



# SEIGHFORD PARISH COUNCIL

## To the members of Seighford Parish Council:

You are hereby summoned to attend The Meeting of the Parish Council to be held at Seighford Village Hall on Monday 18<sup>th</sup> March 2024 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: [clerk@seighford-pc.org.uk](mailto:clerk@seighford-pc.org.uk)

## AGENDA

1	<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.
	<b>Meeting of councillors only</b>
2	<b>To receive apologies and accept and record any reasons for absences</b>
3	<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
4	<b>Updates from Borough/ County Councillors</b>
5	<b>Parish Council Meeting held on 15<sup>th</sup> January 2024:</b> a) To receive the draft minutes for approval as a correct record and sign b) Matters arising not covered elsewhere on the agenda c) To discuss actions and outcomes from previous meeting
6	<b>Planning matters:</b> To consider any planning applications received since the last meeting:
7	<b>Parish Councillors Report:</b> Councillors to report on issues affecting their wards.
8	<b>Chairman's report</b>
9	<b>Highways, Footpath &amp; Playing Field matters:</b> <ul style="list-style-type: none"> <li>• To provide an update on the proposed playing field in Seighford</li> <li>• To discuss the ongoing maintenance work required at the playing fields</li> <li>• To discuss the proposed installation of an artificial cricket wicket for children at Great Bridgeford playing field.</li> </ul>
10	<b>To discuss and agree arrangements for the implementation of the Housing Needs Survey for the three wards this spring</b>
11	<b>To seek permission for Derrington Village Hall to use Derrington playfield for their summer village fete on the 6<sup>th</sup> July 2024</b>
12	<b>To seek approval for Mark Hodgkins to be contracted for his grass cutting services in Seighford throughout 2024 at a cost of £630</b>
13	<b>To consider whether to go ahead with August's civic amenity site visit at Great Bridgeford</b>
14	<b>To note the resignation of Councillor Carole Allen and discuss next steps</b>

15	<p><b>Finance – Clerk:</b></p> <ul style="list-style-type: none"> <li>a) To approve bank reconciliation</li> <li>b) To receive an update on final expenditure against the budget for 2023/24</li> <li>c) To approve accounts for payment</li> <li>d) To give final approval for the 24/25 budget</li> <li>e) To approve earmarked funds</li> </ul>
16	<p><b>Staffing Matters:</b></p> <ul style="list-style-type: none"> <li>a) Clerk, Kelly Day to move to from SCP10 to SCP11 in line with the NALC salary scale with effect from 1<sup>st</sup> April 2024.</li> <li>b) Approval for The Clerk, Kelly Day, to undertake ILCA during 2024 at a cost of £120+VAT</li> </ul>
17	<p><b>To provide an update on the outcome of an independent audit carried out on unpaid HMRC payments and to consider their recommendation to make payments by direct debit</b></p>
18	<p><b>To discuss and agree arrangements for the Annual Parish Meeting on 15<sup>th</sup> April 2024, including a leaflet drop and a budget for refreshments at the meeting</b></p>
19	<p><b>To discuss and agree SPC news in the two church parish magazines</b></p>
	<p><b>Next meeting:</b> The Annual Parish Meeting will be held at Derrington Village Hall on Monday 15<sup>th</sup> April 2024 at 7.30pm.</p>
	<p>Meeting Close</p>