

## Parish of Littlebury

### NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE that a meeting of the Parish Council Meeting of the above Parish will be held at Littlebury Village Hall on Wednesday **19<sup>th</sup> July, 2023 at 7.30 pm**

|     |                                                                                                                                                                                                                                                                                                           |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | <b>Apologies for Absence:</b>                                                                                                                                                                                                                                                                             |  |
| 2.  | <b>Public Participation (15 mins):</b>                                                                                                                                                                                                                                                                    |  |
| 3.  | <b>Approval of minutes:</b> Parish Council meeting held on 21 <sup>st</sup> June, 2023                                                                                                                                                                                                                    |  |
| 4.  | <b>Report from the District Councillor/County Councillor:</b><br><b>District Councillor:</b><br><b>County Councillor:</b>                                                                                                                                                                                 |  |
| 5.  | <b>Planning:</b><br><b>a) For Discussion:</b><br><br><b>b) Decisions:</b>                                                                                                                                                                                                                                 |  |
| 6.  | <b>Matters/Actions arising from the minutes:</b><br>a) Website changes                                                                                                                                                                                                                                    |  |
| 7.  | <b>Clerk's update</b><br>a) Community asset application for Village Hall<br>b) Cost of cleaning solution for the war memorial:<br>c) Quote for tree work at Littlebury Recreation Ground<br>d) Littlebury.org.uk email addresses<br>e) Ongoing maintenance of the triangle<br>f) Parish Council vacancies |  |
| 8.  | <b>Risk Register:</b><br><b>Update of Policies and Procedures:</b><br>a) Code of conduct<br>b) Financial regulations<br>c) Standing orders<br>d) Co-option policy<br>e) Procurement procedure                                                                                                             |  |
| 9.  | <b>Littlebury and Littlebury Green Play areas:</b><br>a) Maintenance work at Littlebury and Littlebury Green play area<br>b) Grant application for playground work                                                                                                                                        |  |
| 10. | <b>Highways:</b><br>a) Highways issues in the Parish:<br>b) SID/VAS license sign for Littlebury Green<br>c) Issues with Highways remedial work at the bridge at Catmere End                                                                                                                               |  |
| 11. | <b>Project Updates:</b><br>a) Energy project update:<br>b) Wilder Communities update<br>c) Catmere End Pond                                                                                                                                                                                               |  |

|            |                                                                                                                                                            |                 |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>12.</b> | <b>Finance</b>                                                                                                                                             |                 |
|            | <b>a) Approval of cheques:</b>                                                                                                                             |                 |
|            | <b>Payments</b>                                                                                                                                            |                 |
|            | Tracy Coston (July payment)                                                                                                                                | £ 289.37        |
|            | N Power (street lighting electricity)                                                                                                                      | £ 75.96         |
|            | Proclean                                                                                                                                                   | £ 125.00        |
|            | Defib Store                                                                                                                                                | £ 132.00        |
|            | <b>TOTAL</b>                                                                                                                                               | <b>£ 622.33</b> |
|            |                                                                                                                                                            |                 |
| <b>13.</b> | <b>General Correspondence:</b>                                                                                                                             |                 |
| <b>14.</b> | <b>Area Report:</b>                                                                                                                                        |                 |
| <b>15.</b> | <b>Date of next meeting,</b><br>The Parish Council meeting will be held on <b>20<sup>th</sup> September 2023</b> at<br>7.30 pm in Littlebury Village Hall. |                 |

Signed 

Date: 13/07/2023