



Dear Councillor,

You are hereby summonsed to attend the Annual Meeting of the Council to be held on **Monday 15th May 2023 at 7.30pm** in Village Hall, Leighton Road for the purpose of transacting the following business. Press and Public are welcome to attend, but may be required to leave the meeting if a special or confidential matter is to be discussed.

Nicola Evans Clerk to the Council. Date: 09/05/2023

Prior to meeting Councillors completed Declaration of Acceptance of Office. Councillors to complete register of interest forms with Central Bedfordshire within 28 days documentation provided.

- 1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
- 2 To appoint Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- 3 To receive apologies for absence.
- 4 To appoint working groups/portfolio holders, finance and personnel group and representatives to outside bodies.
- 5 To receive declarations of interest concerning items on the agenda.
- 6 To Approve the Minutes of the Ordinary Meeting held on 11th April 2023 and note draft Annual Parish Meeting Minutes.
- 7 Matters Arising from the ordinary meeting held on 11th April 2023 *for information only*.

The meeting will be adjourned for 10 min for members of the public to ask questions or comment.

- 8 To discuss items raised in public question time and refer to relevant organisations/committees.

- 9 To comment on Planning Application(s) received from Central Bedfordshire

Application	Location	Proposal
CB/23/00414/FULL	Ashbrook, Luton Road Toddington	Single storey side and rear extensions
CB/23/01067/FULL	39 Leighton Road Toddington LU5 6AL	Demolition of side store and conservatory, creation of single storey front extension, first floor side extension, single and two storey rear extensions and carport with revised boundary treatment.

- Works to trees in a conservation area, CB/TCA/23/00150 - Removal of 3 trees plus on bare trunk. Wentworth House, Market Square.
- Land on or adjacent to the Old Doctors Surgery, Park Road, Toddington, Tree Preservation Order No. 3/2023.
- Land Opposite 35 Park Road, Toddington, LU5 6AB ~ Planning Appeal dismissed.

- 10 To agree Accounts and Bank Reconciliation for 2022-2023.
- 11 To complete Annual Return for the year ending 31st March 2023 and approve the Annual Governance Statement (Section 1) and Statement of Accounts (section 2).
- 12 To consider the adoption of the Financial Risk Assessments 2023
- 13 To consider the adoption of the Internal Audit Review for 2023/2024 and the Internal Audit effectiveness.
- 14 To appoint Internal Auditor for 2023
- 15 To review Fidelity Guarantee
- 16 To review Code of Conduct policy
- 17 To review Code of Practice for Handling Complaints
- 18 To review Equal Opportunities Policy
- 19 To review Standing Orders 2023
- 20 To review Financial Regulations 2023

- 21 To review the Councils Asset Register.
- 22 To review appointment of Data Protection Officer
- 23 To review Privacy Notice
- 24 To Review Data Protection Policy and other related policies
- 25 Flexible Working Policy – To agree to use ACAS guidelines for any requests for Flexible Working
- 26 To review Freedom of Information Act – Model Publication Scheme
- 27 To review Grievance Policy
- 28 To review Sickness Policy
- 29 To confirm that Parish Council are no longer eligible for General Power of Competence following the uncontested Election as do not meet criteria as required only six Councillors.
- 30 Operational Plan Review and CB Schedule
- 31 Review of Coronation Celebrations
- 32 To receive Clerks Report.
- Look to review Annual Football Licence and Fees.
 - Look to review Allotment Fees and Licence.
 - To agree continue to use Pest Control Contractor
 - To agree to continue to use Central Beds approved contractor for Tree Surgery Michael Bellamy
 - To agree to continue to use Reynolds Landscaping for additional Grounds maintenance and Cemetery works, costs are best value for Council and work complete are as requested. Have the necessary machinery and equipment required for the additional jobs around Village.
 - To agree Allotment signs and numbering at a cost of £439.50.
 - Bloor homes request site visit to discuss their Planning Application in regards their S106 contribution for Russell Road pocket park and The Glebe.
 - To agree to purchase a Coronation bench from Glasdon at a cost of £1,500 plus vat. Location to be agreed.
 - Village Fete Committee – Request for the £300.00 for Insurance and First Aider for 24th June 2023 Village Fete. (Previously agreed with Grants).
- 33 Unitary Councillors Report.
- 34 To agree Payments to be authorised and to appoint signatories for Bank Authorisation and agree to continue with various Direct Debits.
- 35 Correspondence received:
- Correspondence from resident of Wentworth Gardens. Would like the PC to consider selling small parcel of land at rear of recreation ground to help securing their boundary.
 - Central Bedfordshire Bulletins.
 - Crime Statistics.
 - RBL – Request for a memorial bench to be placed on Village Green for the late John Bryant. Memorial form completed and location, to look to replace the bench between the circular sign and War Memorial.