

# Shutford Parish Council

The Annual meeting of the Parish Council will be held on  
Tuesday 4<sup>th</sup> May 2021 at 7.30pm

**This is a virtual meeting using Microsoft Teams video conferencing. Members of the public wishing to participate may either join the video conference by emailing the clerk for the link or dial in to **02476 975266** (UK Toll) then tap in the **Conference ID: 961 160 758#****

If you have new issues that are not covered on the agenda below please contact David Best on [clerk.shutfordpc@gmail.com](mailto:clerk.shutfordpc@gmail.com) Tel: 01295 720566, Mob 07787 496774 or [shutfordpc@gmail.com](mailto:shutfordpc@gmail.com) by Friday 30<sup>th</sup> April. Villagers will be able to comment on issues covered by the agenda when they are being discussed during the meeting.

## SUMMONS & AGENDA

1. **Apologies for absence** – to receive and accept apologies for absence.
2. **Election of Chairman, Vice Chairman and responsibilities of Councillors for:**
  - a. Allotments
  - b. Assets
  - c. Dairyground and playground project
  - d. Dairyground weekly inspection
  - e. Defibrillator
  - f. Highways/ signs
  - g. Planning
  - h. Village Hall Rep
3. **Declarations of Interest** – to receive declarations of interest from Councillors relating to items on the agenda.
4. **Minutes from last meeting** – to receive the minutes of the meeting on 10<sup>th</sup> March 2021 and matters arising. Review Action List.
5. **Parish Matters:**
  - a. Allotments.
  - b. Dairyground including Bug Hotel and sign
  - c. Quote for felling holly tree behind Lower End houses
  - d. Village Litter Pick - confirm date (Proposed date is Saturday 5<sup>th</sup> June)
6. **Finance**
  - a. Agree Annual Return Governance Statement.
  - b. Internal audit report.
  - c. Agree 2020-21 Accounts.
7. **Correspondence** – to receive an update on correspondence received
  - a. Raw sewage discharge into stream
  - b. Industrial units – noise and nuisance.
8. **Planning** – To receive an update on planning applications.
  - a. 21/00392/F – Holywell House – PC support, awaiting CDC decision.
9. **Any Other Business**
10. **Date of next meeting** – Wednesday 14<sup>th</sup> July 2021.