

# CLOTTON HOOFIELD PARISH COUNCIL

Parish Council Meeting Monday 17<sup>th</sup> May 2021 at 7:30 pm

To be held at Duddon Village Hall

MEMBERS OF THE PUBLIC WISHING TO ATTEND THIS MEETING  
**MUST CONTACT THE CLERK NO LESS THAN 24 HOURS IN ADVANCE OF THE MEETING**  
TO BOOK A SEAT AT THE MEETING TO ENSURE WE COMPLY TO STRICT COVID-19 GUIDELINES

## AGENDA

|     |                                       |   |                         |
|-----|---------------------------------------|---|-------------------------|
| 1.  | <b>CHAIRMAN</b>                       | To elect a Chairman for the year 2021-22  |                         |
| 2.  | <b>VICE-CHAIRMAN</b>                  | To elect a Vice-Chairman for the year 2021-11   |                         |
| 3.  | <b>APOLOGIES</b>                      | And reason for absence.   | Chair                   |
| 4.  | <b>DECLARATIONS OF INTEREST</b>       | Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.  | Chair                   |
| 5.  | <b>PUBLIC PARTICIPATION</b>           | When members of the public may comment or raise questions regarding matters affecting the Parish.   | Chair                   |
| 6.  | <b>MINUTES</b>                        | To approve the minutes of the Parish Council meeting held on 15 <sup>th</sup> March 2021 and the Extra-ordinary meeting held on 19 <sup>th</sup> April 2021   | Chair                   |
| 7.  | <b>ACTIONS</b>                        | To note actions list and receive additional updates   | Chair                   |
| 8.  | <b>PLANNING</b>                       | 1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.   | PM/GB                   |
| 9.  | <b>AUDIT</b>                          | 1) Chairman's review of the past 12 months<br>2) To accept a summary for the year 2020-21<br>3) To accept and sign the Certificate of Exemption for 2020-21<br>4) To accept the Annual Internal Audit report for 2020-21<br>5) To review and complete the Annual Governance Statement 2020-21<br>6) To review and sign the Accounting Statement for 2020-21<br>7) To sign the Exercise of Public Rights   |                         |
| 10. | <b>ACCOUNTS</b>                       | 1) To accept the Cash Book to date.<br>2) To approve Income and Payments since last meeting.<br>3) To approve the Bank Reconciliation against Cashbook YTD.<br>4) To review and note Internal Auditor Reports<br>5) To approve payments that can be made between meetings for the year.<br>6) To approve the payment of Insurance for 2021-22<br>7) To approve the renewal of CHALC Membership for 2021-22<br>8) To approve the contribution towards a dedicated Parish Council mobile phone for the clerk. | Clerk<br>Clerk<br>Clerk |
| 11. | <b>HIGHWAYS</b>                       | 1) To review the REPORT IT items and work undertaken since the last meeting.  | CK                      |
| 12. | <b>NEIGHBOURHOOD DEVELOPMENT PLAN</b> | To receive an update following the submission of the NDP.   | PM                      |
| 13. | <b>FLOODING</b>                       | To receive a follow-up report.  | Chair                   |
| 14. | <b>ROLES AND RESPONSIBILITIES</b>     | To agree the roles and responsibilities for 2021-22   | Chair                   |
| 15. | <b>POLICIES</b>                       | To review the schedule of Policies and agree timescales for review  | Chair                   |

|     |                                      |  |       |
|-----|--------------------------------------|--|-------|
| 16. | <b>DATES OF MEETINGS FOR 2021-22</b> | To agree the schedule of meetings for 2021-22      | Chair |
| 17. | <b>NEWSLETTER</b>                    | To consider items for inclusion in next Newsletter | Chair |
|     | <b>DATE OF NEXT MEETING</b>          |  |       |

Signed *Trudy Ryall-Harvey*

Clerk

10/05/2021

clerk.clottonhoofieldpc@gmail.com