



LANDFORD PARISH COUNCIL

By order of Mary Davies, Chairman.

Agenda queries to Estelle Sherry, Parish Clerk (clerk@landford.org.uk)

4 January 2024

Councillors are hereby summoned to attend the **PARISH COUNCIL MEETING** of Landford Parish Council on **Wednesday 10th January 2024 at 7.00pm in the Blue Room at Landford Village Hall** to transact the following business.

The public and press are welcome to attend.

7.00pm

PUBLIC QUESTION TIME

Prior to the start of the meeting, there will be a public session which, at the Chair's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comments to the Council. Members of the public are asked to restrict their questions and/or comments to three minutes. **All questions and statements should be submitted in advance of the meeting to the clerk@landford.org.uk by 12 noon on the prior Tuesday.** Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item at the next appropriate Parish Council meeting. This section is not part of the formal meeting of the Council.

AGENDA

001/24 Apologies for absence

Schedule 12 of the Local Government Act 1972 (LGA) requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend should tender their apologies to the Parish Clerk so the grounds upon which apologies are tendered may also be recorded. Section 85(1) of the LGA requires members present to decide whether the reason(s) for the absence are accepted.

002/24 Declarations of interest

The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S1 2012/1464) requires members to declare any interest they may have in agenda items in accordance with the Localism Act 2011 section 30(3).

003/24 Minutes; to consider approval of the Minutes of the meeting on **13th December 2023**

004/24 PC H. Murphy Report

005/24 Cllr. Z. Clewer Report (Wiltshire Council / NFNPA member)

006/24 Planning; to consider applications received (see Planning Schedule)

007/24 Clerk / RFO Reports

- i) General Update – to receive any updates
- ii) Receipts and Payments Report – to consider the report and approve invoices itemised for payment

- iii) Bank Reconciliation to end Q3 – to note the bank reconciliation as at 31.12.23
- iv) Budget Monitoring Report to end Q3 - to note the budget monitoring report for the period 01.04.23 to 31.12.23 (annex A)
- v) Draft Budget 2024/25 – to formally review and sign off the budget (approved budget to be published on website)
- vi) Precept 2024/25 – to approve the precept and instruct the RFO to issue the precept request to Wiltshire Council

008/24

Councillor Reports – For Discussion and Decision

- i) Highways Improvement Request Forms – to provide comments on each request and whether to approve their submission to the Local Highway and Footway Improvement Group (annex B)
- ii) Calendar of Meetings – to approve the calendar of meetings for the financial year 2024/25 (annex C)

009/24

Councillor Reports – For Information and Discussion

- i) Chair’s Report **MD** - to receive the report for information.
- ii) Attendance at Meetings **MD** – to receive the report on 2023 councillor attendance at meetings (annex D)
- iii) Affordable Housing Group **MD** - to receive an update on the work of the AHG and on its membership.

Matters for Future Consideration - Items to be brought to the next meeting of the Council.

- Risk Assessment – Financial and Management, and Property and Equipment (last updated 2020)

If agreed the date of the next meeting for **Landford Parish Council** will be on **Wednesday 14th February 2024** at **7.00pm** in **Nomansland Reading Room**.