



**BRANSTON ANNUAL PARISH COUNCIL MEETING, TUESDAY 28TH MAY, 2024,
COMMENCING 6.30 P.M. AT CLAYS LANE SPORTS PAVILION**

Summons

Members are summoned to attend the next parish council meeting scheduled to take place on Tuesday, 28th May, 2024, at 6.30 p.m. at Clays Lane Sports Pavilion for the transaction of the business shown on the agenda below.

Public Participation

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting: clerk@branstonparishcouncil.gov.uk or 01283 533011.

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda. A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chairman. If a member of the public wishes to share a document with council, these documents must be submitted to clerk@branstonparishcouncil.gov.uk by noon on the day of the meeting.

The 7 principles of public life

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members are reminded of their duty under the Code of Conduct.

Kay Lear

Mrs Kay Lear, Clerk/Proper Officer

**AGENDA – BRANSTON PARISH ANNUAL PARISH COUNCIL MEETING
TUESDAY 28TH MAY 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS PAVILION**

Public participation - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Election of chair
2. Declaration of acceptance of office – To receive the Chair declaration of acceptance of office
3. Apologies for absence: To accept apologies for absence
4. Declaration of interest and dispensation requests from members
5. Election/appointment of other positions
 - a) Election of Vice Chair
 - b) Appointment of committees/working groups and terms of reference
 - c) Regatta Allotment Committee Representative
 - d) To adopt delegation scheme

6. Declaration of General Power Of Competence
That the parish council, having met the conditions of eligibility as defined in the Localism Act 2011 adopts the general power of competence
7. Meetings
 - a) To agree meeting calendar up to April 2025 (to include committee meeting dates)
8. Public participation
9. To present volunteer certificate of achievement
10. Minutes for approval, Extra ordinary meeting 15th April, full council meeting 23rd April 2024, Extra ordinary meeting 30th April, 2024
11. To receive minutes from committee meetings, Events and Communication Meeting, 2nd April 2024
12. To consider proposed locations for bird boxes, hedgehog homes, subject to land owners permission
13. Financial and Policy Matters
 - a) To approve payments
 - b) To receive expenditure to date against budget
 - c) To receive report on Aviation Lane Play Area Refurbishment and to approve proposed works following tender process.
 - d) To consider additional works, along with timescale, Aviation Lane perimeter fencing and access gate, budget up to £3.2K
 - e) To approve annual direct debits, utilities, broadband, mobile phone, ICO
 - f) To consider insurance policy renewal
 - g) To consider utility contract renewal
 - h) To consider upgrade of chain of office, budget up to £2.2K
 - i) To consider enquiry to hire MUGA for basket ball coaching sessions
 - j) To adopt Code of conduct policy
 - k) Members to complete annual register of interests
 - l) To receive internal auditor report 2023-24
 - m) To complete annual governance statement 2023-24
 - n) To accept end of year account status
 - o) Public rights period 2023-24
14. Correspondence
 - a) Planning applications
 - b) Correspondence from residents, third parties
15. Clerks report

Kay Lear

Kay Lear – Clerk/Proper Officer

20 May 2024

UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

16. Volunteer Award Scheme Nominations
17. To receive legal report and council to consider any additional support, budget up to £550.00