



## LITTLE GADDES DEN *parish council*

THE PARISH COUNCILLORS ARE SUMMONED TO THE ANNUAL MEETING OF LITTLE GADDES DEN PARISH COUNCIL WHICH WILL TAKE PLACE BY WAY OF A VIDEO CONFERENCE on **MONDAY 18<sup>th</sup> May, 2020** at 8.00pm

ALL MEMBERS OF THE PARISH AND PRESS ARE INVITED TO ATTEND.

FOR JOINING INSTRUCTIONS PLEASE SEE THE PARISH COUNCIL WEB SITE

<https://littlegaddesdenpc.org.uk/agendas-minutes-2020/> and click on the link to join the meeting. To avoid disrupting the meeting please join between 7.50pm and 8.00pm.

# Agenda

## **1. FORMALITIES**

(i) Welcome from the Chairman.

Election of the Chair and Vice Chair for the year, plus signing Declarations of Acceptance of Office.

As this is an online meeting the Chairman will explain how the meeting will be conducted. To avoid distracting noise on the call, members of the public will be muted initially, i.e. you will be only be able to listen and will not be heard if you try to speak. There will be an open session for the public at the end of the meeting, see section 4.

(ii) To receive and accept apologies for absence.

(iii) Declarations of interest and dispensations.

- 1) To receive declarations of interest from Councillors on items on the agenda
- 2) To receive written requests for dispensations for declarable interests
- 3) To grant any requests for dispensations as appropriate

(iv) Minutes. To confirm as a true and accurate record the minutes of Little Gaddesden Parish Council meeting held on **20<sup>th</sup> April, 2020**.

## **2. REPORTS and MATTERS ARISING**

- (a) To discuss Community support activity in relation to Coronavirus – Cllr Magson
- (b) To provide an update on the Shop and Post Office – Cllrs. Lawson/Kelly
- (c) To receive a report from Hertfordshire Constabulary – PCSO if attending, otherwise Clerk
- (d) To receive the Chairman's Report for the previous year – Cllr Kelly
- (e) To receive the report of the Little Gaddesden Charities – Cllr. Pritchard
- (f) To discuss the land for sale in Church Road – Cllr Kelly
- (g) To discuss the entrance area to the Bowls Club car park – Cllr. Townsend
- (h) To agree funding and project management process for the Village Hall refurbishment – Cllr Kelly
- (i) To agree how to manage the Cricket covers this year – Cllr Kelly
- (j) To seek approval to the revised Equality Policy – Cllr. Pritchard
- (k) To confirm renewal of the Insurance Policy on same terms (2<sup>nd</sup> year of 3 year term) – Clerk
- (l) To approve the revised Planning Enforcement Policy - Clerk

### **3. ADMINISTRATION**

(i) Correspondence - To receive a summary of any correspondence that requires action, and that is not already covered in the agenda

(ii) Finance –

- a) To approve the schedule of payments
- b) To approve a report on expenditure (April 1<sup>st</sup> 2020 to end of **April 2020**)
- c) To provide an update on the Internal Audit

(iii) Health and Safety – To check that the Play Area inspections have been completed for **May**

(iv) Planning – To note the Planning Working Group's recommendations and agree wording of the consultation responses to DBC. The Planning schedule will be presented at the meeting.

### **4. OPEN SESSION FOR MEMBERS OF THE PUBLIC.**

The Parish Council welcomes attendance of the public to this remote meeting. Anyone who wishes to speak will be invited to do so by the Chairman. When the Chairman asks for questions, raise your hand so that it is clearly visible on the screen. If the Chairman invites you to ask your question you will be unmuted for that question and then muted again. Depending on how many people are attending the meeting and how this works in practice, the Chairman may adapt the approach during the meeting.

If possible, please give advance notice of your question to the Clerk by email to [parishclerk@littlegaddesden-parishcouncil.org.uk](mailto:parishclerk@littlegaddesden-parishcouncil.org.uk) so that the Clerk can circulate to the Councillors ahead of the meeting.

### **5. COUNCILLOR UPDATE / agenda items for next meeting**

Items raised are for discussion only, no resolutions can be made on items that did not form part of the agenda but new matters can by agreement of the Council be added to the agenda of the next Parish meeting

### **6. DATE OF NEXT MEETING – 15<sup>th</sup> June, 2020**

#### **FINANCE SCHEDULE**

a. Cheques for approval. The Council will consider whether to approve the following:-

- Clerk & Village Hall Manager – Salary & PAYE for **May**
- SRT Trading Limited – £220 ex vat– Warden Services (**for May**)
- MWAgri – £692 ex vat (**for May**)
- Petty Cash payment to Clerk for May TBA **£0.00** ex vat
- Zurich Insurance £632.47 including taxes (no vat)
- E-on Electricity on the Green, £33.87 ex vat
- Rod Wilson Tree Surgery Ltd £560 ex vat (2<sup>nd</sup> invoice of 3)

b. Cheques/payments received

LGVH Management Committee - Village Hall Manager salary

Alastair Greene, (Clerk).

**13<sup>th</sup> May, 2020.**