



LONG SUTTON PARISH COUNCIL

www.longsutton-pc.gov.uk

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Dear Sir/Madam

I hereby give you notice that the Annual Meeting of the above-named Parish Council will be held in the Committee Room at Long Sutton Village Hall, **on Tuesday 2nd May 2023**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Dated 24th April 2023.

Clerk to the Council

Business to be transacted.

Public Observations/Question Time

1. To elect a Chairman. The Chairman will complete the Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence, and to note and approve reason given (LGA 1972 s85(1)).
4. Declarations of interest. (Localism Act 2011 s33 (b-e)).
5. [Minutes of the last meeting](#) 4th April 2023 (LGA 1972 sch12, para 41(1)), and any matters arising.
 - 5.1. Matters arising.
6. To consider any applications received to fill the casual vacancy on the Parish Council.
7. Unitary Councillor's report. To receive a short verbal update from the Unitary Councillor if present.
8. Appointment of members as officers as representatives or to existing committees
 - 8.1. Village hall. Three council members required to be on the village hall committee.
 - 8.2. Other officers:
 - Local Community Network representative.
 - Planning.
 - Highways and Footpaths.
 - Accounts/payment scrutiny.
 - Lengthsman co-ordinator.
 - Parish Communications and Website.
 - Environment Plan Group.
 - Play area refurbishment.



9. Planning applications: Planning applications can be viewed on the [Somerset Council website](#).
 - 9.1. New planning applications received: **none at the time of publishing this agenda (25/04/2023)**.
 - 9.2. Update on other planning issues.
10. Village Hall and Recreation Ground
 - 10.1. Matters brought forward by the committee.
11. Environment Plan
 - 11.1. Actions for consideration and approval.
12. Communication with the Community: website and e-newsletter
 - 12.1. Actions for consideration and approval.
13. Finance.
 - 13.1. Approve balances and accounts for payment.
 - 13.2. To agree the year end figures.
 - 13.3. To agree the spend to budget.
 - 13.4. To agree earmarked reserves for the year end.
 - 13.5. To agree any variances of more than 15% from last year figures.
 - 13.6. To approve section 1 of the Annual Governance and Accountability Return (AGAR).
 - 13.7. To approve section 2 of the AGAR.
 - 13.8. To agree the public right to view dates.
 - 13.9. To agree regular payments by standing order or direct debit.
14. To review the Parish Council insurance provision. To consider quotes received for the renewal of cover from 1st June 2023.
15. Representative reports and any other matters regarding:
 - 15.1. Community Safety.
 - 15.1.1. Monthly crime statistics from the [Police.Uk](#) website, or a police report if received.
 - 15.2. Lengthsman.
 - 15.2.1. To receive an update of works undertaken within the Parish in the past month.
 - 15.2.2. To agree to delay the review of the current contract for 12 months to June 2024.
 - 15.3. Highways and Footpaths
16. Other correspondence not previously distributed.
17. Date of next meeting – Parish Council meeting Tuesday 6th June 2023 in the Village Hall, after the Annual Trustees Meeting of the Village Hall and Recreation Ground Committee, which starts at 7:30pm.
18. Agenda items for the next meeting.

END OF AGENDA