



# SEIGHFORD PARISH COUNCIL

## To the members of Seighford Parish Council:

You are hereby summoned to attend The Extraordinary Meeting of Seighford Parish Council to be held at Seighford Village Hall on Thursday 17<sup>th</sup> April 2025 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

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| 1  | <b>To receive apologies and accept and record any reasons for absences</b>   |
| 2  | <b>Declaration of interests:</b><br>a) To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under s106 of the LGFA 1992.<br>b) To note the receipt of any written requests for dispensation.   |
| 3  | Time allocated 10 mins (7:40)<br><b>Public Open Forum:</b><br>Maximum time available 10 minutes enabling residents to ask questions or raise issues of concern with each participant limited to three minutes.   |
| 4  | Time allocated: 5 mins (7:45)<br><b>Updates from Borough/ County Councillors</b>   |
| 5  | Time allocated: 5 mins (7:50)<br><b>Parish Council Meeting held on 17<sup>th</sup> March 2025</b><br>a) To receive the draft minutes for approval as a correct record and sign.  |
| 6  | Time allocated: 0 mins<br><b>Planning matters:</b>   |
| 7  | Time allocated: 15 mins (8:05)<br><b>Highways, Footpath &amp; Playing Field matters:</b> <ul style="list-style-type: none"><li>To provide an update on discussions with the Landlord over the Seighford Playfield.</li><li>To discuss permissions for Cooper Perry Primary School to use the football field during school hours.</li></ul> |
| 8  | Time allocated: 5 mins (8:10)<br>Cllr Hodgkins and Cllr Hayward to provide an update on the reformatting and mapping of assets in Seighford and Derrington respectively, ready for approval in June 2025.  |
| 9  | Time allocated: 5 mins (8:15)<br>To discuss whether to commission an external company to conduct the affordable housing needs surveys across all parishes again to get a more statistically valid result.  |
| 10 | Time allocated: 5 mins (8:20)<br>To discuss a grant application from Katharine House Hospice to purchase syringe driver lock boxes at a cost of £114.  |

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| 11 | <p>Time allocated: 10 mins (8:30)</p> <p>To consider commissioning an updated tree health and safety survey across the parish to assess the condition of existing trees and ensure public safety.</p>   |
| 12 | <p>Time allocated: 10 mins (8:40)</p> <p><b>Finance</b></p> <p>a) To approve opening a Public Sector Deposit Fund account with CCLA and the transfer of an agreed amount of reserves from April 2025.</p> <p>b) To review and discuss the findings of the recent Interim Internal Audit conducted by Black Rose Solutions.</p> <p>c) To approve accounts for payment.</p> |
| 13 | <p>Time allocated: 5 mins (8:45)</p> <p><b>Personnel and Recruitment</b></p> <p>a) Approval for The Clerk, Kelly Day, to undertake CiLCA during 2025/26 at a cost of approximately £1,000 inc VAT.</p> <p>b) To resolve any issues that councillors are having accessing or opening emails and attachments.</p>   |
| 14 | <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 on Monday 28<sup>th</sup> April 2025 at Derrington Village Hall at 7.30pm.</p>   |
|    | <p>Meeting Close</p>  |