

29 April 2013

Dear Councillor

**PARISH COUNCIL MEETING**

You are hereby summoned to attend the next meeting of Crigglestone Parish Council, which will be held on **Tuesday 7 May 2013** in the Village Institute, High Street, Crigglestone at 7.00pm, where the following business will be transacted:

**Members of the public are welcome to attend a Public Session at 7.00pm for a maximum of 15 minutes.**



1. Appointment of Chair.
2. Appointment of Vice Chair.
3. To accept apologies for absence.
4. Declarations of interest in items on the agenda.
5. To consider requests received by the Clerk for dispensations under S 33 of the Localism Act 2011.
6. To receive such items that the Chairman may wish to lay before the Council.
7. To confirm the minutes of the meeting held on 9 April 2013 (attached).
8. To report matters arising from those minutes not on the agenda, for information only.
9. To agree that members of the press and public be asked to leave the meeting following agenda item 38.
10. To receive the Police Report (attached).
11. To appoint members to the Parks and Open Spaces Committee.
12. To appoint members to the Health & Safety and Finance Committee.
13. To appoint members to the Personnel Committee.
14. To appoint members to the Rights of Way Committee.
15. To consider the future of the Community Plan Committee.
16. To appoint members to Hall Green Community Centre Management Committee.
17. To appoint members to the Community Hero Committee.
18. To approve the continued appointment of the Parish Council as sole trustee to the Village Institute.
19. To discuss a review of terms of reference for committees.
20. To review representation on external bodies.
21. To review the Council's and employees' membership of other bodies.

22. To consider a review of standing orders/financial regulations/complaints procedure.
23. To confirm date and time of meetings 2013/14.
24. To receive report from the Parks and Open Spaces Committee.
25. To receive report from the Health & Safety and Finance Committee.
26. To approve the Risk Assessment for audit purposes (attached).
27. To receive report on rights of way matters.
28. To discuss Hall Green Community Centre.
  - i. Energy issues.
29. To receive feedback from meetings:
  - i. Council tax/precept seminar – the Clerk.
  - ii. Town and Parish Councils Liaison Group - Cllr Peebles and the Clerk.
  - iii. Meeting with resident about M1 noise issues.
  - iv. Meeting re British Oak restoration site – Cllr Garthwaite.
30. To consider Village Institute Charity Committee matters.
  - i. To note minutes of VICC meeting held on 9 April 2013 (attached).
  - ii. To note year end 2012/13 Receipts and Payments Account (attached).
  - iii. To sign cheques on behalf of the Village Institute Charity.
31. To receive Clerk's report (attached).
32. Financial Matters:
  - i. To approve payment of accounts.
  - ii. To receive and approve the budget out-turn report for the year 2012/13.
  - iii. To receive and approve the year end 2012/13 Receipts and Payments Account (attached).
  - iv. To receive and approve budgets and estimates for 2013/14.
  - v. To review internal financial controls.
  - vi. To receive report on outstanding loans (attached).
  - vii. To agree statement of assets.
  - viii. To approve annual governance statement.
  - ix. To approve posting of 'Electors' Rights' notice.
33. To receive items of correspondence (attached).
34. To discuss planning matters:
  - i. To consider new applications/decisions (attached).
  - ii. To consider new street names for development off St James Way.
35. To receive any update re flooding matters at Hollingthorpe Lane.
36. To receive updates from District Councillors.
37. To consider communication items:
  - i. Press reports – items for publication.
  - ii. Input to next Parish Link magazine.
  - iii. To approve items for the web site.
  - iv. To consider items for next newsletter.
38. To confirm that the next Meeting of the Parish Council will be held at 7.00pm on Tuesday 4 June 2013 in the Village Institute, High Street, Crigglestone.

#### **IN PRIVATE**

39. To receive report from the Personnel Committee (minutes attached).

Yours sincerely

**Janet Mitchell**

Clerk to the Council