

**PARISH COUNCIL MEETING
NOTICE
AGENDA AND SUMMONS**

All members of the Council are summoned to attend a Meeting of **GREAT EASTON & TILTY PARISH COUNCIL**, to be held in Great Easton Village Hall on **Thursday 29 June 2023 at 7.00pm** for the transaction of business as set out below.

Meetings and the Public

Members of the public and press are warmly welcomed to attend but in relation to the parish council meeting are requested to advise the Clerk of their attendance in advance if possible on parish.clerk@greateastonparishcouncil.co.uk or 01371 404220.

You are permitted to ask questions at the meetings, during the allotted time in the Public Forum. Please raise your hand to speak and address questions and statements to the Chairman.

Supporting documents relating to agenda items are available to members of the public and press and should be requested from the clerk before the meeting.

If the Council needs to deal with sensitive or confidential issues it may decide by a resolution to exclude the press and public for the period of the discussion.

Signed

Tristan Martens, Chairman

Agenda and summons prepared by *Kate Rixson*, the Clerk to the Parish Council, and issued on 23 June 2023

1	Apologies for absence. If accepted, the reasons for absence to be approved by resolution.
2	Declarations of interest Members to declare pecuniary and non-pecuniary interests in agenda items.
3	Councillors' Declarations of acceptance of office Any outstanding declarations to be made, as resolved on 17 May 2023.
4	Minutes of previous meeting To receive, consider, approve and sign as a correct record the minutes of the Annual Parish Council meeting held on 17 May 2023
5	Chair's report and to receive reports on progress on action points from previous meetings, including: <ul style="list-style-type: none">• Highways – hedge overhanging pavement and vegetation on pavement on B184 (Snow Hill to Duton Hill)• Village Green – prevention of damage to verge by installing posts• Parking next to Tilty church• Bus service 313/4 – information added to website and boards• Airport representative for council• Work at Laundry Lane sports field• Work on river bank in Great Easton

6	<p>Public participation session</p> <p>This provides an opportunity for:</p> <ul style="list-style-type: none"> - members of the public to raise questions relating to the items on the agenda and for inclusion on a future agenda, and - members of the public and councillors declaring an interest to address the meeting in relation to the business to be transacted at the meeting. <p>The Chairman will at his discretion decide whether he is able to answer any question(s) or propose to put the item on the agenda for the next meeting. Time for this session is limited to 15 minutes (3 minutes per person per item). See Standing Order 3d.</p>
7	District and County Councillors' Reports
8	<p>Clerk's report on action points not listed separately on the agenda</p> <p>To be circulated before the meeting and taken as read (copies will be available).</p>
9	<p>Neighbourhood plan</p> <p>Progress report and recommendations</p>
10	<p>Great Easton Parish Hall Fund (Village Hall charity)</p> <p>To note trustee meeting and outcome and to note future management arrangements</p>
11	<p>Parish council financial reports and decisions</p> <p>A note will be available at the meeting and beforehand if requested from the clerk.</p> <p>To note receipts and payments since last meeting, and balance/reserve.</p> <p>To approve payments to include:</p> <p>Uttlesford District Council for the costs of the uncontested election on 4 May 2023: £157.41.</p> <p>Other payments arising after issue of the agenda and circulated at the meeting</p>
12	<p>Annual Audit and Public Access to financial records</p> <p>To note dates of period of access, and progress with the annual review by external auditors</p>
13	<p>First Aid Training day</p> <p>To consider a proposal that the Parish Council supports this financially and otherwise.</p>
14	<p>To approve governance documents:</p> <p>Standing Orders – NALC model dated 2018 as modified</p> <p>Financial Regulations – NALC model updated April 2022 as modified</p>
15	To adopt the Code of Conduct endorsed by Uttlesford District Council
16	<p>Planning applications, decisions and progress on planning matters - to include applications notified after agenda is published.</p> <p>UTT/23/0896/FUL – Old Forge, Duton Hill – one dwelling with associated works.</p> <p>A written report on the outcome and progress of previous applications will be available.</p>
17	<p>Receive representatives' reports (for items not shown separately on the agenda)</p> <ul style="list-style-type: none"> • Open spaces (to include playing fields and play areas) • Footpaths, road safety and highways • River interests • Airport • Community activities and events • DUFC • IT, website and communications
18	Items for inclusion on next meeting's agenda or in the Five Parishes Magazine
19	Date of next meeting to be confirmed – Thursday 27 July 2023 at 7 pm.
	Chairman to close meeting