

P A R I S H O F C H A L T O N

NOTICE of ANNUAL PARISH MEETING

Monday 15th May 2023 7.00pm

at Chalton Village Hall

- 1. Apologies for absence**
- 2. To receive a report from, Chairman of the Parish Council**
- 3. To receive financial statement of the Parish Council for the year 2022- 2023**
- 4. To receive any public participation – Questions & Comments**

CHALTON P A R I S H COUNCIL

NOTICE of ANNUAL MEETING

Monday 15th May 2023 7.30 pm at Chalton Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. A 10 minute public open forum will follow at the end for any comments, views & questions. Public questions or comments for the Parish Council can also be submitted in advance of the PC meeting by emailing the clerk at clerk@chalton-pc.gov.uk

AGENDA

- 1. Election of Chairman and Vice Chairman and to receive declaration of acceptance of office.**
- 2. Apologies for absence**
- 3. To approve the minutes of the meeting held on 13th March 2023**
- 4. To receive declaration of interest in items on the agenda**
- 5. Reports and Representations from new District Councillors:**
 - 5.1** Outgoing Ward Councillor vote of thanks.
 - 5.2** Town & Parish Council Election Result from 4th May 2023
 - 5.3** To receive a report from District Ward Councillors
- 6. Finance Matters**
 - 6.1** Precept, Payments, Expenses, Grants (previously circulated) (list available from the clerk) and discuss CPC IT Laptop purchase for councillor use.
 - 6.2** To receive an update on *Pivot Power* community benefit T&C's to CPC 2023/24
 - 6.3** To receive updated *Asset Register* for 2023/24 (previously circulated)
 - 6.4** To review and update policies. (Previously circulated - *CPC Standing Orders, Review of Internal Audit Procedures, Risk Assessment & Management, CPC Code of Conduct, CPC Information Audit, CPC's Privacy Statement- Obtaining your consent, CPC Equality and Diversity Policy, CPC Financial Regulations and CPC GDPR Policy,*

6.5 To consider and approve **Annual Governance Statement** for the year ending 2022/23 – (previously circulated)

6.6 To approve the **Annual Accounting Statement** for year ending 2022/23 – (previously circulated)

6.6 To receive and approve **Internal Auditors Report** for financial year 2022/23 and discuss any recommended actions.

7. Clerk Correspondence as circulated to members on email

8. Planning Applications -

8.1 Application **CB/22/04307/FULL**– Land at Sundon Road, Lower Sundon, Luton

8.2 Application **CB/22/01453VOC**

8.2.1 DMC meeting CB/22/01453VOC- Update

8.2.2 CB/22/01453VOC - Referral to the secretary of State – To discuss

8.3 CBC Planning Applications relevant to Chalton Parish that are not being notified to Chalton Parish Council – Update, to discuss.

9. National Grid and UK Power Networks

9.1 Update on improvements to Water End Lane

9.2 National Grid & UKPN upgrade and updates.

10. Rights of Way

10.1 Update on parish footpath issues, includes FP5 – Cllr Hose

10.2 CBC Chalton : Part of Footpath No 6 public path diversion Order 2023 – Update- Clerk

11. Highways

11.1 Grass verges tidy up – Cllr Grayson

12. Council Matters – Items for discussion

12.1 Harmony Energy Chapel Farm BESS – Update to include review of site screening

12.2 Playground Inspection – May/June 2022 - Clerk

12.3 Review of surface conditions at *Forge Close* Garage areas – Cllr Grayson

12.4 Bench seat at top of *Luton road* – Cllr Grayson

13. Date of next meeting

Monday 3rd July 2022

Meeting closes

Clerk's note for May Meetings listed above

The **Annual Parish Meeting** is open to all electors of the Parish who have the right to attend and speak on any matter of local interest. This is in contrast to a Parish Council meeting where electors who are not Councillors have no automatic right to speak although Chalton Parish Council do have a set time during a Council meeting when electors can raise matters of concern to them. During this meeting the current Chairman (Steve Grayson) will present his report which will include work which Chalton Parish Council has done during the year. The report will be published on the public website.

Annual Meeting of the Council – May

Like any other organisation or company, the Council needs to hold an annual meeting to carry out things which only need doing once a year, which include:

- Electing a Chairman
- Electing a Vice-Chairman
- Agreeing subscriptions e.g., such bodies as CPRE

These two meetings cannot be merged. In legal terms the two meetings are very separate and are accountable to two separate bodies – The Annual Meeting of the Council is accountable to the Council and the Annual Parish Meeting is accountable to the electors as a whole.