**20LHPC10a Little Horkesley Parish Council**

**NOTICE OF MEETING**

**I HEREBY GIVE YOU NOTICE THAT YOU ARE SUMMONED TO ATTEND** an Ordinary Meeting of the Little Horkesley Parish Council to be held in Little Horkesley Village Hall on Monday 19th October 2020 at 7:30pm.

**Due to the recent changes in social distancing rules, members of the public are required to notify the clerk if they intend to be present at the meeting to ensure we remain within the current limits.**

Joanna Petersen (Parish Clerk)

01206 273 145

clerk@littlehorkesleypc.com

# Apologies

Declaration of Pecuniary or Non-pecuniary Interests in relation to items on the agenda.

**1. Minutes**

To approve the minutes of the meeting held on 16th September as an accurate record.

**2. Remembrance Service**

1. To discuss who will represent the Parish Council at the Remembrance Service at Little Horkesley Church on Sunday 8th November 2020.
2. To confirm that the wreath has been purchased.

**3. Playground**

1. Confirmation from the clerk that the wildflower meadow has been cut back
2. Confirmation that the bushes and shackles have been replaced on the junior swing by Mortimer Contracts
3. To discuss any further work required as a result of the ROSPA report.
4. To discuss the dedication plaque for the new bench in the Public Green Space.

**4. Bus Shelter**

1. To receive a report about the current state of the bus shelter
2. To receive a report from the clerk about the cleaning of the notice board

**5. Footpaths & Hedges**

1. To discuss whether it is appropriate to send a letter to landowners re cross field paths now or whether it would be better to wait until the spring?
2. To receive an update from the clerk about new “Children Playing” signs for the village.

**6. Website**

1. To receive update from the clerk on website
2. To discuss whether it would be beneficial for the Parish Council to have a presence on social media

**7. Planning**

1. Chris Exley to report on two recent planning consultations:

* Planning for the Future: the planning white paper
* Transparency & Competition: a call for evidence and data on land control

**8. Affordable Homes**

1. To review the current position and what further action needs to be taken.

**9. Training & Development**

1. To review the Training & Development Policy written by the clerk as part of her CiLCA qualification
2. To receive update from the clerk on the CiLCA qualification

**10. Meeting Dates**

1. To confirm that due to Covid 19 restrictions, meetings of the Parish Council will be held on the 3rd Monday of the month from October 2020 until December 2021.
2. To confirm the meeting dates for the remainder of 2020 and for 2021 as follows

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020** | **2021** | |
|  | October 19th | January 18th | July 19th |
|  | November 16th | February 15th | September 20th |
|  | December 21st | March 15th | October 18th |
|  |  | April 19th | November 15th |
|  |  | May 17th | December 20th |
|  |  | June 21st |  |

**11. Finance**

1. Chris Exley to approve and sign the Quarterly Reports (Q1 and Q2)
2. Review first draft of 2021 / 2022 Budget
3. Update on progress of internet banking
4. To discuss closure of the Cheltenham & Gloucester Building Society account
5. VAT Reclaim 2019 / 2020

***Invoice Approval***

To Approve the following invoices:

* Mortimer Contracts £84.00
* Adrian Jacobs (Playground Inspection) £100.00
* Maria Oats (Remembrance Wreath) £17.00

To note expenditure approved by the Chair and the Clerk

* Essex Air Ambulance donation £50.00
* J Petersen (Salary)

**12. Correspondence**

* Barclays Statement June – September 2020

**13. Items for the Next Agenda**

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**…………………………………………………………………………….. (J Petersen – Clerk)**

**12.10.2020**

# ……………………………………………………………………………… (Date)

**Date of the next Parish Council Meeting Monday 16th November 2020 (Village Hall)**

**The Public and Press are cordially invited to be present**

**Little Horkesley Parish Council**

Parish Clerk: Joanna Petersen

Email: [clerk@littlehorkesleypc.com](mailto:clerk@littlehorkesleypc.com) Website: [www.littlehorkesleypc.com](http://www.littlehorkesleypc.com)