



# Lode Parish Council

[clerk@lode-pc.gov.uk](mailto:clerk@lode-pc.gov.uk)

[www.lode.org.uk](http://www.lode.org.uk)

**Chair:** Cllr Rob Small **Vice Chair:** Cllr Christina Ferdinando **Parish Clerk:** Su Field

**Notice of Meeting:** Parish Council Meeting

**Time:** 7:30pm

**Date:** 12<sup>th</sup> June 2023

**Venue:** Fassage Hall

To All Members of the Council

You are hereby summoned to attend the Meeting of Lode Parish Council for the purpose of transacting the business as set out below.

Members: 5      Vacancy: 2      Quorum: 3

*In order to reduce the length of meetings it would be appreciated if you would contact the Clerk before the meeting if you have any queries or need further information.*

*Any Member who is unable to attend the meeting should send their apologies before the meeting.*

***The meeting is open to the public (including the press). Standing Orders set meetings to not exceed 1.5 hours.***

Su Field - Clerk

6<sup>th</sup> June 2023

## 23-24.33 CHAIRMAN'S WELCOME

## 23-24.34 APOLOGIES FOR ABSENCE

## 23-24.35 COUNCILLORS' DECLARATIONS OF INTEREST

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

## 23-24.36 PUBLIC PARTICIPATION SESSION (15 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- All Parishioners wishing to speak and who are on the Electoral Register, must make their name known to the Clerk prior to commencement of the meeting with a maximum of three people to speak. Limited to 5 minutes per person, 15 minutes in total. Large groups must decide on a spokesperson representative.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

## 23-24.37 APPROVAL OF MINUTES

- a) To approve the minutes from the meeting held on 15<sup>th</sup> May 2023 (Attachment 1) – Ordinary Meeting [Minutes of the Annual Meeting of the Parish Council to be agreed at the Annual Meeting of the Parish Council to be held in May 2024].
- b) Chair's Report

**23-24.38 FINANCE MATTERS**

- a) To consider the Internal Auditor report in respect of the AGAR for 2022-23 (Attachment 2).
- b) To consider, and agree if accepted, the AGAR for submission to the External Auditor (PKF Littlejohn) for the financial year 2022-23 (Attachment 3).
- c) To agree the dates for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Review (Attachment 4).
- d) To consider and approve invoices for payment as included in the list at the end of the agenda.
- e) Quotation received from Eastern Tree Surgery in respect of additional works required on Cherry Tree at Cricket Pitch – for consideration and decision (Attachment 5).
- f) To receive and consider current Asset Register – updates required (Attachment 6).

**23-24.39 PLANNING MATTERS FOR CONSIDERATION**

- a) 23/00550/VAR – Site South of 60 Longmeadow, Lode – To vary Condition 1 (approved plans) of previously approved 21/01524/RMA dated 2<sup>nd</sup> March 2022 for Reserved matters for Appearance, landscaping, layout and scale of previously approved 19/01470/OUT for the erection of 4no. dwellings along with associated infrastructure and landscaping with all matter reserved apart from access (retrospective).

**23-24.40 COUNTY COUNCIL MATTERS**

- a) To receive the County Councillor's Report

**23-24.41 DISTRICT COUNCIL MATTERS**

- a) To receive the report from the District Councillors.

**23-24.42 COUNCIL ADMINISTRATION MATTERS**

- a) Clerk's Update – verbal
- b) Update on change in Parish Council banking arrangements from Barclays to Unity
- c) Agreeing a regular schedule for an informal online monthly meeting of Cllrs and Clerk

**23-24.43 ENVIRONMENTAL AND OPEN SPACE MATTERS**

- a) Swan Corner – discussion/decision concerning application from the Parish Council to the relevant authority to take ownership of the land for the benefit of the community.
- b) Arranging a meeting with Lode with Longmeadow Village Trust to update on progress against Passage Green Management Plan.

**23-24.44 COMMUNITY MATTERS**

- a) CAPALC training for Cllrs – selecting training opportunities for the year ahead
- b) Agreement on specification and supplier of replacement Parish Council noticeboard on Lode High Street

**23-24.45 CORRESPONDENCE (for information only)**

- a) Summary of emails forwarded to Cllrs and any letters

**23-24.46 COMMUNICATIONS**

- a) CAPALC training for Cllrs – selecting training opportunities for the year ahead

**23-24.47 ITEMS FOR NEXT AGENDA**

- a) To receive suggestions from Cllrs of items for inclusion in the Agenda for the meeting on 10<sup>th</sup> July 2023

**DATE OF NEXT MEETING: 10<sup>th</sup> July 2023**

*Any business to be considered at the Parish Council meeting must be delivered to the Chair and Clerk for inclusion on the agenda at least 7 days prior to the meeting.*

Expenditure from 15<sup>th</sup> May 2023 to 11<sup>th</sup> June 2023 for approval:

S Field	Salary/PAYE & Home Working Allowance	£473.42	Local Govt Act 1972 s111
W Jaggard	Cemetery Maintenance for May – Inv 152	£192.37	Open Spaces Act 1906 ss 9 & 10
W Jaggard	Petrol expenses in respect of cemetery maintenance	£8.59	Open Spaces Act 1906 ss 9 & 10
Freethought	CyberSecurity Essentials – May 2023 (Inv 1617)	£9.60	Local Govt Act 1972 s111
Fassage Hall	Hall Hire – 10 <sup>th</sup> July 2023 – Inv 1081	£18.00	Local Govt Act 1972 s111
Eastern Tree Surgery	Tree Works across Parish (quote PC.03.23 B	£1,524.00	Open Spaces Act 1906 ss 9 & 10
ECDC	Uncontested Election Fees (including processing nominations etc)	£250.00	Local Govt Act 1972 s111
ANSVAR	Parish Council Insurance	£882.09	Local Govt Act 1972 s111
J Simonds	Internal Audit Fee	£150.00	Local Govt Act 1972 s111
<b>TOTAL AMOUNT TO BE EXPENDED:</b>		<b>£3,508.07</b>	

Invoices Sent (for information)

CCC	Contribution towards grass cutting across Parish	£1,235.00	Invoice sent to CCC on 6 <sup>th</sup> June 2023
-----	--	-----------	--