

By Order of the Chairman:

**The Annual Meeting of Diddlebury Parish Council will be held on
Wednesday 24th May 2023 at 7.30pm at Diddlebury Village Hall
when councillors are summoned to deal with the following Agenda business.**

Signed: *Jean de Ruseff*, Clerk Dated 17th May 2023

AGENDA

1. Election of a Chairman and a Vice Chairman

Election of a Chairman for the year 2023 - 2024 and completion by the Chairman of Acceptance of Office form

Election of a Vice-Chairman and completion by the Vice-Chairman of Acceptance of Office form

2. To appoint representatives for 2023 - 2024 for the following posts:

- Louise Powell Charity (Almshouses)
- Tree Warden
- Diddlebury Flood Action Group
- Westhope Village Hall
- Diddlebury Village Hall
- Manager of Diddlebury Parish Council website
- Diddlebury Charities

3. To record those present and to receive apologies for absence.

4. To receive declarations of pecuniary or personal interests relating to this meeting or dispensations in respect thereof.

5. To approve a list of meeting dates for the year June 2023 to May 2024

6. Public involvement session: 10 minutes allowed for representations in respect of parish council business from members of the public.

7. Minutes: To approve the Minutes of the Parish Council meeting of 26th April 2023.

8. Matters Arising: To deal with matters arising from the Minutes of 26th April 2023.

9. Reports: from Chairman, Unitary Cllr. C. Motley, F.A.G and Parish Council members.

10. To consider planning applications and/or planning issues

23/01606/FUL - application for internal works including improvements to kitchen/bathroom and entrance facilities at Glebe Farmhouse, Glebe Farm, Mill Lane, Diddlebury and conversion of outbuildings to form No. 3 holiday letting units (re-submission)

11. To consider highways and environmental matters

12. To consider and respond to communications and correspondence received

13. Finance:

13.1 – To consider the Finance Report for May 2023 and to authorise payment of cheques listed.

13.2 - To verify Clerk's Reconciliation of Cash Book and HSBC Bank Statements

14. Audit 2022 - 2023

- 14.1 - to consider and approve the schedule of all receipt and payments for 2022/2023
- 14.2 - to consider and note the Internal Auditor's Report for the financial year 2022 - 2023 prepared by Mrs J Griffiths
- 14.3 - to approve Section 1 - Annual Governance Statement 2022/2023 of AGAR
- 14.4 - to approve the Section 2 - Accounting Statement for 2022/2023 of AGAR
- 14.5 - to approve the Explanation of Variances form
- 14.6 - to approve the Notice of Public Rights & publication of the Annual Governance & Accountability Return

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

**Date and venue of next Parish Council Meeting
Wednesday 28th June 2023, 7.30pm at Westhope Village Hall**

Clerk's contact details: 12 Church Road, Brampton Bryan. Bucknell, SY7 0DH
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