

Averham, Kelham and Staythorpe Parish Council

**Residents are invited to attend the Annual Parish Meeting
6.30pm on Tuesday 16th May at the
Robin Hood Theatre, Averham.**

Following this meeting,

Members of the Parish Council are summons to attend a

**Annual Meeting of the Parish Council on
Tuesday 16th May 2023 at 7:00pm
Robin Hood Theatre, Averham**

Agenda

	Welcome The Clerk to ensure all councillors present have signed the Declaration of Acceptance of Offer form
AKS 23-01	Election of Chair and Vice Chair followed by the signing of Declarations of Acceptance of Offer for those roles
AKS 23-02	Vote to Accept Apologies for Absence.
	To co-opt additional councillors as members of the Parish Council The following have indicated they are willing to be co-opted Jemma Towlerton, John Miller, John Allan
AKS 23-03	Declarations of Interest either direct or indirect from members for any item to be considered.
AKS 23-04	Approve the minutes of the Parish Council Meeting held on Monday 17th April 2023 (previously circulated).
AKS 23-05	Questions and comments from members of the public (limited to 15 minutes)
AKS 23-06	Updates required from the previous meeting for items not covered on the agenda. <ul style="list-style-type: none">• Article in The Plough re planters and requesting additional co-opted members, no response received.• Article in The Plough asking for suggestions for the artwork on the gateway signs, one response received.• The Chair to update on the response to the DLUHC consultation on Community Infrastructure Levy• The Clerk to add to the PCs response to the Staythorpe BESS regarding the cumulative effect of 2 BESS applications - Done
AKS 23-07	Reports from County Councillor and District Councillor Keith Myers has been elected as the Newark and Sherwood District Councillor for Trent Ward.

AKS 23-08	<p>To Consider Items Requiring a Decision</p> <ul style="list-style-type: none"> • To consider the Additional Roles Matrix and agree roles for the next year, a copy of which has been previously distributed. • To consider adopting a Grant Awards Policy and Application Form, a draft policy and application form have been previously distributed • To consider the revised Financial Control Procedures, a draft version has been previously distributed. • To consider the Terms of Reference for the Finance Committee. • To elect the Chair of the Finance Committee • To consider adopting Terms of Reference for the Planning Working Party and to consider who will sit on the Working Party. A draft version has been previously distributed • To consider adopting Delegated Powers for the Clerk to respond to Planning Applications as per the proposal which has been previously distributed. • To consider adding these ToRs and delegated powers (if agreed) to the recently updated Standing Orders. • To consider the dates and location of Parish Council Meetings for the year 23-24. As previously agreed, meetings shall be 3rd Monday in the month when possible and held alternate months, 17th July, 18th Sept, 20th November, 22nd January, 18th March, 13th May. It is proposed to hold meetings in the Estate Office at Kelham Hall • To consider writing to Robert Jenrick MP in support of a letter a resident has already sent regarding the lack of oversight required for BESS Planning Applications • To consider commemorative signs for the planters and installing the planters inc the provision of compost and plants. • To receive an update on the proposed gateway signs in order to submit a funding application. • To consider a savings account with Unity Trust Bank
AKS 23-09	<p>To review/respond to correspondence sent and received by the Parish Council</p> <ul style="list-style-type: none"> • Letter distributed by ECAP Renewables re the proposed BESS at Staythorpe • Email from NSDC regarding payment of Community Infrastructure Levy funding. • Email regarding Archaeology Survey re 23/00317/FULM Averham BESS, previously distributed. • Email from an Averham resident asking for the PC to consider Nominating the old Manners Sutton School as an Asset of Community Value • Email from Skanska to check the PC have received correspondence relating to the proposed A46 dualling. • Email from Beaumont House re an Open Day on 13th May • Email from Gocompare asking if the PC will include a guide to preparing for a flood to the website • YMCA Village Newsletter, previously distributed.

AKS 23-10	<p>To Consider Planning Applications Received:</p> <p>23/00673/DLCP Annex Orchard Hse, Behay Gardens, Staythorpe. Removal of conservatory and construct new side extension</p> <p>Planning Decisions: None</p>
AKS 23-11	<p>Clerk's financial report, agree expenditure and other necessary action</p> <ul style="list-style-type: none"> • To consider the AGAR & Internal Audit Report 2022-23 • 50% of precept received £2362.50 • CiL money received £1278.02 • Coronation grant from NSDC Received £150.00 • Gordon Ellis & Co - Planters £688.70 • Zurich Insurance renewal quote £214.00 • RHT Invoices - Room Hire, £100.00 & £36.00 • Dog Bin Installation & Supply £294.00 • C Binks Int Audit Fee £60 • Data Protection Renewal Fee £40.00 <p>Balance at 7/5/23 £10047.02</p>
AKS 23-12	Items to be added to the agenda for the next meeting
AKS 23-13	Date of the next Parish Council Meeting – Monday 17th July 2023 at 7.00pm

Sue Jackson

Parish Clerk & RFO