

# **BYWELL PARISH COUNCIL**

7<sup>th</sup> May 2025

## **To all Members of the Council**

You are hereby summoned to attend the Bywell Parish Council Meeting, to be followed by the Annual Meeting of the Council, at **Newton & Bywell Community Hall, on Monday 19<sup>th</sup> May 2025**. The Parish Council meeting will commence at **7:00pm**, with the Annual Meeting of the Council following immediately after.

The meeting is open to the press and public.

## **AGENDA - PARISH COUNCIL MEETING**

### **1. WELCOME BY THE CHAIR**

Welcome by Cllr Wright.

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3. DISCLOSURE OF INTERESTS**

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

*Members are also reminded that they need to regularly review their declarations of interest forms and ensure they remain up to date.*

### **4. DISPENSATIONS**

To receive and consider any dispensations.

### **5. PUBLIC PARTICIPATION**

The Chair to receive any items put forward by members of the public and to put questions to or draw relevant matters to the attention of the Council. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

### **6. MINUTES OF LAST MEETING**

To receive and sign as a true record, the minutes of the meeting held on Monday 17<sup>th</sup> March 2025 (encl)

### **7. CHAIRS REPORT**

Update from Cllr Wright

### **8. COUNTY COUNCILLORS REPORT**

Update from Cllr Anne Dale

### **9. INTERNAL AUDIT 2024/25**

To receive the Annual Internal Audit Report for the year ending March 2025, carried out by Susan Saunders, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)

### **10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) YEAR ENDING MARCH 2025**

**a)** to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and the Clerk (enc)<sup>iii</sup> *(The Chair will read*

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*out each statement and ask members to agree, the Chair and the Clerk will sign and date the statement)*

- b)** to receive and approve the End of Year Bank Reconciliation, March 2025 (enc)<sup>iv</sup>
- c)** to receive and approve the Accounting Statements, Section 2, for the year ending March 2025 (enc) *(The RFO will have already signed and dated the accounts, the Chair will sign and date the declaration at the meeting, following receipt and approval)*
- d)** to receive and approve the Certificate of Exemption (enc)<sup>vi</sup> *(The RFO will have already signed and dated the Certificate of Exemption, the Chair will sign and date the declaration at the meeting, following receipt and approval)*
- e)** to approve the submission for year ending March 2025, and publication on the Parish Council website, as required

## **11. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

To approve the dates set for the period for the exercise of public rights of inspection as 2nd June 2025 – 11th July 2025 (enc)

## **12. INTERNAL AUDIT 2025/26**

In accordance with Accounts and Audit Regulations 2015, part 2 (1), to agree to appoint Mrs Susan Saunders as the Internal Auditor for 2025/26

## **13. PLANNING**

### **25/00818/FUL Land North of Shaw House Cottages**

Retrospective application for the removal and reinstatement of roof structures over two vacant stone barns and addition of a small connecting link extension between the two barns

**Similar proposal to previous withdrawn applications which the Parish Council had no objection to**

### **25/00819/LBC Land North of Shaw House Cottages**

Listed building consent for removal and reinstatement of roof structures over two vacant stone barns and addition of small connecting link extension between the two former barns as part of their ongoing conversion.

**Similar proposal to previous withdrawn applications which the Parish Council had no objection to**

## **14. HIGHWAYS**

Update on the investigation works that were ongoing.

## **15. NEIGHBOURHOOD WATCH**

Discuss setting this up for the local community (encl)

## **16. CHURCHYARD**

## **17. A69 BUS STOPS**

## **18. INSURANCE**

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The insurance quote for this year received (encl) to approve.

**19. VILLAGE HALL REPORT**

Update required.

**20. PARISH COUNCIL POLICIES**

To discuss policies, we need to put in place.

**21. AOB**

# **BYWELL PARISH COUNCIL**

**7<sup>th</sup> May 2025**

## **To All members of the council**

You are hereby summoned to attend the **Annual Meeting of the Council**, to be held at **Newton & Bywell Community Hall, on Monday 19<sup>th</sup> May 2025**. The meeting will commence at **8:00pm**.

Please be reminded that if you have not already done so, you will be required to sign and deliver to me your 'Declaration of Acceptance of Office' prior to the commencement of the meeting, I will be available from 7.00pm for this purpose. This is in accordance with the Local Government Act 1972, s83 (4).

The agenda for the meeting is set out below along with the associated papers.

The meeting is open to the press and the public.

### **1. ELECTION OF CHAIR**

Pursuant to section 15 (2) of the Local Government Act 1972, to receive nominations for Chair of Bywell Parish Council and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

### **2. ACCEPTANCE OF OFFICE**

To sign and deliver a form that confirms the elected Councillors declaration of acceptance of office, in accordance with the Local Government Act 1972, s83 (4), (encl)

### **3. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **4. CLERK/RFO**

Pursuant to section 151 of the Local Government Act 1972, to confirm that Sarah-Jane Moffat be appointed as the Responsible Financial Officer (RFO)

### **5. STANDING ORDERS**

In accordance with the Local Government Act 1972, Sch 12, para 42, to agree to adopt the Standing Orders for the Council (previously adopted May 2024) (encl)

### **6. FINANCIAL REGULATIONS**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), To agree and adopt the NALC Model Financial Regulations (updated 2025) (enc)

### **7. POLICIES AND PROCEDURES**

**a) *Data Protection Policy***

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In accordance with the Data Protection Act 2018, to agree and adopt Bywell Parish Council (enc)

**b) Code of conduct**

In accordance with the Localism Act 2011, 28 (12), to agree to adopt the Code of Conduct for Bywell Parish Council (previously adopted 18<sup>th</sup> March 2024) (encl)

**c) Complaints Procedure**

To agree to adopt the Complaints Procedures of the Council (previously adopted 18<sup>th</sup> March 2024) (encl)