



# SEIGHFORD PARISH COUNCIL

## To the members of Seighford Parish Council:

You are hereby summoned to attend The Annual Meeting of Seighford Parish Council to be held at Great Bridgeford Village Hall on Monday 22 May 2023 starting at 7.30pm

The public and the press are cordially invited to be present but may be excluded from any item the council decides should be treated as confidential.

Kelly Day Clerk & RFO: Tel: 07931 167 081 E-mail: [seighfordparish@yahoo.co.uk](mailto:seighfordparish@yahoo.co.uk)

## AGENDA

1	<b>To elect a Chairman and receive a signed Declaration of Acceptance of Office</b>
2	<b>To elect a Vice-Chairman and receive a signed Declaration of Acceptance of Office</b>
3	<b>To receive apologies and accept and record any reasons for absences</b>
4	<b>Declaration of interests:</b> a) To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under s 106 of the LGFA 1992 b) To note the receipt of any written requests for dispensation
5	<b>Public Open Forum</b> Maximum time available 10 minutes enabling residents to ask questions or raise issues of concern with each participant limited to three minutes.
6	<b>Updates from Borough/ County Councillors:</b> <b>Parish Council Meeting held on 20th March 2023:</b> a) To receive the draft minutes for approval as a correct record and sign. b) Matters arising not covered elsewhere on the agenda
7	<b>Co-option:</b> To consider co-opting candidates to the available vacancy in the Great Bridgeford ward following the election on the 4 <sup>th</sup> May 2023.
8	<b>Planning matters:</b> To consider any planning applications received since the last meeting
9	<b>To review and adopt council policies as below:</b> a) Standing Orders b) Financial Regulations c) Risk Assessment d) Assets
10	<b>Action points from The Annual Parish Meeting on 17<sup>th</sup> April 2023</b> 1) Clerk to inform Highways on the condition of The Ford in Seighford which is badly decayed 2) Clerk to report potholes near the chicken farm near the airfield on the County Council website
11	<b>Parish Councillors Report:</b> Councillors to report on issues affecting their wards.
12	<b>Chairman's report:</b>
13	<b>Finance – Clerk:</b> a) To approve bank reconciliation

	<p>b) To receive an update on expenditure against the budget for 2022/23 and YTD 23/24</p> <p>c) To approve accounts for payment</p>
14	<b>To consider two quotes for the Parish Council's insurance provider and approve.</b> Hiscox Insurance Company at £1,898.69 and BHIB Councils Insurance at £1,084.96. BHIB have also offered a 3-year fixed contract at a reduced premium of £1,035.36 per year.
15	<b>To discuss concerns from a member of the public on the proposed use of Ford Cottage on Stocking Gate Lane as a refuge for problem teenagers.</b>
16	<b>To approve the quote of £400 for labour costs from David Vincent.</b> To remove the ivy, old paint, apply primer and top coat on the inside and outside of the phone box in Derrington. And to cut back the bush behind the bus shelter, carry out repairs to woodwork and apply preservative paint. All materials to be supplied by the Parish Council.
17	<b>To discuss an addendum to the agreed Online Banking Policy.</b> This is to approve the Clerk to have full access to the online banking in order to set up the signatories, new users and set appropriate payment controls. Once this is done the Clerk's authority will then be reduced to delegate user which allows for viewing of the bank statements and submitting payments for approval online after each meeting.
18	<b>To discuss and approve a grant for the maintenance of the churchyard at St Matthew's Church, Derrington</b>
19	<b>To discuss and approve a grant for the maintenance of the churchyard at St Chad's Church, Seighford</b>
20	<b>To report on progress with Seighford Village Green section 106</b>
21	<b>To report on progress with the proposed bus shelter on Newport Road, Great Bridgeford</b>
22	<b>Highways, Footpaths and Playing Field matters:</b> <ul style="list-style-type: none"> <li>• To discuss the proposed playing field in Seighford</li> </ul>
23	<b>Staffing Matters:</b>
24	<b>SPC news in Church Parish magazine:</b>
25	<b>Next meeting:</b> to agree items for the next meeting of Seighford Parish Council to be held at Seighford Village Hall on Monday 17 <sup>th</sup> July at 7.30pm.
26	<b>Meeting Close</b>