****

## Chairman: Cllr Diane Osborne

**Clerk/RFO: Graham Earnshaw, 14 High Farm Meadow, Badsworth, WF9 1PB**

**Email:** [**gateforthpc@gmail.com**](mailto:gateforthpc@gmail.com)

**OFFICIAL NOTICE OF THE MEETING OF GATEFORTH PARISH COUNCIL**

**The Annual Parish meeting and the Annual Parish Council meeting of Gateforth Parish Council will be held on Wednesday 23rd June 2021. The meeting will be held at Chapel Haddlesey Community Hall**

Meetings are open to press and public except for any item labelled as Part 2 under the Public Bodies (1960) Act

**Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.**

* Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Clerk **3 days before the meeting.**
* Listeners’ comments will be taken before the council meeting begins and after the chair’s welcome. The time for this will be limited to 15 minutes.
* Decisions cannot be made at this meeting on items not on the agenda.

**Councillors are summoned to attend the Meeting of the Parish Council detailed above and to consider and resolve the business to be transacted on the Agenda below.**

**Agenda items**

**Annual Parish Meeting**

**1. Welcome**:

a) Welcome: Chair to welcome councillors, clerk and visitors to the meeting.

**2.** To receive the **minutes of the 2020 Annual Parish meeting**.

**3.** To receive a **Financial Statement for 2020/21**

**4.** To receive a **report on the work of the Parish Council from the Chair.**

**5.** Questions from members of the public.

**Annual Parish Council Meeting**

**6.** Councillors to consider and vote on the **Election of the Chair and Chair to sign declaration of office.**

**7.** Councillors to consider and vote on the **Election of the Vice Chair and Vice Chair to sign declaration of office.**

**8. Apologies** – Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.

**9.** Chair to remind members to make any **declarations of interest** in any agenda items.

**10.** **Minutes:**

a) To **receive** and **resolve** whether or not to accept the minutes of the Ordinary Parish Council meeting held on 17th February 2021.

b**) Chair** to **sign** minutes if accepted.

**11. Council** to receive comments on agenda items from electors present.

**12.** To **receive** reports from:

* 1. County Councillor:
  2. District Councillor:
  3. Police.

**13. Planning**

a) Applications for **consideration:**

APP/N2739/W/21/3274188 – Melton Cottage planning application. Appeal to secretary of State.

**b)** Decision Notices **to be noted:**

**2020/0631/FUL –** Lowfield Road piggery. Application approved.

2020/1071/COU – Keepers Cottage, Gateforth. Application Approved.

**c)** Review Planning procedures and agree how we put in place notifications of appeals/decisions after refusals

**14. Finance**

* 1. Finance Report from the Clerk

General Fund – £4,263.89

Payments

|  |  |
| --- | --- |
| G Earnshaw Salary for February + expenses | £127.44 |
| HMRC Clerks’ tax for February | £25.40 |
| WEL Medical Replacement pads for defibrillator | £89.22 |
| Backhouse Moles | £38.12 |
| G Earnshaw Salary for March + expenses | £127.44 |
| HMRC Clerks’ tax for March | £25.40 |
| YLCA Membership | £127.00 |
| Autela Payroll services February and March 2021 | £41.76 |
| G Earnshaw Salary for April + expenses | £127.64 |
| HMRC Clerks’ tax for April | £25.20 |
| Vision ICT Website | £144.00 |
| Backhouse Moles | £39.26 |
| G Earnshaw Salary for May + expenses | £127.44 |
| HMRC Clerks’ tax for May | £25.40 |
| WEL Medical Replacement pads for defibrillator | £93.54 |
| Came & Company Insurance | £528.61 |

* 1. To receive end of year bank reconciliation
  2. To receive Internal Auditor’s report
  3. To complete the Annual Return for year ending 31st March 2021 and approve the Annual Governance Statement and Statement of Accounts

|  |  |  |
| --- | --- | --- |
|  |  |  |

**15.** To receive information on the following **ongoing is**sues and decide further action where necessary:

**a) Location of Dog Waste bin** – update

**b) Grass Cutting tender –** update

**c) Non vehicular access to Paper House Lane -** update

**d) Sharing of Action Log –** update

**e) Best Practice HR Policies** - on-going

**f) Hambleton Hough, felling of trees** - update

**16.** **To agree dates, time and place of meeting for the Council for 2021/22**

**17.** To discuss **Queens Platinum Jubilee Celebrations** and agree whether there should be a party on the village green  - 2nd - 5th June 2022

**18.** To discuss the process and the arrangements for the **use and maintenance of the Defibrillator**.

**19.** To discuss and agree action on the **state of the roads out of the village.**

**20.** To discuss **arranging a litter pick.**

**21.** To discuss and agree approach to **erecting a flagpole on the Village Green.**

**22.** To receive update on the **Broadband Upgrade initiative**

**23. Policies and Procedures**

a. To review and agree updated Code of Conduct;

b. To review and agree updated Communications Policy.

**24. Correspondence Received**

- Dog waste bags scattered

- Walk from Birkin to Gateforth (across fields)

**25.** **Minor items –** to take any points of interest from Councillors as defined in Standing Orders under delegated powers.

**26. Items for the next agenda**

**27.** To **note** date of next meeting: Wednesday 15th September 2021 at 7:30pm