



**CLERK TO THE COUNCIL: ANNEKA OTTEWELL-BARRETT**  
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## **COUNCILLORS:**

**YOU ARE SUMMONED TO THE ANNUAL PARISH MEETING /  
FOLLOWED BY MONTHLY MEETING OF:  
NEW WALTHAM PARISH COUNCIL  
AT: NEW WALTHAM COMMUNITY HALL & PAVILION  
ON: WEDNESDAY 10 MAY 2023 AT 7.00 PM  
*A. Ottewell-Barrett: Parish Clerk – 3 May 2023***

## **A G E N D A**

Members of the public and press are welcome to attend. The meeting will have a period of public consultation which shall not exceed 15 minutes in total. The public can speak on items contained in the agenda below with no individual speaking for more than a maximum of 5 minutes. If a member of the public wishes to speak on other issues, if these are not scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.

PLEASE NOTE THAT THE PARISH COUNCIL HAS A FORMAL POLICY WHICH GOVERNS THE RECORDING OF ITS MEETINGS. PRIOR NOTICE MUST BE GIVEN TO THE CHAIRMAN AND/OR CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING AND ANY RECORDING MUST ADHERE TO THE OFFICIAL POLICY ADOPTED BY THE COUNCIL.

### **ANNUAL PARISH MEETING 7pm - Wednesday 10<sup>th</sup> May 2023**

- |                |   |
|----------------|---|
| <b>23/001a</b> | Apologies   |
| <b>23/002a</b> | To receive Chairs Report for 2022/23                                  |
| <b>23/003a</b> | To receive Clerks Report for 2022/23                                  |
| <b>23/004a</b> | To welcome any members of the public and discuss any matters arising. |

**Anneka Ottewell-Barrett  
Clerk & RFO to the Council**

**NEW WALTHAM PARISH COUNCIL  
MONTHLY PARISH MEETING  
Wednesday 10<sup>th</sup> May – 7.15pm**

<b>23/001</b>	<b>Election of Chairman for the year 2023/24</b>
<b>23/002</b>	<b>Election of Vice-Chair</b>
<b>23/003</b>	<b>To receive the Declaration of Acceptance of Office by:</b> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice-Chair</li> </ul>
<b>23/004</b>	<b>Acceptance of Apologies</b>
<b>23/005</b>	<b>Declarations of Interest – Code of Conduct 2012</b> 1) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. 2) To note dispensations given to any member of the council in respect of the agenda items listed below.
<b>23/006</b>	<b>To note that all Declarations of Acceptance of Office have been received by all members of the Council, or to agree such arrangements as may be necessary for their receipt.</b> <ol style="list-style-type: none"> <li>1. To acknowledge &amp; discuss/vote on any co-option nominations.</li> </ol>
<b>23/007</b>	<b>Election of Committees (and Committee Chairmen):</b> To consider membership of and appoint members to the following Committees together with Chair of each Committee: <ul style="list-style-type: none"> <li>• Personnel Committee (has full delegated powers)</li> <li>• Any other Committee</li> </ul>
<b>23/008</b>	<b>Election of Representatives onto Outside Bodies</b> <ul style="list-style-type: none"> <li>• Town &amp; Parish Liaison</li> <li>• ERNLLCA District Committee</li> <li>• Village Hall Committee</li> <li>• Any other outside bodies</li> </ul>
<b>23/009</b>	<b>Review of governance/procedural documents for Council for year</b> To review and agree any amendments/necessary actions on the following: <ul style="list-style-type: none"> <li>• Asset Register (Clerk to distribute)</li> <li>• Insurance provision</li> <li>• Publication of Information Statement</li> <li>• Risk Management strategy inc risk assessments</li> <li>• Training criteria and ongoing development strategy</li> <li>• Schedule of delegation and Bank Mandate update</li> <li>• Governance documents of Standing Orders and Financial Regulations</li> <li>• Complaints Policy and Procedures</li> <li>• Personnel Management Documentation; 1:1's</li> <li>• Cllrs Registers of Interests</li> <li>• Audit procedures</li> <li>• GDPR</li> <li>• Parish Council Website/ social media Policy</li> <li>• Any other documents/policy/procedure documents</li> </ul>

<b>23/011</b>	<b><u>Minutes of Meetings</u></b> To approve the minutes of Parish Council meeting held: <b>5<sup>th</sup> April 2023</b>
<b>PUBLIC SESSION</b>	
<b>23/012</b>	<b><u>Police/Community Report</u></b>  1. To receive monthly report from Police.
<b>23/013</b>	<b><u>Highways/Footpaths</u></b>  To receive any highways/footpaths items.
<b>23/014</b>	<b><u>Planning Matters</u></b>  To consider any planning applications received, including: 1. <b>DM/0384/23/FUL</b> – Proposed Café & Salon, Station Road, NW
<b>23/015</b>	<b><u>New Waltham Community Hall &amp; Pavilion Playground</u></b>  1. To acknowledge & discuss results of Pavilion Play Area Inspection.
<b>23/016</b>	<b><u>Future Dates</u></b>  Next Meeting Date: <b>Wednesday 7<sup>th</sup> June 2022</b>
<b>23/017</b>	<b><u>Parish Council Matters</u></b>  1. To further discuss request from resident re hedge planting. 2. To further discuss planning of upcoming Music Festival 3. To discuss planned community events
<b>23/018</b>	<b><u>Finance</u></b>  1. To approve the 2022-23: Annual Governance Statement 2. Approve & sign off: Accounting Statement of 22/23 AGAR 3. To approve online payments
<b>23/019</b>	<b><u>Any Other Business</u></b> To receive items for information only.
<b>23/020</b>	<b><u>Exclusion of Press and Public</u></b> To consider exemption of press and public under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information
<b>23/021</b>	<b><u>Payroll Information</u></b>  1. To approve payment of salaries as per salary sheet

# Agenda - Final