

# LITTLETON AND HARESTOCK PARISH COUNCIL

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Parish Office  
The Hall Way, Littleton  
SO22 6QL

Dear Councillors,

You are summoned to attend the next meeting of the Parish Council, which will **be the Annual Parish Council Meeting**, on **Tuesday 4<sup>th</sup> May 2021** via virtual conference call at 7 pm.

## Joining Instructions

<https://us02web.zoom.us/j/9601775572?pwd=RFpKK2c3aXhFMUx4SUt6d09HbTNTdz09>

Meeting ID: 960 177 5572

Passcode: 2c9jiH

Members of the public are welcome to attend and should give notice to the clerk on [clerk@lhpc.org.uk](mailto:clerk@lhpc.org.uk) or 07785 393531 by 12:30 pm on Tuesday 4<sup>th</sup> May 2021.

Signed: *Lisa Fielding* – 28<sup>th</sup> April 2021

## AGENDA

1. **Election of Chairman.**
2. **Election of Vice-Chairman.**
3. **Declaration of Acceptance of Office from Chairman and Vice-Chairman.**
4. **Co-option of new Councillor.**
5. **Apologies:** To receive apologies and approve reasons for absence.
6. **Disclosure of Interest:** To receive any disclosures of interest from Members in matters to be discussed.
7. **Public Participation.**
8. **County and District Councillor Reports**  
**To receive reports as follows: -**
  - a. County Councillor's Report: Cllr Warwick.
  - b. District Councillors' Report.
9. **Minutes of the meeting held on 12<sup>th</sup> April 2021.**
  - a. To approve and sign the minutes.
  - b. To review open actions and deal with any matters arising not on the agenda.
10. **External Reports.**  
**To receive reports as follows: -**
  - a. King's Barton Forum.
11. **Committees, Working Groups and Parish Council Responsibilities.**
  - a. To approve the terms of reference and members of the LHPC Finance and General Purposes Committee.
  - b. To approve the LHPC Responsibilities Matrix.
12. **Policies and Other Documentation.**
  - a. To approve the LHPC Standing Orders.
  - b. To approve the LHPC Financial Regulations.

- c. To approve the LHPC Delegation Schedule.

**13. To approve temporary delegation arrangements for the Clerk (valid until the next meeting)**

**14. Planning.**

- a. New Applications – to agree the Parish Council response.
- b. Existing Application – to review decisions.
- c. Enforcements – to review enforcement matters.

**15. Finance.**

- a. To endorse the latest payments list.
- b. To approve payments of new invoices.
- c. To receive the minutes of the Finance and General Purposes Committee.

**16. Internal Audit and Annual Governance and Accountability Return**

- a. To approve the Annual Accounts for 2020-2021.
- b. To receive the Internal Audit report
- c. To approve the Annual Governance Statement for 2020-21
- d. To approve the Annual Accounting Statement for 2020-21

**17. Estates Working Group**

- a. To receive the report from the chair of the Working Group.

**18. Climate Change Working Group**

- a. To receive the report from the lead of the Working Group.

**19. Communications Working Group**

- a. To receive the report from the lead of the Working Group.

**20. Parish Council Reports**

**To receive reports from members as follows: -**

- a. Millennium Memorial Hall.
- b. Transport, Traffic and Civil Engineering.
- c. Environment (Resident's Issues).

**21. Items for noting only, AOB or inclusion on next meeting's agenda.**

**22. Date of next meeting – 22<sup>nd</sup> June 2021 7pm (Littleton Millennium Memorial Hall - subject to Government Covid-19 restrictions)**