BENTWORTH PARISH COUNCIL

Chair: Neal Day

Clerk: Mrs Louisa Thomson
Email: clerk@bentworthparishcouncil.org

30th April 2024

Dear Councillor,

You are summoned to attend the **Parish Council Meeting** of Bentworth Parish Council on **Tuesday 7th May 2024 at 7.30pm, Jubilee Hall, Bentworth.**

Neal Day, Veronica Parker, Nikki White, Scott Neville, Simon Lane, Christian Browning & David Eyre-Brook

AGENDA

1. **Election of Chairman** (including signing of Declaration of Acceptance of Office)

2. **Election of Vice-Chairman** (including signing of Declaration of Acceptance of Office)

3. **Apologise for Absence.**

4. **Minutes –** To sign as a correct record the minutes of the meeting held on 2nd April 2024.

5. **Declaration of Interest** – Councillors are reminded of their responsibility to declare any disclosable Pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

6. **Public Participation** – Opportunity for the public to speak on agenda items in accordance with Standing Orders.

7. **Report form County Councillor**
8. **Report from District Councillor**

9. **Council Regulations and Procedures**
   Council to review and confirm its Regulations and Procedures are current and fit for purpose.
   i. **Standing Orders**
   ii. **Financial Regulations**
   iii. **Grant Awarding Policy & Procedure and Application Form**
   iv. **Disciplinary and Grievance Policy**
   v. **Social Media Policy**
   vi. **Code of Conduct**
   vii. **Procedure for Handling Complaints**
   viii. **Risk Assessment**

10. **Review of Delegated Arrangements to Committees**
    Council to review and confirm its arrangements.

11. **Terms of Reference – Planning Committee**
    Council to review and confirm its Terms of Reference are current and fit for purpose.

12. **Assets** – Council to review the asset register and confirm correct.

13. **Insurance**
    Council to confirm arrangements for insurance cover in respect of all insurable risks and approve renewal with Zurich cost TBC, circa £450.

14. **Annual Accounts and Annual Governance and Accountability Return 2023/2024**
    a) Summary of Receipts and Payments for the 4th Quarter and Year Ending 31st March 2024.
    b) Council to confirm receipt of report from Internal Auditor.
    c) Council confirm they wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and they meet the criteria required to do so.

       Certificate of Exemption to be signed by the Chairman and Responsible Finance Officer.

    d) Council to review the Annual Governance and Accountability Return, variances report and bank reconciliation.

i) Council to complete the Annual Governance Statement 2023/2024 to be signed by the Chairman and Clerk.
ii) Council to confirm the Accountability Return 2023/2024 to be signed by the Chairman.

e) Council to complete the Conflict of Interest with BDO LLP form.

15. Planning

Council to consider two applications, their comments to be forwarded to East Hampshire District Council.

i.	38104/005	Hall Farm Grainstore, Holt End Lane, Bentworth Construction of new grainstore, cattle barn, shed and hardstanding (part Remodelling following previous approval 38104/002)
ii.	60094	Land to the south of Glebe Fields, Station Road, Bentworth, Alton Development of three 2 Storey Houses, two Chalet Bungalows and One Bungalow; New Access Road and Pedestrian Links; Hard and Soft Landscaping and Open Space; and Associated Works.

16. Accounts 2024/2025

Council to approve the following payment:

a)	Louisa Thomson – Clerk Salary April 2024 (previously paid)	TBC
b)	Louisa Thomson – Clerk's expenses April 2024	TBC
c)	Zurich Municipal – Insurance renewal (if approved in item 13.)	TBC
d)	April Skies Accounting – Internal Audit	£314.40
e)	Hampshire Association of Local Councils – Affiliation Fees and NALC Levy	£300.00
f)	SJL Contracting – Village Green grass cutting	£160.00
g)	DCK Payroll Solutions Ltd – Payroll and Year End processing	£ 72.06

17. Speed Indicator Device (SID) / SpeedWatch

i. Update
ii. Council to decide what mph threshold to set the ASW cameras at.
iii. SID Report

18. Community Updates – Community Care, Neighbourhood Watch.

19. Annual Parish Meeting

Council to confirm arrangements for the Annual Parish Meeting scheduled for Tuesday 4th June 2024.

i. Meeting start time
ii. Refreshment arrangements

20. Next Meeting

a) To approve list of scheduled Council meetings for the year.
b) To confirm the date of the next scheduled Council meeting, Tuesday 4th June 2024 following the Annual Parish Meeting. Time will be made available for Public Question Time.

21. Close of meeting.