

**SEIGHFORD PARISH COUNCIL**

**To all members of Seighford Parish Council:**

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday 21 May 2018 at Great Bridgeford Village Hall starting at 7.30pm.

*During the first part of the meeting, for 10 minutes maximum, there will be a Public Open Forum, enabling residents to ask questions or raise issues of concern.*

John Charleton, Clerk. Tel: 01785 509430: E-mail: [seighfordparish@yahoo.co.uk](mailto:seighfordparish@yahoo.co.uk)

**Draft AGENDA**

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| *1* | **Apologies for absence** |
| *2* | **Election of Chairman**   1. To elect a Chairman for the 2018/19 civic year 2. To receive the Chairman’s Declaration of Acceptance of Office |
| *3* | **Election of Vice Chairman** |
| *4* | **Declaration of Interests**   1. To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under section 106 of the Local Government Act 1992. 2. To remind Councillors to review their Register of Interests held by Stafford Borough Council and update if necessary 3. To note the receipt of any written requests for dispensation |
| *5* | **Public Open Forum** |
| *6* | **Appointments**   1. (a) To appoint members as representatives to serve on external bodies   (b) To appoint an Internal Auditor for the 2018/19 financial year |
| *7* | **Grants/ Subscriptions**  To confirm grants/ subscriptions to be paid on an annual basis |
| *8* | **Council Meeting held on 19 March 2018**   1. Minutes: to receive the meeting minutes for approval as a correct record. 2. Matters arising not covered elsewhere on the agenda- information only |
| *9* | **Annual Parish Meeting held on 16 April 2018**   1. To receive the draft minutes 2. Matters arising not covered elsewhere on the agenda- information only |
| *10* | **Borough/ County Councillors’ Reports** |
| *11* | **Clerk’s Report**   1. Standing Orders: To confirm updates required to Standing Orders 2. Insurance: To review the insurance policy and confirm any amendments 3. Asset Register: To receive and approve the Asset Register of property 4. Correspondence: To receive details of correspondence received |
| *12* | **Parish Finances**   1. To receive an update on expenditure against the budget for 2018/19 2. To note latest bank reconciliation and approve accounts for payment |
| *13* | **Annual Accounts 2017/18**  (a) To receive/note the Internal Auditor’s annual report for 2017/18  (b) To approve the Annual Governance Statement in the Annual Return  (c) To approve the Accounting Statements in the Annual Return  (d) To consider/ approve exemption from limited assurance review for 2017/18 |
| *14* | **Chairman’s Report**   1. Staffordshire Road Safety Grant: To receive an update on use of grant aid.   (b) Data Protection: To receive an update on data protection arrangements  (c) National Rural Crime Network Survey: to note responses made in response to the letter from the Police and Crime Commissioner |
| *15* | **Parish Councillors’ Report:**  Councillors to report on issues affecting their wards |
| *16* | **Planning matters**  (a) 18/27839/FUL: 18/28042/MDPO: Church View House, Millian Brook Road, Seighford: to report the outcome of the Planning Committee held on 18 April.  (b)18/28373/HOU at Syracuse, 24 Mount Pleasant, Derrington  (c) 18/28346/HOU at Ladybirch Cottage, Butterbank Lane, Derrington  (d) 18/28377/HOU at Chimneys, 12 Mount Pleasant, Derrington  (e) 17/27543/FUL at Billington Farm, Billington Bank |
| *17* | **Highways, Footpath & Playing Field matters**  To consider any Highways matters that require action |
| *18* | **Next meeting:** To request items for the agenda for the next meeting be held on 16 July 2018 at Seighford Village Hall  ***To exclude members of the public and press whilst the following confidential matter is discussed:*** |
| *19* | Clerk’s Pay: to confirm the Clerk’s pay from 1 April 2018 after NJC agreement |