

10th December 2024

Dear Councillor

You are summoned to attend a meeting of Sourton Parish Council to be held on Monday 16th December 2024 at 7:00pm in Sourton Village Hall.

Yours faithfully

A Horn

Abi Horn
Parish Clerk

AGENDA

A fire alarm drill is not planned. In the event that the alarm sounds, please make your way out of the building to the meeting point in the car park where you are asked to await further instructions.

Urgent items - items for information only can be brought to the attention of the Council at the discretion of the Chairman at the end of the meeting. No decision can be taken on items not detailed on the published agenda.

The meeting will be recorded as an aid for minute taking and the recording will be destroyed once the minutes have been signed.

Business To Be Transacted

- 1. Elections**
 - 1.1 Election of Chair** To elect a Chair for the rest of the year
 - 1.2 Acceptance of Office** The Chair to sign the Acceptance of Office Form
 - 1.3 Election of Vice Chair** To elect a Vice-Chair for the rest of the year
- 2 Apologies for Absence** To receive and accept apologies for absence.
- 3 Public Forum** This item will be conducted in accordance with the Standing Orders of the Council, which are available to read on the website.
- 4 Co-option/ Election**
 - 4.1 Councillors Resignation** To note the Notice of Vacancy for John Leonard, Sue Eberle, Kate Jefferies, Alan Jewell and Danielle Firth's seats expired on 5th December and no request for an election has been received. The council can advertise for co-option

- 4.2** Co-option To consider applications received for co-option to the council if received
- 5** **Declarations of Interest** To receive disclosures of unregistered or other interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest.
- If a Member becomes aware, during the course of a meeting, of an interest that has not been disclosed under this item they must immediately disclose it.
- Under the Code of Conduct Councillors with a registerable interest must leave the room for the duration of consideration of the item to which the interest relates. Those with a 'other' interest must apply the tests set out in the Code of Conduct as to whether or not there are circumstances that might enable them to remain.
- 6** **WDBC, DCC, DNP** To receive reports and updates from those representatives' present.

ITEMS REQUIRING A DECISION

- 7** **Minutes of the previous meeting** To approve and sign the minutes of the Parish Council meetings held on 2nd November 2024 and 13th November 2024
- 8** **Finance**
- 8.1** Finance Report The Bank Reconciliation report dated 30th November and budget monitoring for the consideration of the Council.
- 8.2** Budget To discuss the revised budget
- 8.3** Defibrillator To note an invoice of £140 plus VAT for the fitting of the defibrillator on the Village Hall has been received which the Parish Council agreed to pay.
- 8.4** Payments To resolve to approve the payments made under delegated authority listed below using the Council's PayPal account and payments on the payment schedule which will be paid via the Councils PayPal account until new signatories are added to the bank account.
1. Clerks November Wages
 2. HMRC
 3. Community Heartbeats
 4. A Timms Electrics
- 8.5** Signatories To resolve to add new signatories to Unity Trust Bank
- 8.6** Grants To discuss grant applications received.
- 8.7** Grass Cutting To discuss a new tender for grass cutting the Closed Churchyard and Village Green as no tenders had been received for the previous tender.

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| 9 | <u>Projects</u> | |
| 9.1 | Firework Night | To note the Firework night event raised £337.50 which has been given to Sourton Village Hall to help fund the water repairs. |
| 9.2 | Parish Council Property | To note Parish Council property listed below is still with ex councillors who have been asked to return it to the Clerk and to agree steps to recover it.

Beacon and gas cylinder

Party Box

Alcoholic drinks left after the Firework night event

Litter pickers and hoops

Hi viz jackets and gloves |
| 9.3 | Council Action Plan | To consider ideas for the Council's 2025 action plan |
| 10 | Policies | |
| 10.1 | Co option | To review the Co-option policy |
| 11 | Councillor reports | To receive reports from councillors |
| 12 | Items Brought Forward | To receive (from Councillors) any items for the agenda of the next meeting. |

PART TWO

Items which may be taken in the absence of the press and public. The Committee is recommended to pass the following resolution: 'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

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| 14 | Grass Cutting Tenders | To consider tenders if received |
| 15. | Staffing | To consider procedural staffing matters. |