

OFFWELL PARISH COUNCIL

NOTICE OF ANNUAL MEETING of PARISH COUNCIL

Dear Sir/Madam,

I hereby give notice that a meeting of the **PARISH COUNCIL** of the above named Parish will be held in Offwell Village Hall **on Wednesday 18th May 2022 at 6.30pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set below.

Councillors are requested to attend at 6.00pm in order that the Hall may be prepared in accordance with the Covid-19 safe measures adopted for the resumption of Council Meetings.

Please note that all persons proposing to attend the meeting must adhere to the following Covid-19 Safe Conditions of Entry to the meeting

All attendees are recommended to bring and wear a mask (particularly in confined spaces such as the foyer and toilets), use hand sanitiser provided (and bring their own hand sanitiser if they prefer).

No person to attend the meeting if they or anyone in their household has had Covid-19 symptoms in the last 7 days.

Attendees must leave contact details prior to the start of the meeting, or use the building QR Code.

If anyone becomes unwell with a new continuous cough or a high temperature in the 7 days following the meeting, they must advise the Clerk or Chair and are advised to follow the stay at home guidance.

In order to protect everyone present at the meeting, we would also request that persons wishing to attend take and receive a negative lateral flow test result just before coming to the Village Hall.

Dated this 12th May 2022

Adrian Jenkins

Adrian Jenkins: **Clerk to the Parish Council**

Tower View Fruit Farm, Offwell EX14 9RW

email: offwellparishclerk@aol.co.uk

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Agenda

Chair to welcome and outline the Covid-19 Measures adopted for Council meetings

OPEN SESSION (Public Forum)

Questions & representations from parishioners relating to reports or business to be conducted on this agenda or regarding other matters which they wish to bring to Council's attention. This is a 15 minute session where any member of the public may speak for up to three minutes. It provides an opportunity for members of the public (who are not usually permitted to speak during the council meeting, other than by special invitation of the Chair to participate before the meeting by asking questions, highlighting matters of concern or making representations regarding Offwell Parish. No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.

Before speaking, please give your name and address to the Clerk

BUSINESS TO BE TRANSACTED

1. Election of Chair
2. Chair to sign Declaration of Acceptance of Office
3. To receive apologies for absence and to approve reasons given (LGA 1972 S.85 (1))
4. To receive any declarations of interest relating to items outlined in this agenda (this does not preclude the duty to declare further interests as applicable)
5. Election of Vice Chair
6. Members to sign their Declarations of Acceptance of Office
7. Confirmation of Responsible Financial Officer for 2022/23
8. To confirm bank mandate signatories for 2022/23 and sign mandate variation forms if necessary
9. Confirmation of the Internal Auditor
10. Confirmation of Council Representatives on other Committees/Bodies
11. Minutes of the Meeting held on 20th April 2022
12. Matters arising from the Minutes
13. Reports:
 - a) Police
 - b) District and County Councillors
 - c) Clerk
 - d) Offwell Neighbourhood Support Group
 - e) Highways Matters
 - f) Footpaths Report
 - g) Queen's Platinum Jubilee 2022 Sub Committee
 - h) Any Other Reports

14. To consider any matters pertaining to Coronavirus and Offwell Parish

15. Correspondence

Letter from Southleigh Parish Council

16. Finance

a) Current Financial Position

b) Expenditure to be approved for which bills have been received

1) Payment of £326.72 for the Clerk's salary for the month of May
2022

2) Payment of £14.99 to C. Whithear to reimburse for purchase of weedkiller

3) Payment of £ 210.00 to Community Heartbeat Trust for VETS Refresher course

c) Renewal of Council Insurance Policy

10. Planning Applications

13. Agenda Items for Next Meeting

14. Date and Time of Next Meeting