**DIDDLEBURY PARISH COUNCIL**

**By Order of the Chairman:**

**An Extraordinary Meeting of Diddlebury Parish Council will be held at**

**DIDDLEBURY VILLAGE HALL on TUESDAY 8th MAY 2018 at 7.30pm when members are summoned to attend to deal with the Agenda business.**

**Signed: Jean de Rusett, Clerk Dated 1st May 2018**

**Clerk's address:**

**The Grange, Leinthall Earls, Leominster, Herefordshire HR6 9TS**

 **Tel: 01568 770640** **diddleburypc@gmail.com** **www.diddleburyparish.co.uk**

**AGENDA**

1. **To record those present and to receive apologies for absence**
2. **To receive declarations of pecuniary or personal interests relating to this meeting or dispensations in respect thereof.**
3. **Public involvement session - 10 minutes allocated**

**4. Minutes:** To approve the Minutes of the meeting on 28th March 2018

1. **Matters Arising**: To deal with matters arising from the Minutes of 28th March 2018.
2. **Reports from:** Chairman, Unitary Councillor Motley and Parish Council members
3. **Planning applications**

**7**.1 **- 18/01465/FUL** – application for the erection of four dwellings and formation of vehicular access at Bache Mill, Diddlebury

**7.2 – 18/01785/FUL –** application for the erection of a single storey side extension to 14, Corfton, Craven Arms, SY7 9LE

1. **Review of Parish Council’s insurance cover**

**9.** **Minor Highway & Environmental matters**.

**10. Communications and Correspondence to be considered**

**11. To review and adopt Complaints Policy**

**12. To review and adopt Data Protection Privacy Policy & Data Protection Impact Assessment Audit**

**13. 2017/2018 Audit:**

13.1 – To consider and note Annual Internal Audit Report

 13.2 – To consider and approve end of year bank reconciliation, schedule of receipts and payments, register of assets, list of significant variances and statutory notices

**14.** To consider, approve and adopt Annual Governance & Accountability Return:-

 14.1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

 14.2 – To approve and sign the Certificate of Exemption

 14.3 – To approve and sign Section 1 – Annual Governance Statement 2017/2018

 14.4 – To approve and sign Section 2 – Accounting Statements for 2017/2018

 **15**. **Finance:**

 15.1 – To consider Finance Report for April/part May 2018 and approval of cheques to be authorised for payment

 15.2 - Reconciliation of Cash Book/Bank Statements

 **16. Any Other Business: (for dissemination of information only)**

 **17. Closed session to discuss confidential matters (public to be excluded)**

**Date & Venue of next Meetings:**

 **Annual Parish Meeting**

**Annual General Meeting**

**Ordinary Business Meeting**

**All at Diddlebury Village Hall, 7.30pm on Wednesday 23rd May 2018**