

Belchamp St Paul and Belchamp Otten Parish Council

10 May 2023

The next meeting of the Parish Council will be held on Tuesday 16 May 2023, commencing at 7.30pm, in The Community House, Gages Road, Belchamp St Paul.

A G E N D A

1. Election of Chairman and signing of Declaration of Acceptance of Office
2. Election of Vice Chairman
3. Apologies for Absence and Declarations of Interest
4. Parish Council Election on 4 May 2023 - Result of the election and the completion of Acceptance of Office/ Declaration of Interest and Election Expenses forms.
5. Co-Option to fill vacant seat for Belchamp St Paul.
6. PUBLIC DISCUSSION TIME (5 minutes)
7. Approval of the Minutes of the meeting held on 4 April 2023
8. To note the Minutes of the Belchamp Otten Annual Assembly on 3 April 2023 and the Belchamp St Paul Annual Assembly on 4 April 2023.
9. Matters arising from the April PC meeting (not covered separately on the Agenda)
10. PC Annual Administrative matters:
 - Appointment/approval of Council Officers and Representatives
 - Adoption of Standing Orders, Financial Regulations and Councillors Code of Conduct
 - Appointment of RFO and Internal Auditor / Confirmation of bank signatories
11. Essex County Council matters
12. Braintree District Council matters
13. Finance – Approval of receipts and payments
 - Revision of Asset Register for 2023
 - Confirmation of PC insurance arrangements for 2023-24
14. Audit for 2022-23 - Receive and note the Internal Audit Report
 - Approve the 2022-23 Parish Council Accounts
 - Consider, approve and sign the Audit Annual Governance Statement
 - Consider, approve and sign the Audit Annual Accounting Statements and the Audit Exemption Certificate.
 - Confirm 'Public Inspection of Accounts' dates.
15. Quotation to clear the ditch in front of Savilles twice yearly - update
16. ECC Verge Cutting Contract for 2023-24
17. Review Tree Survey of Cole Green – New inspection required
18. Free Tree Scheme
19. Consider possible projects suitable for CIF grant application in 2023
20. Playing Field update (PFMC)

21. Village Design Statement – Update from the Working Group
22. Christmas Tree on Cole Green – Consider draft leaflet
23. Correspondence
24. Planning – New Applications / Decisions
 - Solar farm proposal off Bakers Road, BSP – Update (if any)
 - Request for meeting with site owner's representatives to discuss proposals for development at Lamberts Farm, Gages Road, BSP (prior to planning application being submitted to BDC)
25. PUBLIC DISCUSSION TIME (5 minutes)
26. Any urgent matters and proposals for future agenda items
27. The next Council meeting will be held on Tuesday 4 July 2023 in The Community House, Belchamp St Paul at 7.30 pm



Clerk to Belchamp St Paul and Belchamp Otten Parish Council

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