

CAYTHORPE AND FRIESTON PARISH COUNCIL

Dear Councillor,

You are hereby summoned to attend:

**Caythorpe and Frieston Parish Annual Council Meeting
to be held on Wednesday 13th November
commencing at 7.30pm in the Village Hall**

The Agenda for the meeting is to be found below. If you are unable to attend please notify me of your apology.

There will be a 15 minute public forum between 7.15 and 7.30 when members of the public may ask questions or make short statements to the Council, and your attendance is also requested during this period.

Mrs Debbie Manderfield
Clerk to the Parish Council

AGENDA MEETING Number 4

1. Chairman's remarks
2. **Apologies for absence** and acceptance of any reasons given
3. **Declaration of Interests** - To receive declarations of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations
4. **Approval of minutes of the Parish Council meeting held on 11th September, meeting number 3**
5. **To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy - 2**
 - Signing of Declaration of Acceptance, DPI and Code of Conduct
 - Allocation of portfolios
6. **Parish Clerk's Report** on Matters Outstanding
This has been circulated previously
7. **Financial Matters:**
 - Authorisation of BACS/Cheque payments.
 - Review of CFPC accounts. Bank rec & management accounts.
 - Review of the 25/26 Budget prior to setting the Precept
 - Update from Cllr Stojanovic - Finance committee Chair
 - Village Hall & Playing Field Annual Grants – Cllr Crawley & Cllr Manderfield
 - Donations to Scouts & Playing Field Committee – Cllr Crawley
8. **Registers**
 - Risk Register Review and accept. – previously circulated
 - Maintenance Register Review and accept – previously circulated
9. **Project Register update – to receive updates and to approve actions on the following:**
 - Firework Display – Cllr Crawley
 - Electrification of the Church Clock – Clerk
 - Burial Ground Re-levelling Contract – Cllr Sandy
 - Caythorpe Hall Footpath Re-route – Cllr resigned
 - Grit Bin Arnhem Drive – Cllr Topley

- Tree Inspection/work – Clerk
- 2x historical books for website – Cllr Stojanovic
- Allotment Lease – expires 20.3.25 – Cllr Macpherson

10. New Proposals

- Accommodating a Baha'i burial – Cllr Sandy
- Grit Bin on Arnhem Drive – Cllr Topley
- Christmas Tree Festival – Cllr Crawley
- Memorial Headstone – Repair work – Cllr Crawley
- Burial Ground plot location marking – Clerk
- CCTV at Playing Field – Cllr Crawley

11. Planning Matters

- Planning Issues
- Report from Cllr Page – Planning Committee Chair

12. Community Activities by Portfolio Councillor – Reports issued prior to meeting.

It is imperative that all councillors produce reports prior to the meeting

- Cllr Crawley - Litter Picking and the Big Clean, Environmental Sustainability, Playing Field Committee
- Cllr Manderfield - Village Hall committee, Highways
- Cllr Macpherson – Allotment Committee, Facebook Page
- Cllr Stojanovic – News & Views, Volunteering & Skill Sharing, War Memorial & Remembrance Day
- Cllr Farr – Gala Committee, Dog Fouling, Children & Child Care
- Cllr Topley – Emergency Plan, Shops, Businesses & Employment, Christmas Celebrations
- vacancy – Footpaths, Public Transport, Children & Child Care
- Cllr Page – Hospital Car Scheme
- Cllr Macer – Community Heartbeat, LIVES
- Cllr Sandy – Housing, Burial Ground

13. Items of urgent business.

14. Arrangements for next meeting:

- The next Parish Council Meeting Number 5 of 2024 will be held on Wednesday 15th January 2024 commencing at 7.30 p.m. in the village hall.