

NOTICE

**Councillors are summoned to attend the
Meeting of Little Birch Parish Council to be held at 7.30pm on
Wednesday 5th June 2024 at Little Birch Village Hall**

All members of Little Birch Parish Council: Councillors, Nick Deacon, Chris Atkinson, Tom Palfrey, Steven Coles, Kate Dillon

Members of the public are warmly invited to attend.

Agenda

1. **Open session for members of the public.** There will be no longer than 10 minutes allowed for any members of the public present, to speak for up to 3 minutes each.
2. **To accept apologies for absence** – None received
3. **Clerk Correspondence** – Any correspondence received by the clerk
4. **To receive Declarations of Interest** – None received
5. **To accept reports from: -**
 - 5.1 **Ward councillors report (Toni Fagan)**
 - 5.2 **Balfour Beatty** – Locality steward report (James Howell)
 - 5.3 **Police update** - To receive Police report
 - 5.4 **Report from footpaths officer; (Chris Fowler)**
6. **Acceptance of Minutes of meetings** (Apr 3, May 8 Annual Parish and Annual 2024)
7. **Action Points from last meeting** – all included on the agenda.
8. **Planning Matters:** Nothing currently to consider
9. **Finance** – to consider all outstanding invoices including:
 - 9.1 **Balance (at 03.06.24) Lloyds Account £7548.67**
 - 9.2. **Payments to be agreed:** To consider all outstanding payments
Clerk Salary as per contract
HMRC £6.60
Expenses £14 (Fuel £9, Broadband £5)
Lengthsman TGC2679 £1276.80 inc VAT
 - 9.3 **Receipts** – Precept 1st half now received
VAT Returns - £172.84
Lengthsman Grant £1064
Contribution from Orcop PC for Clerk training and CiLCA £350
 - 9.4 **Requests for financial aid** – None
10. **Lengthsman work:** To discuss work for Lengthsman and funding proposals.
11. **Annual Governance Audit Review** –
 - 11.1 To note finance and bank reconciliation report
 - 11.2 In regard to their AGAR – end of year accounts: To resolve that LBPC meets criteria set for 2023/24 and wishes to claim exemption for that year.
 - 11.3 To approve the Annual Governance Statement for 2023-24
 - 11.4 To approve the Accounting Statement for 2023-24
 - 11.5 To note any recommendations from the Audit
12. **Website** – To consider creation of Parish council website
13. **Defibrillator contribution from Village Hall committee:** Contribution toward defibrillator
14. **Items for next meeting (no discussion):**
15. **Date of next meeting:** To note date of the next meeting July TBC 2024 7.30pm

Dates of Future Meetings for 2024/25

	June 5	7.30pm	November 6	7pm
	July 3	7.30pm	December 4	7pm
	September 4	7.30pm	January 8	7pm
	October 2	7pm	February 5	7pm

