

Benefield Parish Council



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Notice is hereby given for the full meeting of the Benefield Parish Council

Date: Wednesday 22nd May 2024

Time: After Annual meeting which commences at 18:30

Cllrs are encouraged to attend Annual meeting as both Cllrs & as residents

Venue: Benefield Village Hall Causin Way Lower Benefield PE85AF

THIS IS A PUBLIC MEETING AND MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Annual Parish Council Meeting

Agenda:

- 16.24** To note attendance and approve apologies for absence.
- 17.24** To receive and approve for signature the minutes of the meeting held on 10th April 2024.
- 18.24** To note any matter arising from the minutes -For report only
- 19.24** To receive members declarations of interest on today's agenda items
- 20.24** To elect the Chairman for the coming year 2024/25
- 21.24** To elect a Vice-Chairman for 2024/25
- 22.24** To elect representative for the 401st Bombardment Group Memorial Trust
- 23.24** Parish Clerk Annual appraisal
- 24.24** Sign Declarations of Office
- 25.24** Public Participation session. Members of the public are invited to address the Council.
Individual representations should last no longer than 3 minutes.
All representations to be addressed through The Chairman.
- 26.24** To approve a review all current standing orders.
 - i Financial Regulation
 - ii Complaint procedure
 - iii Code of Conduct
 - iv Risk Assessment
 - v Data Protection/Data Breach Policy
 - vi Access Request & Records retention Policy
 - vii F.O.I policies: a) Supplementary policy. b) Model Publication Scheme.

27.24 Financial reporting & matters arising.

- i Approve year end accounts for posting of unaudited AGAR notice.
- ii Confirm appointment of internal auditor - Mr Keith Joyce - Chartered accountant
- iii Present latest bank statements and approve a review of bank & banking procedures
- iv Present accounts for payment and approve payments to be made
- v Present Parish Clerk contract of employment for approval

28.24 Planning.

- i Dormers to front and rear, air source heat pump to rear and alterations to windows front and solar panels to side and rear. Drumas House Causin Way
Lower Benefield Peterborough PE8 5AF

Ref. No: NE/24/00326/FUL | Validated: Thu 18 Apr 2024 | Status: Awaiting decision

29.24.24 Traffic Calming report update

30.24 Street lighting update

31.24 Incoming correspondence

32.24 Future agenda items/business for future meetings.

The nature of future agenda items can be discussed at this point .

33.24 Approve date of next meeting - 3rd July 2024

34.24 Meeting close & note time meeting ends.

Peter Bullock

Clerk to Benefield Parish Council