

# NOTICE OF THE ANNUAL MEETING OF HINTS WITH CANWELL PARISH COUNCIL

to be held at 7:15pm on Tuesday 10<sup>th</sup> May 2022, Hints Village Hall

Dear Councillor

You are summoned to attend the Annual Meeting of Hints with Canwell Parish Council to be held at **7:15pm on Tuesday 10<sup>th</sup> May 2022** at Hints Village Hall at which the following business will be transacted. Any councillor unable to attend should forward their apologies to the Clerk.

**Public and press are welcome to observe the meeting.**

Dated this 29<sup>th</sup> April 2022  
Gemma Burgess, Clerk & RFO

## A G E N D A

- 22/26. Chairman:** To elect a Chairman for the ensuing year (and declaration of acceptance of office as Chairman).
- 22/27. Vice-Chair:** To appoint a Vice Chair for the ensuing year.
- 22/28. Apologies:** To receive apologies and approve reasons for absence.
- 22/29. Declarations of Interest and Dispensations:** To receive Declarations of Interest and consider grant of any Dispensations of which written notice has been received by the Clerk.
- 22/30. Councillor Attendance:** to note the attendance of councillors at meetings in 21-22.
- 22/31. Minutes:**
  - a. To re-approve the Minutes of the Council meeting held on 14<sup>th</sup> September 2021.
  - b. To approve the Minutes of the Council meeting held on 8<sup>th</sup> March 2022.
- 22/32. County and District Councillors:** an opportunity to address the Council.
- 22/33. Public participation:** The meeting to adjourn for **up to 10 minutes** to allow for consideration of questions and comments from the public which the clerk has received in advance of the meeting. *Members of the public may not take part in the Council meeting itself.*
- 22/34. Finance, Staffing and Administration**
  - a. To check and approve the bank reconciliation at year end March 31<sup>st</sup> 2022.
  - b. To check and approve the bank reconciliation at April 30<sup>th</sup> 2022.
  - c. To note the Receipts and Payments for year ending 31<sup>st</sup> March 2022.
  - d. To note the 21-22 Budget out-turn report.
  - e. To approve the asset register.
  - f. To approve insurance cover for the upcoming year.
  - g. To consider registering with the ICO.
  - h. To approve the Privacy Notice for the website.
  - i. Payment Methods: to approve the continued use of effecting payments via bank transfer and direct debit payments for webhosting.
  - j. Payments: To approve payments for May and June 2022.
  - k. Receipts: to note receipt of the precept from LDC.
- 22/35. Internal Auditor's Report for the Year Ending 31<sup>st</sup> March 2022:** to note the report.
- 22/36. Annual Governance and Accountability Return 2021-22:** to approve:
  - a. Certificate of Exemption
  - b. Section 1 - Annual Governance Statement 2021/22
  - c. Section 2 – Accounting Statements 2021/22
  - d. To approve the period for the exercise of public rights for the 21-22 AGAR.

- 22/37. Planning:** to comment on planning application 22/00573/FUL  
Erection of 8 dwellings & associated works  
Lamb Farm, London Road, Canwell
- 22/38. Canwell Field:**
- a. To note the report on the unsolicited proposal of selling Canwell Field.
  - b. To reject the proposal and retain Canwell Field as a green asset to protect against development in Canwell.
- 22/39. Reports from Chairman, Councillors and Clerk:** to report on current issues:
- Boards at the ford
  - Jubilee planting
  - Ecological report
- 22/40. Appointments:** to confirm appointments of:
- a. Internal Auditor
  - b. Representatives on LDC Parish Forum
  - c. Representative on Quinney Hall Management Committee
  - d. Hints Quarry Liaison Group
- 22/41. HS2:** To report on current issues in the parish and any actions necessary.
- 22/42. Meetings:** to consider the meeting schedule for the upcoming year and venue