



To: Members of Stoke Hammond Parish Council

You are summoned to attend the **Annual Meeting of Stoke Hammond Parish Council** at the Community Centre, Bragenham Side, Stoke Hammond on **Tuesday 1st May 2018** **which will start immediately after the Annual Parish Meeting**

Press & Public are invited to attend.

A G E N D A

1. To **elect the Chairman** of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To **elect the Vice Chairman** and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive **apologies for absence**.
4. To receive any **declarations of interest** from Members

(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Stoke Hammond Parish Council Code of Conduct for Members and by the Localism Act 2011).

Public Participation Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to thirty minutes.

5. To **approve the minutes** of the meeting held on Tuesday 3rd April 2018.
6. **To review and adopt the following Policies for Stoke Hammond Parish Council:**
 - Financial Regulations and risk management policy.
 - Standing Orders.
 - Complaints Policy.
 - Risk Management Policy.
 - To confirm that Stoke Hammond Parish Council continues to be eligible for General Power of Competence.
7. To appoint internal auditor for Stoke Hammond Parish Council for 2018/19 – Mr Gus Orchard.
8. To review the Council's asset register.
9. To review the Council's insurance policy renewal.
10. **Questionnaire**
To report on questionnaire responses and next steps.

11. Finance

a) To agree the payment run as circulated.

b) Exercise of Electors' Rights 2017

(There is a statutory requirement for councils to provide local electors and other interested parties with the opportunity to inspect the Annual Return and supporting documentation. The Parish Council must inform the electorate by way of notice of a 30 working days period during which electors' rights may be exercised.

The Clerk proposes the following dates: 19th June 2017 until 28th July 2017, inclusive, subject to internal auditor's report being available in time.

c) **Salary review:** To ratify the salary review agreed by Councilors in respect of the Parish Clerk's remuneration.

12. **Planning:** To discuss planning applications and make recommendations and to include those planning applications received after this agenda is published, if urgent.

18/01156/APP Ayresome, Old School Lane, Stoke Hammond Extension and raising of roof to provide additional living to rear of ground floor and at first floor.

Details:

<https://publicaccess.aylesburyvaledc.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=P6M8OKCLJJO00&prevPage=inTray>

18/01309/APP | Variation of Condition 1 (approved drawing) of planning permission condition on 14/00102/ADP | Land Off Drayton Road Stoke Hammond Buckinghamshire

Details:

<https://publicaccess.aylesburyvaledc.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=P72G8DCL0N100&prevPage=inTray>

13. Highways, Footpaths & Footways, Lighting

To update and report on any other issues and repairs.

14. Land

Report any issues.

15. Best Kept Village Competition

Update (Cllr Lane).

15. Parish Council Newsletter: To provide any update.

Consider provision of financial support to Stoke Hammond News, reflecting increase in Stoke Hammond's population and its circulation.

16. To report on meetings attended on behalf of the Parish Council.

18. To agree the date of the next PC meeting – Tuesday 5th June 2018.

Sue Severn CILCA

Parish Clerk
24th April 2018