

DEBDEN PARISH COUNCIL

To: All Debden Parish Councillors

NOTICE OF MEETING

You are summoned to the Meeting of Debden Parish Council which will take place on Wednesday, 30th November 2022 at **8.00pm** in the Village Hall

S Watson
24th November 2022

Please note that this is a meeting of the Parish Council at which important items of business are conducted. The public are welcome to attend to observe the proceedings. There is a public participation session on this agenda and we invite members of the public to raise questions on items which appear on the agenda. The Council is not obliged to answer questions but will endeavour to do so, where possible.

AGENDA

- 22/756 **Apologies for absence.**
- 22/757 **Disclosure of Interests.**
To receive disclosures of pecuniary and non-pecuniary interests with reference to items on the agenda.
- 22/758 **Personnel Committee**
Following approval by full council, an offer of employment for the role of Clerk/RFO was made subject to receipt of satisfactory references.

The offer has been accepted and fully satisfactory references provided.

To welcome Mr Andrew Hogbin as the new Clerk/RFO.
- 22/759 **Public participation session (15 minutes available if required)**
Members of the public are permitted to make representations and give evidence in respect of any item of business included on the agenda. If members of the public would like to submit questions, these should be sent to clerk@debden-pc.gov.uk by 10.00pm on **Monday, 28th November 2022**
- 22/760 **Approval of Minutes**
To approve, and authorise the Chairman to sign, the Minutes of the Meeting of the Council held on 26th October 2022
- 22/761 **Annual Budget Preparation**
To discuss in detail the proposed budget (circulated in advance of the meeting) and consider any amendments required.
To approve the budget for the year 2023/24.
- 22/762 **Asset Register**
To conduct a full review of the PC Asset Register and approve any adjustments.
- 22/763 **Planning**
To discuss planning applications and receive an update on outcomes and any other planning matters.
- 22/764 **District and County Councillors' reports**
To receive reports from County Cllr Foley and District Cllr Luck.

- 22/765 **Highways**
To receive an update report.
- 22/766 **Clerk's report**
To receive a report from the temporary clerk, noting and approving the content as required.
- 22/767 **Civility and Respect Pledge**
To consider signing the National Civility and Respect Pledge recently introduced by NALC (and supported by UDC) to commit local councils to drive through positive change in the workplace, supporting civil and respectful conduct.
- 22/768 **Village Events 2023**
To note and approve the outline plans for the celebration of the coronation of King Charles III on May 4th 2023.
- 22/769 **Pond**
To approve the content, wording, and cost of production of the information to be placed on the notice board at the pond.

To consider adding a padlock to the notice board so as to limit/retain control of access.
- 22/770 **Governance Documentation and Policies**
To consider the merits of adopting of a GDPR & Privacy Policy and a Publication Scheme/Social Media Policy.

To begin preparation for the full annual review of all governance documentation (for presentation and agreement at the February meeting) including arrangements for an annual Financial Risk Assessment as recommended in the Internal Audit.
- 22/771 **Christmas Tree Event**
To note and approve the arrangements and costs for the erection of a village Christmas tree and the planned event to switch on the lights, with refreshments provided, on Sunday 4th December.
- 22/772 **Payments Schedule**
To approve payment of items noted on the payments schedule, circulated prior the meeting.
- 22/773 **Urgent Matters**
To discuss any urgent matters of interest to the Parish.
- 22/774 **Items for next agenda**
To check the Action List for items which should be addressed at the December and January meeting.
- 22/775 **Date of next meeting.**
Either Wednesday 14th December at 8pm in the Village Hall (in the event of failure to reach agreement of the budget at this meeting)
Or Wednesday 25th January 2023 at 8pm in the Village Hall (if the budget is approved at this meeting).