

# SUTTON UPON TERN PARISH COUNCIL

**Clerk:**

Graham Bould,  
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Dear Councillor Elect:

You are hereby summoned to attend the **Annual Parish Meeting** and the **Annual Meeting of Sutton Upon Tern Parish Council** to be held on **Wednesday, 31<sup>st</sup> May 2017** at the Festival Centre, Market Drayton and will commence at **7.30 pm** in order to conduct the following business enclosed on the agenda below. In order to transact the business can you arrive before **7.15 pm** to sign off on the paperwork required. The press and public are welcome to attend.

Signed: *Graham Bould*

Date: 24<sup>th</sup> May 2017

## ANNUAL PARISH MEETING

- 1 Vice Chairman in the Chair.
- 2 To formally co-opt members to the Parish Council
- 3 Discussion time for Members of the Parish Council to engage with, and to consult, Parishioners for their views on local matters, bring forward new project ideas and to obtain feedback on the performance of the Parish Council and areas for improvement.
- 4 Report from the Chair (16/17).
- 5 Newly Elected Shropshire Councillor's Report.

## ANNUAL MEETING OF SUTTON UPON TERN PARISH COUNCIL

- 1 Election of the Chairperson
- 2 Election of the Vice Chairperson
- 3 Election of other officers as representatives to external bodies:  
i) LJC; ii) Helicopter Liaison Group; iii) Emergency Planning; iv) SALC/NSAC; v) Planning sub-committee
- 4 Welcome
- 5 Present, Apologies and/or absent
- 6 Declaration of Disclosable Pecuniary or any other Interests  
Declaration of any disclosable pecuniary interest in a matter to be discussed at the Meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.
- 7 Approval of the Minutes of the Meeting held on the 15<sup>th</sup> March 2017
- 8 Matters arising from and action taken from the minutes (not otherwise on the agenda)
- 9 Street Lights & Notice Board/Maintenance and/or Repairs.
- 10 Correspondence: i) Dog fouling. ii) planning enforcement.
- 11 Courses/Meetings.
- 12 Finance  
a) Invoices/Payments & Receipts  
b) Approval of year end accounts/Internal Auditor's Report/External Audit & Annual Return  
c) Insurance renewal & payment
- 13 Planning Applications: 17/01647/FUL Brookhouse Farm, replacement agricultural building.
- 14 Highways matters
- 15 Items for next Agenda/Parish Matters.

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Date of Next Meeting: Wednesday, 19<sup>th</sup> July 2017 Festival Centre, Market Drayton