish Council
5.	<u>Dorset APTC.</u> To confirm Leigh's membership of DAPTC and to appoint representation. (Membership subscription TBC.)	Parish Council
6.	<u>Appointment of Committee(s) and Lead Representatives.</u> Following areas	

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	<p>of interest and activity to be represented, including but not exclusively – current incumbents noted:</p> <ul style="list-style-type: none"> • Boyle’s Trust: Current Trustee - Christopher Fox • Finger Posts: Cllr A Bennett, with appointed representative: Graham Fudge • Climate Change Initiatives: Cllr C Dixon • Flooding: Cllr A Bennett • Highways & Byways incl: Footpaths: To appoint /Rachel Graham • Leigh Parish Church (St Andrew’s) – Cllr C Dixon and Parochial Church Council. • Neighbourhood Plan: Nil • Transport / NORDCAT: Cllr C Dixon • Planning: Cllr C Dixon • Play Park: To appoint. • Village Green: Cllr M Read • Village Hall: To Appoint • Community Speed Watch: Cllr C Dixon • Defibulator: appointed champion Graham Bugler • Annual litter clear up appointed champion Paul Orchard • Candle Auction appointed representative: Gordon Morris 	
	<u>PARISH COUNCIL MEETING</u>	
1.	Apologies for Absence:	Clerk
2.	Declarations of Interest:	Councillors
3.	<p>LEIGH PARISH COUNCIL MINUTES</p> <p>To Formally agree Minutes of 18 March 2022 Leigh’s Parish Council Meeting – circulated and displayed.</p> <p style="padding-left: 40px;">3.1. Chairman to sign (circulated hard copy)</p> <p style="padding-left: 40px;">3.2. Matters Arising that are not already on this meeting’s agenda.</p> <p style="padding-left: 40px;">Para 9.2.2 Purchase of IT for incoming Clerk.</p>	Chairman
4.	<p>FINANCES OVERVIEW: Current Year 2022/23</p> <p>Spreadsheet for current year. Updated to reconciliation as at 30 April 2022 (adjusted to 16 May 2022 for in meeting.)</p> <p style="padding-left: 40px;">4.1. <u>Insurance Renewal</u>: Review for renewal due by 1 June 2022. Not changed from // January 2022.</p> <p style="padding-left: 40px;">4.2. <u>2021/2 Financial Year-end accounts and AGAR review</u> – including VAT reclaim.</p>	Chairman
5	APPROVAL OF PAYMENTS – Schedule of agreed payments made since previous meeting and payments for agreement attached for	

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	consideration in meeting. 5.1. Pre-meeting -£0 (during audit) + Dorset Council Trade bin collection: £282.88. 5.2. In-meeting (on schedule attached) – value at meeting. 5.3. Pre-authorization. See attached schedule for expected	
6.	AUTHORISATION OF BANKING ARRANGEMENTS To update parish banking signatories/ authorities on change of personnel.	Clerk/RFO
7	PLAYPARK UPDATE 7.1. RoSPA safety inspection booked for May 2022 7.2. Update from PP committee regarding zip wire proposal	Chairman
8.	VILLAGE GREEN UPDATE	Chairman
9.	HIGHWAYS. Three Gates speed limit - Update	Chairman
10	PLANNING New application: P/HOU/2022/02752 – Planning permission for double garage at Droverside, Totnell – DT9 6HT. Parish Council (consolidated) response by 27 May 2022 and consideration in meeting. Circulated. Nil other changes from previous meeting.	Clerk
11.	PARISH CLIMATE CHANGE INITIATIVE UPDATE	Cllr C Dixon
12.	CORRESPONDENCE RECEIVED. In meeting	Clerk
13	ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL	
14	DATE(S) OF NEXT MEETINGS: Next Scheduled LPC meeting at 7-00pm on Tuesday 12 July 2022, subsequent meetings (Hall booked) as agreed.	Chairman

Item 5 Schedule of Invoices for Agreement in meeting

Payable to	For	Value	Remarks
TA Holder	Grass Cutting March & April 2022 - Play Park: £105-00 Village Green: £225-00	£330-00	5.2
Dorset APTC	Inv: 0709, Cllr’s Induction Training for Cllr J Dixon	£49-00	5.2
ICO	Data Protection fee	£40 0r £35	DD or cheque
Outgoing Clerk	Salary April/ ? part May 2022	TBC	
Dorset APTC	Membership 2022/23	£180.00	5.3. Expected by meeting
Zurich	Insurance 1 June 2022/23	£550-00	

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Payable to	For	Value	Remarks
Auditor	Internal audit 2021/22	£240-00 (TBC)	
RoSPA	Safety Inspection (by June 22)	£80-0	