**ALRESFORD PARISH COUNCIL**

**Annual Parish Council Meeting**

**Notice of meeting**

Meeting to be held via ‘remote access’ at 7.30pm on Wednesday 5th May 2021.

You are hereby summoned to attend by ‘remote attendance’ the Annual Parish Council meeting of Alresford Parish Council, for the purpose of transacting the following business:

 **AGENDA**

**05.21.1835 Election of Chairman**

**05.21.1836 Declaration of Acceptance of Office**

**05.21.1837 Election of Vice-Chairman**

**05.21.1838 Declaration of Acceptance of Office**

**05.21.1839 Apologies for Absence**

**05.21.1840 Declarations of Interest**

**05.21.1841** **Minutes of the last monthly meeting**

To approve the minutes of the meeting from 7th April 2021.

**05.21.1842 Public Forum** (members of the public and guests can submit written questions/statements). Time limit 3 mins per person. Item limited to 10 minutes.

**05.21.1843 Finance**

i) April Finance Report - Council to review and approve.

ii) Resolution: It is resolved that delegation to the Finance Committee for approval of Finance report/payments will be undertaken by email or remote meeting in the event any future full PC meeting is postponed or cancelled.

iii) Resolution: It is resolved that the Finance Committee is delegated the power to select a suitable bank for a secondary bank account.

**05.21.1844 New planning applications:**

i) 21/00526/FUL Mr Ian Wright Proposed new porch to front of house and rear single storey living space with new windows and new cladding 99 Wivenhoe Road Alresford Colchester Essex CO7 8AG

ii) 21/00602/FUL Mr J Pryke Erection of single storey side and rear extensions 17 Hawkins Road Alresford Colchester Essex CO7 8ED

**05.21.1846 Appointment of Committee**

i) Finance Committee

ii) Planning Committee

iii) Personnel Committee

iv) Pavilion Management (to be outlined in License terms)

**05.21.1847 Appointments to Working Parties**

i) Allotments

ii) Environment (for footpaths/public realm)

iii) Highways

iv) Climate change/Community Wellbeing

**05.21.1848 Information only item**

Other individual and working party appointments to be made at a future meeting.

**05.21.1849 Annual Governance review**

Council to consider review recommendation from the Clerk for the following documents, in-line with internal audit requirements;Standing Orders, Finance Regulations, Insurance, Risk Assessment, Code of Conduct, Publication Scheme and Asset Register.

**05.21.1850 Neighbourhood Plan update**

**05.21.1851 Taylor Wimpey – Staunton Gate**

Council to approve license arrangements to enable Alresford Parish Council to maintain public open spaces (allotments, play area etc).

**05.21.1852 Project updates**

i) Bench and disabled viewing area at Alresford Creek (includes funding information).

**05.21.1853 Flower beds at Station Road**

Resolution: It is resolved that £100 is budgeted for mulch and some replacement bedding plants.

**05.21.1854 Council to consider request from ACRFC (Football Club) for permission to erect temporary fabric covering for part of Pavilion patio area.**

**05.21.1855 Road safety surveys Cockaynes Lane and B1027 (Alresford)**

Following receipt of quotation. Resolution: It is resolved that Alresford Parish Council budgets £3500 towards obtaining independent reports from a specialist consultancy.

**05.21.1856 Subscription fees**

Request from EALC for payment of subscription (£530). Resolution: It is resolved that Alresford Parish Council obtains a service agreement (for audit purposes) from the EALC prior to making payment.

**05.21.1857 Essex Minerals and Waste (current consultation) response by Alresford Parish Council – information item.**

**05.21.1858 COVID-19 update**

**05.21.1859 District Councillor’s report (Written Report) and 3 min verbal report**

**05.21.1860 Essex County Councillor Report (Written Report) and 3 min verbal report**

**05.21.1861 Council to consider reimbursement of conference call charges for 5th May 2021 meeting**

**05.21.1862 PCSO report**

**05.21.1863 Councillor’s to raise any matters they feel should be brought to the attention of the Council** (1 minute each councillor).

**05.21.1864 Meeting Ends**

Michelle Salazar – Parish Clerk & Proper Officer – 28/04/2021