

BUBBENHALL PARISH COUNCIL



Locum Clerk : Louise Baudet
47 St Pauls Crescent
Coleshill
Birmingham B46 1BB
Tel : 07503 002948
Email : bubbenhallpclerk@gmail.com

28th May 2022

TO : All Councillors, Bubbenhall Parish Council

Dear Councillor

You are hereby summoned to attend the ANNUAL meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on Tuesday 31st May 2022 at 7.30pm. Please forward any apologies for absence to myself or the Chair

Yours faithfully

Louise Baudet
Locum Clerk to the Parish Council

Members of the public and press are welcome to attend

A G E N D A

1. Election of Chair
2. Election of Vice-Chair
3. Re-adoption of Standing Orders and Financial Regulations
4. Confirmation of Committees and membership
5. Confirmation of Working Groups and membership
6. Confirmation of Representation on outside bodies
7. Apologies : to receive apologies and approve reasons for absence
8. Public participation : to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the Agenda, they should notify the Clerk 5 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself

9. Declarations of interest

- 9.1 Councillors are reminded of the need to update their Register of Interest
- 9.2 To declare any personal interests or prejudicial interests in items on the Agenda and their nature
- 9.3 To receive, consider and approve any requests for dispensation relating to Agenda items

10. Minutes of previous meeting : 12th April 2022 (public)

11. Progress reports/information (items of update for Parish Council – not for decisions)

- 11.1 Update on flooding at Sweet Briars
- 11.2 A445 street light update
- 11.3 Village Green update
- 11.4 Green Shoots update
- 11.5 Skills audit update
- 11.6 Climate emergency plan update
- 11.7 Youth space and recreation ground update

12. Planning applications and other statutory and non-statutory consultations : to consider/decide responses to

- 12.1 To receive and comment on any other applications received
- 12.2 to receive information on planning decisions and decide any actions as appropriate

13. Finance

- 13.1 To confirm submission to PKF Littlejohn for exemption from AGAR
- 13.2 To approve updated Parish Council Asset Register (attached)
- 13.3 To approve Risk Assessment and management of internal financial controls (attached)
- 13.4 To approve accounts for payment

14. Highways and Footpaths : to consider/decide matters relating to Highways and Footpaths in the parish – to include request from resident regarding soft verges signs

15. Information items : to consider and discuss items for information and comment if appropriate:

- 15.1 County Councillor report
- 15.2 District Councillor report
- 15.3 Matters relating to the parish from Councillors and Clerk – this is an opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.
- 15.4 Communications list

12. Confidential matters : to consider the exclusion of the public and press in the public interest for discussions and decisions in relation to either Personnel matters or Legal matters

13. Date of next meeting

14. Termination of meeting