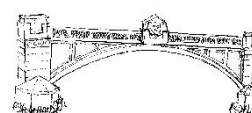


Atcham Parish Council



To members of Atcham Parish Council:

You are summoned to the annual meeting of Atcham Parish Council to be held on Wednesday 14th May 2025 at 7.30pm at The Malthouse, Atcham.

Alison Utting, Parish Clerk 07/05/2025

There will be no public session or reports as the Annual Community Meeting will be held immediately prior to this meeting.

AGENDA

Prior to the meeting, all councillors to sign their Declarations of Acceptance of Office.

25/033 ELECTION OF CHAIR

The Chairman to sign their Declaration of Acceptance of Office.

25/034 ELECTION OF VICE-CHAIR

25/035 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

25/036 DECLARATIONS OF INTEREST – Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. *(Members are reminded that they are required to leave the meeting during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is recorded in the register of members' interests maintained by the Monitoring Officer)*

25/037 MINUTES – To approve the minutes of the parish council meeting held on 12th March 2025.

25/038 ELECTION OF OFFICERS, COMMITTEES AND REPRESENTATIVES

- a) Staffing Committee (3 councillors)
- b) SALC representative
- c) Village Hall representative
- d) Internal checker (finance)

25/039 PROGRESS REPORT – To receive updates on current matters. To include: Matters discussed at ACM, new email accounts, Lloyds bank, Severn Trent (sewerage issues), damage to new bridge, Atcham to Norton crossroads footway, notice board issues.

25/040 PLANNING

- a) To consider the following planning application:
25/01453/FUL Poppy Cottage, Emstrey
Proposal: Installation of solar panels on roof
- b) To consider any further **planning applications** received in advance of this meeting.
- c) To note any **planning decisions** published in advance of this meeting.
- d) To consider the **proposal to create woodland** at Uckington and Wheathill, Attingham Park (Tilhill Forestry/NT).

25/041 FINANCE

- a) To approve **payments** and note **receipts**.
- b) To approve the **accounts** and **bank reconciliation** to date.
- c) To review **banking signatory/signatories**.
- d) To accept the **Environmental Maintenance Grant report** 2024-25.

25/042 LEGAL MATTERS

- a) To approve the current **Asset Register**.
- b) To note that the 3-year **insurance** agreement with Clear continues (yr 3 of 3) and to note that the underwriter is now Ecclesiastical Insurance Office PLC.
- c) To **review all existing policies** as follows: Standing Orders; Financial Regulations; Staffing Committee TOR; Complaints Procedure; Co-option Policy; Gifts & Hospitality Policy; Social Media & Digital Communication Policy; Freedom of Information Policy, Data Protection Policy. (All policies available to view on APC website)

25/043 AUDIT

Annual Governance and Accountability Return (AGAR) 2024-25.

To consider and approve:

- (1) Internal Auditor's report
- (2) External audit exemption certification
- (3) Section 1 - Annual Governance Statement
- (4) Section 2 - Accounting Statements
- (5) Electors' Rights – RFO to confirm intention to display notice and dates

25/044 PARISH MATTERS – To report any routine matters or suggest items for inclusion on future agenda.

25/045 CORRESPONDENCE – To note and consider responses (see separate report).

25/046 MEETING DATES – To agree meeting dates for 2025-26.

Proposed dates: 9th July, 10th Sept, 12th Nov, 14th Jan, 11th Mar, 13th May.

Alison Utting – Atcham Parish Council
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