

## DAVENHAM PARISH COUNCIL

Dear Councillor,

You are requested to attend the **ANNUAL COUNCIL MEETING** of Davenham Parish Council which will be held on **Monday 17th May 2021**. This meeting will be held at Davenham Royal British Legion Club. This will commence once the Annual Parish Meeting has finished.

Except for matters declared as urgent, business decisions cannot be made on items which are not included on the Agenda.

Elaine Hamlett  
Clerk to Davenham Parish Council

### AGENDA

- 1. Apologies for Absence and Declarations of Interest**
  - a) To receive Apologies for Absence (recording reasons for absence) and Declarations of Interest
- 2. To appoint the Chair for 2021/22 and to receive the Chair's Declaration of Acceptance of Office.**
- 3. To appoint the Vice-Chair for 2021/22 and to receive the Vice-Chair's Declaration of Acceptance of Office.**
- 4. Approval of Minutes and update on Actions from 22<sup>nd</sup> April 202 and Minutes from ACM & APM 18<sup>th</sup> May 2020**
  - a) To review and approve the Minutes of the previous Parish Council Meeting (sent out as pre-read to Councillors in advance).
  - b) Recap and update on actions from previous Minutes.
- 5. Finance**
  - a) To approve the Financial Report and Monies for Payment
  - c) Amend, approve Annual Risk Assessment & Standing Orders
  - d) Audit 19/2020 AGAR approval and signatures
  - e) Budget Approval and project reserves
  - f) Play area inspector quotes for approval
  - g) NTC/Lawtons Maintenance Quotes for approval
  - h) Resilience Plan
  - i) Newsletter
- 6. Planning and Highway Matters**
  - a) To consider the latest planning applications received for consultation
  - b) To note CWAC decisions on recent planning applications
  - c) To note CWAC planning Acknowledgements
  - d) To receive an update on a new Community Building (if applicable)
- 7. Parish Council managed Assets and Maintenance**
  - a) To receive an update on Parish Council managed assets
    - Laburnum Road – Inspection Report
    - Butchers Stile – update – CCTV quotes for approval
    - DCC - update
- 8. To appoint Members to Committees and Working Groups as per list given to councillors**
  - a) Councillors to check that they are happy to continue with the Committees/Working Groups they are currently involved in.
- 9. Projects**
  - a) Community Hub
  - b) Butchers Stile Project
  - c) Mosaic
  - d) Village Garden, War Memorial, Fountain
  - e) Paving
  - f) Village Traffic Improvements
- 10. To receive reports from Councillors on any external meetings of relevance to the council**
  - a) Brief update on any meetings attended.
- 11. Urgent Matters**
  - a) To consider any other urgent matters to be brought to the attention of the Council (Items should be notified in writing to the Chairman or Parish Clerk prior to the commencement of the Meeting).
- 12. Date of Next Meeting**
  - a) To confirm the date of the next meeting – Monday 21<sup>st</sup> June 2021
- 14. Closure of Public Meeting**

**PART B: Confidential Matters**