15th February 2023

Councillors: You are hereby summoned to attend a meeting of the Parish Council on **Monday 20th February 2023 at 7:15 p.m.** in the Parish Meeting Rooms for the purpose of transacting Parish Council business. **Pip Davis**

Clerk/RFO

**PARISH COUNCIL GENERAL MEETING**

**Venue: Parish Meeting Room**

**20th February 2023**

Join Zoom Meeting <https://us02web.zoom.us/j/86101995418?pwd=WDdHQklhVkpHNmRiSUxsSjZpd0dOZz09>

Meeting ID: 861 0199 5418

Passcode: 758262

**23/24**  **Apologies for absence**

**23/25**  **OPEN MEETING**

An opportunity for individuals present to speak on any items on the agenda for this meeting. The open meeting will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

**23/26 Members’ declaration of interest in items on the agenda**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**23/27 Appointment by co-option**

To fill casual vacancy by co-option of eligible candidate.

**23/28 Approval of minutes of meeting 16/01/2023** **– attached**

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 16th January 2023

**23/29** **Planning – letters, decisions and applications – attached**

To consider planning applications as outlined on the attached schedule.

**23/30 Development at Queen Street/Tenlands**

To consider the terms that the council might consider supporting a development at the land behind the Tenlands Splay.

**23/31** **VAS update**

To receive summary of VAS data and draft location rota for 2023.

**23/32** **Open Spaces – Thenford road, Millers Way**

To receive updates from the assigned Task and Finish group regarding commuted sums for maintenance of development open spaces.

**23/33** **Authorisation of payments**

To approve and provide dual signatory on payments scheduled January 2022 - February 2023.

**23/34 ICC**

To receive internal monitoring report for January.

**23/35 Effectiveness of Internal Audit – attached**

Recommendation: To approve the Effectiveness of Internal Audit 2023-24.

**23/36 Financial Risk Assessment – attached**

Recommendation: To approve the Financial Risk Assessment 2023-24.

**23/37 Grant Allocation Protocol**

To consider drafted protocols for the allocation of Parish Council grants.

**23/38** **Vexatious requests and complaints policy**

To consider the drafted policy to address vexatious requests and complaints.

**23/39 Commemorative planting**

To consider locations for commemorative tree planting under Queen’s Green Canopy initiative.

**23/40 Parish Meeting Room regeneration**

To receive costs for external planters and consider kitchen provisions.

**23/41 Parish Council identity, branding and mission**To consider creating a new logo, updated mission statement and assessing the sense of presence of the Parish Council in the village.

**23/42 Website upgrade**

To receive an update from the assigned Task and Finish group considering the upgrade of the Parish Council website.

**23/43** **Sealed Knot 380 anniversary event – attached**

To consider organising, hosting and funding 380 anniversary commemorative re-enactment event.

**23/44 King’s Coronation commemorative pins**

To consider purchase of commemorative pins for village school children.

**23/45 Footpath gritting**

To consider the purchase of a push-along gritter for village use and consider quotes as requested 22/1264.

**23/46** **Village maintenance works**

To consider maintenance works for the following items: repair at play areas.

**23/47 Warm spaces review**

To consider creating a review of Warm Spaces and feedback uptake to enable further considerations for provision requirements.

**23/48 Cemetery overhaul project**

To provide support and confirm dates for overhaul of all cemetery-related documents, records and assessments.

**23/49** **Matters for information**

**23/50** **Exclusion of press and public**

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press are excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**23/51 Commemoration at the Parish Meeting Room**

**23/52 Grass-cutting contract**

**23/53** **Next meeting** 20th March 2023 – Full Council Meeting. **Signed: Pip Davis** – Clerk / RFO to Middleton Cheney Parish Council.