

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 15th January 2025
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 5

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 13th November, meeting number 4**
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.
 - Precept – Cllr Stojanovic
 - Update from Cllr Stojanovic - Finance committee Chair
 - Village Hall & Playing Field Grants (cfwd from previous meeting)
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:**
 - Grit Bin Arnhem Drive – Cllr Topley
 - 2x historical books for website – Cllr Stojanovic
 - Allotment Lease – expires 20.3.25 – Cllr Macpherson
10. **New Proposals**
 - BT Phone Box – details previously forwarded to all councillors

- Fencing at the Burial Ground – Cllr Sandy
- To Accept the New Financial Regulations

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
- vacancy -
- 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 6 of 2024 will be held on Wednesday 12th March 2025 commencing at 7.30 p.m. in the village hall.