

ADSTOCK PARISH COUNCIL

Clerk to the Council: Ruth Millard clerk@adstockvillage.info

Councillor, you are hereby summoned to attend the Annual Parish Council Meeting on Tuesday 23 May 2023 at 8.15 pm in the Village Hall, Adstock. Issue date – Wednesday 17 April 2023

Parish Clerk *Ruth Millard*

The meeting will commence at 8.00pm for the purpose of transacting the following business;

AGENDA

The Annual Parish Meeting will commence at 8.00pm for the purpose of transacting the following business:

1. Apologies
 2. Chairman's Report 2022/23
- Public Open Forum (under adjournment);

The Annual Parish Council meeting will commence at 8.15pm following the APM, for the purpose of transacting the following business:

- 21/23 Nomination and Acceptance of Chairman.**
- 22/23 Nomination of Vice Chair.**
- 23/23 Apologies;** To receive and accept any apologies.
- 24/23 Members Interests;** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Adstock Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 25/23 Approval of Minutes;** To agree the minutes from the general meeting on 7 March 2023.
- 26/23 Review and adoption of Council's Policies for 2023/24;**
- a. Standing Orders
 - b. Financial Regulations
 - c. Risk Assessment
 - d. Councils Complaints Procedure
 - e. Review of the Council's Procedure for handling requests made under the Freedom of Information & Data Protection Act
 - f. Privacy Policy and Notice
 - g. Information Policy
 - h. Retention of Documents Policy
 - i. GDPR Data Audit
 - j. Code of Conduct,
- 27/23 Appoint Parish Council representatives for 2023/24 i.e. Community Boards, NBPPC**
- 28/23 Review inventory of Assets**
- 29/23 Confirmation of Insurance cover**
- 30/23 Review of the Councils subscriptions to other bodies i.e. BALC, SLCC, NBPPC**
- 31/23 Determine the time & place of ordinary meeting of full Council up to and including the next annual meeting of the Full Council**
- 32/23 Finance & Accounts.**
- a To agree financial statements of accounts for the end March 2023
 - b To complete and sign AGAR Form 2 Exemption Certificate due to the end of year showing less than £25,000 turnover.
 - c To note invoices for paying.
- 33/22 Planning;**
- i. **23/01190/APP** Adstockfields Farm Adstock Fields Adstock Buckinghamshire MK18 2JE / *Erection of a distillery (Class B2) and associated infrastructure and landscaping*
 - ii. **23/01414/APP** Greinat, East Street Adstock Buckinghamshire MK18 2HZ / *Householder application for a single storey front extension*
- 34/23 Environment**
- a. **Grass Cutting;** to discuss any issues.
 - b. **Highways and footpaths;**
 - i Update on Sewage Issues with Anglian in Scotts Lane.
 - ii Update re. footpath The Paddocks to Main Street
 - iii to discuss how to improve safety on the Main Street bends out to the A413
 - c. **Play area;** to discuss any issues.
 - d. **Adstock Cricket Field Pitch –**
- 35/23 Correspondence and communications including reports on Community Board meetings and training courses and the Website;**
- Newsletter: To note any specific items
- 36/23 Councillors Forum** (under adjournment); for Councillors to bring any concerns to the table to be added to the next agenda for discussion.
- 37/23 Date and time and venue of the next meeting;** Held on 6 June 2022 at 8 pm. The Village Hall, Adstock
- To sign off the Annual Return**

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32/23 Finance & Accounts.

Account Balance

....0909	31 March 2023 – Statement	26,354.85
Including	total Ring-fenced for Play equipment	16,029.00

....0895	31 March 2023 - Statement	6,373.76
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income

31 March 2023		
....0909	Interest	119.46

Payments including Direct Debits

PAYEE	POWER	Cheque/DD	Amount
JANUARY 2023			
ER Millard, Allowances & consumables to March 2022	LGA 1972, s111	BP 046	370.03
Southern Electricity Jan Acc. - 2 Dec 2022 – 3 Jan 2023	LGA 1972, Sched. 14 para 34	DD	43.87
Southern Electricity Feb Acc. - 4 Jan 2023 – 1 Feb 2023	LGA 1972, Sched. 14 para 34	DD	39.28
ER Millard, January 2022, Salary			
MARCH 2023			
ER Millard, Jan, Feb & Mar 2023 Remunerations	LGA 1972, s112	BP 047	980.49
HMRC, quarter 4	LGA 1972, s112	BP 048	88.80
ER Millard, Reimbursement email addresses x2 mths January 15/12/22-14/01/23 & February 15/01/23-14/02/23	LGA 1972, s111	BP 049	14.40
BHIB Councils Insurance, amendment for Village Hall	LGA 1972, s133	BP 050	25.19
Scribe Accounts – Starboard Systems Ltd inv-3493	LGA 1972, s111	BP 051	328.32
Simon Walker – reimbursement Domain renewal	LGA 1972, s111	BP 052	
ER Millard, Reimbursement email addresses March 15/02/23-14/03/23	LGA 1972, s111	BP 053	7.20
ICO, Data Protection fee Ref: ZA483936	LGA 1972, s111	DD	35.00
Unity Trust Bank Charges	LGA 1972, s111	DD	18.00
MAY 2023			
Buckinghamshire Council dog waste services, inv. 2205051624	Litter (Animal Droppings) Order 1991	BP 054	323.52
North Bucks Parishes Planning Consortium-Membership Fee ending March 2024	LGA 1972, s137	BP 055	20.00
MRA Garden Services. Inv 000337	LGA 1972, s101	BP 056	490.00
ER Millard – reimbursement email addresses x2 mths April 15/03/2023–14/04/2023 & May 15/04/2023–14/05/2023	LGA 1972, s111	BP 057	14.40

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Reference	Address	Type	Status
21/03473/APP 21/03474/ALB	Adstock Cottage East Street Adstock Buckinghamshire MK18 2HZ / <i>Replacement of windows, installation of one new window and two roof lights</i>	Application	Awaiting decision
22/01337/ADP	Adstock Manor Main Street Adstock Buckinghamshire MK18 2HT / <i>Submission of details of means of access, external appearance, landscaping, layout and scale for the erection of three dwellings and a storage barn with one dwelling above pursuant to outline planning permission 18/04635/OAP</i>	Application	Awaiting decision
23/01414/APP	Gremat East Street Adstock Buckinghamshire MK18 2HZ / <i>Householder application for single storey front extension</i>	Application	Awaiting decision
23/00693/APP	The Old Punchbowl & Grapes Main Street Adstock Buckinghamshire MK18 2HU / <i>Householder application for proposed driveway & drop kerb</i>	Application	Awaiting decision
23/00989/ALB	Rose Cottage East Street adstock Buckinghamshire MK18 2HZ / <i>Listed building application for single storey side extension</i>	Application	Awaiting decision
22/04053/CPE	Birds Cottage Main Street Adstock Buckinghamshire MK18 2HT / <i>Certificate of Lawfulness for existing use of land as ancillary parking area in association with Birds Cottage, Main Street, Adstock.</i>	Application	Certificate Issued
23/01190/APP	Adstockfiedls Farm Adstock Fields Buckinghamshire MK18 2JE / <i>Erection of a distillery (Class B2) and associated infrastructure and landscaping</i>	Application	Awaiting decision