

OTTERBOURNE PARISH COUNCIL

Mrs J Ayre, Clerk

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To: Members of the Parish Council

11 May 2023

The Annual Meeting of the Parish Council will be held on Tuesday 16 May 2023 at 7.30 pm in the Bianchi Suite of Otterbourne Village Hall.

A G E N D A

1. Election of Chair
2. Election of Vice-Chair
3. Acceptance of Office and Declaration of Interest Forms from all newly elected Council members
4. Declaration of Interest for the meeting
5. Apologies for absence
6. Minutes of meetings
 - to approve the Minutes of the Finance and Administration Committee meeting 18 April 2023
 - to approve the Minutes of the Parish Council Meeting 18 April 2023
 - to record the accuracy of the Minutes of the Annual Assembly 2 May 2023
7. Action Points and Matters arising in the Minutes not mentioned elsewhere, including from Annual Assembly
8. Vacancy for a Councillor
9. County Councillor's Report
10. District Councillors' Report
11. Local Crime Report
12. Open Session for Parishioners – for statements, observations and questions to be received (time limited)
13. Committee Terms of Reference, Committees, Responsibilities, Representatives – to review and appoint
14. Report of Representatives to various bodies
15. Community Projects and Events
 - i) Tribute to Queen Elizabeth II – to receive update report
 - ii) Coronation of King Charles III – to receive report on 7th May event
 - iii) Village Fete 25 June – to discuss arrangements for a Parish Council information stand
16. **Report of the Planning and Highways Committee**
 - a) Planning Applications, Decisions, Enforcement Cases
 - b) Highways – to sign 2023/24 Lengthsman's contract and receive report on visit 10 May
17. **Report of the Recreation and Amenities Committee**
 - a) Oakwood Park Recreation Ground
 - i) General – to discuss request for a memorial bench on the northern side adjacent the copse
 - ii) Play and Youth Facilities – to receive annual independent safety inspection report
 - iii) Pavilion – to receive report on works completion, Legionella test, gas certification, security alarm
 - b) CCFC – to note re-commencement of rent payments from 1 May 2023
 - c) Street Amenities – to receive damage report to the bus shelters and discuss options for repair
18. **Report of the Finance and Administration Committee**
 - a) Parish Accounts, Payments and Receipts
 - b) Annual Meeting Matters
 - i) Standing Orders, Financial Regulations and other Governance Documents – to review and adopt
 - ii) Assets Register and Insurance – to review and approve
 - iii) Subscriptions and Grants for 2023/24 – to review and approve
 - iv) Dates of Meetings for 2023/24 – to agree
19. Risk Assessment and Management – to receive any matters arising
20. Notification of events and to raise items for the next meeting – Village Litter Pick 20 May; Working Party 20 June; Village Fete 25 June; Charlotte Yonge Bi-centenary 24 June (potential date organised by CMY Fellowship)
21. Date of next Parish Council meeting – 18 July 2023 at 7.30 pm

The Open Session is set aside for public participation when statements, observations and questions may be received, however participation at all other times will be restricted to Council members. Please contact the Clerk for information on any Agenda item prior to the meeting or if you have a matter you would like raised at the Open Session but are unable to attend the meeting.

Julie Ayre, Clerk