

NOTICE

**Councillors are summoned to attend the
Annual Meeting of Little Birch Parish Council to be held at
7.30pm on Wednesday 8th May 2024 at Little Birch Village Hall
This will follow the Annual Parish Meeting
Members of the public are warmly invited to attend.**

Annual Meeting – To follow Annual Parish meeting at 7.30pm

- 1. Election of Officers (Chairman and Vice-Chairman)**
- 2. Parish Councillors elected to be confirmed**
- 3. Minutes of the previous Annual Meeting held in May 17 2023, minutes of meeting Apr 3 2024**
- 4. Review of other appointments** i.e. Footpath Officer, Internal Auditor
- 5. Review of Insurance policies** – Zurich Insurance quote £241
- 6. Review subscriptions** – HALC
- 7. To remind Councillors to update their Notice of Registrable Interests**
- 8. Open Session for members of the Public:** There will be no longer than 10 minutes allowed for any members of the public present, to speak for up to 3 minutes each.
- 9. To accept apologies for absence.**
- 10. To receive Declarations of Interest**
- 11. To accept reports from: -**
 - 11.1 Ward councillors report
 - 11.2 Balfour Beatty – Locality steward report
 - 11.3 Police update- Consider police report/ newsletter
 - 11.4 Report from footpaths officer
- 12. Action Points from last meeting** – all included on the agenda.
- 13. Planning applications** – To consider applications to be determined by Herefordshire Council as listed below or on the Planning website prior to the meeting: – None current
- 14. Lengthsman** – update, identification of work
- 15. Finance** – including:
 - I Balance (at 06.05.24 HSBC Current Account £7608.83)
 - li Payments to be agreed:
Clerk pay as per contract
Clerk Expenses Printer Ink and Lever arch files. Cost shared with Orcop and St Weonards £17.50 each, actual cost £52.49 (Amazon)
HMRC = TBC
Terry Griffiths Contracts (Lengthsman) TGC2679 = £1276.80inc VAT
 - lii Receipts – First precept payment from H’fd Council and Lengthsman grant
 - lv Requests for financial aid – None
- 16. New website for Parish Council** – Investigate creating a new website
- 17. Defibrillator** – Contribution from Village Hall for defibrillator costs
- 18. To consider Code of Conduct document** – Parish Council to adopt code of conduct document.
- 19. Items for next meeting-** No discussion
- 20. To Note date of next scheduled Parish Council meeting Wednesday June 5 2024 @ 7.30pm Little Birch Village Hall**

Dates of Future Meetings for 2024

	Wednesday June 5 th	7.30pm
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	Wednesday July 3 rd	7.30pm
	Wednesday September 4 th	7.30pm
	Wednesday October 2 nd	7pm
	Wednesday November 6 th	7pm

Neil Barrington Clerk/ RFO, Little Birch Parish Council
C/o lbpcclerk@gmail.com
30th April 2024