

BOXFORD PARISH COUNCIL

To: All Members of Boxford Parish Council

You are required to attend the Annual General Meeting of Boxford Parish Council on **Tuesday 4th May 2021 at 7.45pm (follow on from Parish Meeting) via Video Conference**

Parishioners are welcome to attend, please contact the clerk for joining details.

The following business will be transacted:

1. To elect the Chair of the Council and to sign the Acceptation of Office
2. To elect the Vice Chair of the Council and to sign the Acceptance of Office
3. To accept apologies for Absence & Declaration of Interest
4. To approve the minutes of the March & April meetings

Financial Matters

5. To review the internal auditor and internal control reports
6. Accounts 2020/21 - To review and sign the Certificate of Exemption, Accounting Statements alongside the Bank Reconciliation and Explanation of Differences
7. To review and approve the Council asset list
8. Clerk to report on income and expenditure since the March meeting

Matters Arising / Updates

9. Parish footpaths – Clerk to update on issues raised, correspondence received, WBC consultation
10. Review of Parish Plan questionnaire and agree dates
11. To consider how to progress the production of a Conservation Area Appraisal
12. Report on River & Lambourn Valley Flood Forum
13. To review current Policies & Procedures document and agree updates where necessary
14. To consider donation to a Covid-19 memorial bench at The Downland Practice
15. To discuss parish communications – including website use, social media options, receive update on Information Board graphic design
16. To schedule Clerk performance review

Planning:

17. To state for the record
 - 21/00392/COND1 1 Woodmansfield, Lambourn Road – WBC approved the conditions related to 20/00677/LBC2
 - 21/00465/LBC2 Honeysuckle Cottage, RG20 8DP – erection of greenhouse. WBC agreed permission was not required.
 - 21/00397/LBC2 & 21/00396/HOUSE Westbrook House, RG20 8DJ – rear extension, conversion of garage and stables, solar panels, window adjustments, replacement of doors and internal renovations. WBC decision pending.
18. Agree closure of the meeting to the public for discussion of confidential matter
19. Matters for Consideration and Future Discussions

Signed: *S Youldon*

Boxford Parish Council Clerk – 26th April 2021