

LITTLETON AND HARESTOCK PARISH COUNCIL

Lisa Fielding (Parish Clerk)
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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**, in the **Littleton Millennium Memorial Hall** on **Tuesday 23rd May 2023 at 7:00 pm**.

Members of the public are welcome to attend and should give notice to the clerk at clerk@lhpc.org.uk or 07785 393531 by 12:30 pm on Tuesday 23rd May 2023.

Signed: *Lisa Fielding* – 18th May 2023

AGENDA

1. **Election of Chairman.**
2. **Election of Vice-Chairman.**
3. **Declaration of Acceptance of Office**
 - a. To note Acceptance of Office Declarations received from elected councillors, and agree on the date for acceptance of forms that haven't been received.
 - b. To receive the Declaration of Acceptance of Office from the Chairman and Vice-Chairman.
4. **Apologies:** To receive apologies and approve reasons for absence.
5. **Disclosure of Interest:** To receive any disclosures of interest from Members in matters to be discussed.
6. **Public Participation.**
7. **To consider residents' concerns.**
8. **Minutes of previous meetings.**
 - a. To approve and sign the minutes of the meeting on 11th April 2023
 - b. To approve and sign the minutes of the adjourned meeting on 15th May 2023
 - c. To review open actions and deal with any matters arising not on the agenda.
9. **To approve the distribution of a paper newsletter to publicise the vacancies on the Parish Council.**
10. **Committees, Working Groups and Parish Council Responsibilities.**
 - a. To approve the terms of reference for the LHPC Finance and General Purposes Committee.
 - b. To approve the LHPC Responsibilities Matrix.
11. **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.
 - d. To approve the LHPC General Privacy Policy.
 - e. To approve the LHPC Freedom of Information Policy.
 - f. To approve the LHPC Subject Access Request Policy.
12. **Planning.**
 - a. New Applications – to agree the Parish Council's response

- b. Existing Applications – to review decisions.
- c. Enforcements – to review enforcement matters.

13. Finance.

- a. To consider the proposal from the DIO for leasing the Harestock Football Pitch.
- b. To endorse the latest payments list.
- c. To approve payments of new invoices.
- d. To receive the minutes of the Finance and General Purposes Committee.
- e. To approve new signatories for the Parish Council bank accounts.

14. Internal Audit and Annual Governance and Accountability Return

- a. To review and approve the Conflict of Interest Form from the external auditors.
- b. To approve the Annual Accounts for 2022-2023.
- c. To receive the Internal Audit report.
- d. To approve the Annual Governance Statement for 2022-2023.
- e. To approve the Annual Accounting Statement for 2022-2023.

15. CONFIDENTIAL Agenda Item: Flowerdown Redevelopment:

- a. To approve the exclusion of the public for the council to receive professional advice regarding the Flowerdown redevelopment. This is in accordance with the council's standing orders, section 3d and the Public Bodies (Admission to Meetings) Act 1960 section 1, sub-section 2 and 3.
- b. To receive a report from Cllr J Biddlecombe.

16. Items for noting only, or inclusion on the next meeting's agenda.

17. Date of next meeting – 12th June 2022 7 pm. Henry Beaufort Function Suite, Harestock.