

## **Kirklington Annual Parish Council Meeting & Ordinary Parish Council Meeting (combined) – Agenda**

*Agenda for the meetings on Monday 13th May 2024 (which will follow on from the Annual Parish Meeting once finished).*

### Annual Meeting formalities

1. Election of new Chair
2. Election of new Vice-Chair
3. Election of new Treasurer
4. Apologies for absence – Cllr Wheatcroft
5. Declarations of Interest – *to cover the annual & ordinary meetings*
6. Minutes of last Annual Parish Council Meeting (22nd May 2023) – *to authorise the minutes as being a true record of the meeting.*
7. Minutes of last ordinary Parish Council Meeting (8th April 2024) – *to authorise the minutes as being a true record of the meeting.*
8. Roles for the forthcoming year (2024-25) (HC) – *to review areas of responsibility*
9. Adoption of the outgoing Chairman's Annual Report (Vice Chair / all) – *formal adoption of the report*
10. Treasurer's Annual Report / adoption (IW /all) – *review of the previous financial year and adoption of that report.*

### Ordinary Meeting formalities

11. Action points review (all) – *review any updates on outstanding actions*
12. WINGS (IW/all) – *share / review any new information and/or issues relating to the School*
13. Traffic Report – Accident stats (IW)
14. Financial matters (IW):
  - i) Balances – *to review the current bank balances*
  - ii) Clerk payment – *to approve payment for April*
  - iii) Receipt of precept – *to confirm receipt of first instalment*
  - iv) Insurance renewal – *to approve the annual insurance premium renewal*
  - v) Flooding fund expenditure – *approve payment for storage for flood equipment*
15. End of Year Finances Review 2023-24 (IW):
  - i) Annual Approval of accounts for the year ended 31 March 2024.
  - ii) Approval of Certificate of Exemption for the year ended 31 March 2024.
  - iii) Approval of the Annual Governance Statement for the year ended 31 March 2024.
  - iv) Approval of the Accounting Statements for the year ended 31 March 2024.
16. Planning Matters (HC) – *any planning requests/updates to review:*
  - i) 24/00571/FUL – Land north of Kirklington Rd, Bilsthorpe – change of use of land to a secure dog walking field with associated car parking and access. **Action: Decision needed asap after meeting.**
  - ii) 3/23/00009/CMA – Kirklington A Well site – permission to vary conditions applying to final restoration of the site. **Action: response needed by 20<sup>th</sup> May.**
  - iii) **23/01092/FUL** – Paddock Land, Southwell Rd – erection of large storage barn previously refused (appeal to Secretary of State APP/B3030/W/24/3340540). **Action: consider if further response is required for deadline of 5<sup>th</sup> June.**
  - iv) 24/00203/S19/LBC – Mill Farmhouse, Southwell Rd – application to vary condition 2 (attached to previous consent 22/01189/LBC) to amend glazing style and arrangement of approved replacement garden room. **Outcome: consent granted (info only).**
  - v) 24/00245/HOUSE – 5 The Green – Proposed single storey rear extension. **Outcome: permission granted (info only).**

17. Review of Policies (HC/all) – *to review formal policies including financial regs, GDPR, accessibility and Standing Order policies and agree review periods going forward (N.B. due to a recent update to some policies it is proposed to review these at June or July's meeting)*
18. Bilsthorpe Incinerator (NC) – *review current position and agree next steps*
19. Telephone box (HC) – *review proposals to transfer ownership to VHMC*
20. GNR Solar Park (HC) – *review details of site visit and approve Cllr Radford as attending on PC's behalf.*
21. Correspondence (HC):
  - i) Hedgehog Highway Project – *provide an overview of the project*
  - ii) NCC Waste Local Plan – *confirmation of submission to Secretary of State (info only / sent by email)*
  - iii) NSDC Scheme of Delegation update (planning) – *overview of proposals to update formal processes / sent by email)*
  - iv) GNR Solar Park – *review details of site visit and approve Cllr Radford as attending on PC's behalf*
  - v) NALC AGM 12<sup>th</sup> October – *review attendance/representation at the event*
22. Date of next meeting – *Ordinary meeting – reconsider as currently 3<sup>rd</sup> June 2024 at 7.30pm. Next Annual Parish and Parish Council Meeting dates will be agreed early in 2025.*

