

# LONGHOPE PARISH COUNCIL

## **To all duly elected members of the Council**

You are hereby summoned to attend a Meeting of Longhope Parish Council for the purpose of transacting the following business.

Your attendance is required at least 15 minutes prior to the meeting start time, to facilitate the signing of acceptance of office forms.

**All Residents** of the Parish are welcome to attend, and a short period of time will be set aside for members of the public to make statements or raise questions.

## **Signed**

Gary Nicholas - Clerk

3<sup>rd</sup> May 2023

## **Agenda for the Annual Meeting of LONGHOPE PARISH COUNCIL To be held on Wednesday 10<sup>th</sup> May 2023 at 7pm At The Latchen Room, Longhope**

**Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability) crime and disorder, Health and Safety and Human Rights.**

- 1. Welcome from Incumbent Chair of Council (including Safety Evacuation Notice), and acknowledgement that all Council Members have signed Acceptance of Office papers.**
- 2. Election of the Chair and Vice Chair for the 2023/24 Council year.**
- 3. Signing of Chairmans and Vice Chairs Declaration of Acceptance of Office Forms**
- 4. Apologies for absence**
- 5. Members declarations of Disclosable Pecuniary Interests & other Registerable Interests for items on the agenda.**
- 6. To receive requests for Dispensations**
- 7. Public Forum**
  - Members of the Public are invited to speak and/or ask questions of the Parish Council at this point in the agenda. 10 minutes will be allocated, to be used at the discretion of the Chair of the Council.
  - Council will consider points raised, but neither debate nor decision making is permitted within the public forum. Members of the public are not permitted to take part in the meeting once the Public Forum has closed, and the Councils Standing Orders been resumed.
- 8. Verbal report from County Councillor Philip Robinson, if in attendance**
- 9. Verbal report from newly elected District Councillors if in attendance**

**10. To approve the Minutes of the meeting, of Longhope Parish Council, held on the 3<sup>rd</sup> of April 2023, as well as the extraordinary meetings of Longhope Parish Council held on the 13<sup>th</sup> and 25<sup>th</sup> of April 2023.**

**11. Annual Meeting agenda items from standing orders:**

- i. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- ii. Review of the terms of references for committees.
- iii. Appointment of Members to existing committees.
- iv. Appointment of any new committees, in accordance with Standing Order 4, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- v. Review and adoption of appropriate standing orders and financial regulations.
- vi. Review and adoption of the Councils Code of Conduct.
- vii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- viii. Review of representation on or work with external bodies and arrangements for reporting back.
- ix. Consider arrangements required for the Council to become eligible for the General Power of Competence in the future.
- x. Review of inventory of land and assets including buildings and office equipment.
- xi. Review of Councils Risk Management Measures, and confirmation of arrangements for insurance cover in respect of all insured risks.
- xii. Review of the Council's and/or employees' memberships/Subscriptions to other bodies.
- xiii. Review the Council's complaints procedure.
- xiv. Reviewing the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- xv. Reviewing the Council's policy for dealing with the press/media
- xvi. Review of the Councils employment policies and procedures
- xvii. Review of the Councils expenditure incurred under s137 of the Local Government Act 1972 or the General Power of Competence.
- xviii. Determining the dates, times and location of ordinary meetings of the full Council for the year ahead.

xix. Review and confirmation of the list of regular payments made by Direct Debit

**12. Council to Consider approval of the Scheme of Delegation, as circulated by Cllr Nicholas, under s101 of the Local Government Act 1972.**

**13. Council to consider purchasing the new addition of the Arnold Baker Handbook on Local Council Administration.**

**14. Council to consider any changes required to its Banking Mandate, including the addition of further signatories.**

**15. To Consider Planning Applications Received:**

- P0519/23/AG | Prior notification for the erection of a livestock feed storage and agricultural equipment hut. | Land East Of Lonehead Little London Gloucestershire
- P0516/23/FUL | Change of use of agricultural building to car storage (B8 use). (Retrospective) | Preecemoor Farm School Lane Longhope Gloucestershire GL17 0LJ
- P1775/22/FUL | Erect a new dwellinghouse, the majority of which would be within the envelope of the extant walling (i.e., ruins). The existing extant walling would be repaired and / or partially reconstructed and /or completely reconstructed to form low cladding to the new dwellinghouse. | Land Adjoining Lonehead Little London Gloucestershire GL17 0PH **(This item is a re-consultation, following the receipt of additional information)**
- P0220/23/FUL | Reconstruction and conversion of existing outbuilding to annex. Erection of detached garage. | Portway Villa Ross Road Longhope Gloucestershire GL17 0LP

**16. Receive Councillors Reports**

**17. Council to receive update on the status of its annual internal audit.**

**18. Council to Consider the need for any further Policies or Procedures required for the regulation of its business.**

**19. Public Forum**

- Members of the Public are invited to speak and/or ask questions of the Parish Council at this point in the agenda. 10 minutes will be allocated, to be used at the discretion of the Chair of the Council.

**20. Council to consider dates for its next meeting.**

**21. Any Other Business**

- This item is for information sharing purposes only. No decisions may be made on matters raised under this item.

**22. Close of meeting**