

Puddletown Area Parish Council

Covering the Parishes of Athelhampton, Burleston, Puddletown & Tolpuddle

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960) & Local Government Act 1972 s100

Dear Parish Councillors,

You are hereby summoned to attend a meeting of the **Parish Council Annual Meeting** on **Tuesday 8th May 2023** in **Puddletown Village Hall** commencing at **7:00pm** to conduct the following business.

AGENDA

Item numbering

1. **TO ELECT A CHAIRMAN FOR THE NEW CIVIC YEAR**
2. **TO ELECT A VICE-CHAIRMAN FOR THE NEW CIVIC YEAR**
3. **TO ELECT MEMBERS TO COMMITTEES / GROUPS AND OTHER BODIES - APPENDIX**
4. **APOLOGIES FOR ABSENCE**
To receive apologies of absence and to approve the reasons given. (Local Government Act (LGA) 1972 s85 (1))
5. **DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**
Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
6. **PUBLIC SESSION**
An opportunity for members of the public to raise issues of concern or comment on agenda items. (N.B. no decision can be taken)
7. **PREVIOUS MEETING MINUTES – APPENDIX**
 - a. To confirm the minutes of the last Council meeting. (LGA 1972 sch 12, para 41(1))
 - b. To note an amendment to the January 2023 minutes.
 - c. To note an amendment to the October 2022 minutes.
8. **MATTERS ARISING FROM PREVIOUS MINUTES (ACTION LOG) – APPENDIX**
 - a. To report any matters arising from the minutes and review the action log.
 - b. Grant payments
9. **DORSET COUNCILLOR'S REPORT**
To receive and discuss a report from the Puddletown Area and Lower Winterborne Ward Member of Dorset Council.
10. **PCSO REPORT – APPENDIX**
To receive and discuss a verbal report from the local PCSO.
11. **RECREATION AREAS - APPENDIX**
 - a. To receive and discuss the inspection reports plus any urgent items raised.
 - b. To receive and accept a quote for repair works to the rubber infill within the basketball structure in Orchard Meadow.
12. **PARISH MATTERS: - APPENDIX**
 - a. Infrastructure Levy
To receive, discuss and agree a way forward on a possible comment for the Infrastructure Levy consultation.
 - b. Facilities Use Agreement – Puddletown Cricket Club
 - c. To note any parish matters not otherwise included on the agenda.
13. **PLANNING AND LICENSING MATTERS - APPENDIX**
 - a. Planning Applications
To receive and consider planning and licensing application(s) and agree recommendations.
 - b. Consultation: Planning for climate change guidance documents
To receive and consider if PAPC wish to make comment on the Dorset Council consultation.

Email: puddletown@dorset-aptc.gov.uk

Website: www.puddletownareaparishcouncil.co.uk

Puddletown Area Parish Council

Covering the Parishes of Athelhampton, Burleston, Puddletown & Tolpuddle

14. UPDATE ON RIGHTS OF WAY, DRAINS, HEDGES, AND ROADS

To receive and discuss any urgent items raised, including:

- a. Proposed temporary closure of Southover lane, Tolpuddle.

15. UPDATE ON FLOODING

To receive and discuss any urgent items raised.

16. POLICIES, PROCEDURES, AND REGISTERS FOR REVIEW - APPENDIX

To approve & adopt the following policies and documents:

- a. Code of Conduct – Local Government Association Model
- b. General Data Protection Regulation Policy

17. THE MARTYRS INN UPDATE

To receive a verbal update from Cllr Walton on the purchase of The Martyrs Inn.

18. FINANCE AND ACCOUNTS: - APPENDIX

- a. Monthly Payment Schedule

To authorise payment of accounts in accordance with the May 2023 Payment Schedule and note payments and receipts.

- b. End of Year Finance Report

1. Update on Year End Finance Report.
2. Internal Auditor Draft Report

- c. The Annual Governance & Accountability Return 2022/23 part 3.

To approve the following sections of the Annual Governance & Accountability Return 2022/23 Part 3 for submission to the Council's External Auditor:

1. Section 1 – Annual Governance Statement 2022/23
2. Section 2 – Accounting Statements 2022/23
3. Signed copy of the Annual Internal Audit Report 2022/23
4. Explanation of variance.

- d. Grounds Maintenance Tender

To consider the tender documents received and approve a Grounds Maintenance contractor for 2023/24

- e. Defibrillator Cabinet Installation

To consider and approve a contractor for the installation of the replacement defibrillator cabinet in Tolpuddle.

19. ITEMS FOR NEXT MEETING.

To note any items for the next meeting on Tuesday 13th June 2023 which will be held in Tolpuddle Village Hall.

Yours respectfully



Michelle Harrington
Parish Clerk & Responsible Finance Officer

3rd May 2023