**NOTICE OF SHACKLEFORD PARISH COUNCIL MEETING 05 May 2021**

**To the Councillors of Shackleford Parish Council - your VIRTUAL attendance is requested at a Zoom meeting of the Council at 7.30pm on Wednesday 05 May 2021. The clerk will forward the meeting code in advance. Please let me know if you are unable to attend.**

**Kate Lingard** Clerk to the Council  Contact: shacklefordclerk@gmail.com

**PUBLIC SESSION**

Local residents are welcome to attend and raise any local issues or concerns informally at the beginning of the meeting.

**IF YOU WISH TO ATTEND THE MEETING PLEASE EMAIL THE CLERK TO GET THE MEETING CODES TO JOIN THE VIRTUAL ZOOM MEETING.**

**AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest -** members are requested to disclose personal or prejudicial interests they may have in the items on the Agenda
3. **Minutes of meeting held on 22 March 2021 –** to be approved and signed
4. **Matters Arising (**for information only**)**
5. **Report from the Chairman –** update on parish issues and successes over the last two years
6. **HGV use of A3 sliproads –** to discuss the issue of frequent HGV use of the A3 sliproads in the parish
7. **County and Borough Councillors –** to receive an update on new and outstanding matters
8. **Highways and Byways –** latest update on issues
9. **AONB Boundary** – update on the imminent boundary review
10. **Parish Trees** – to discuss tree planting initiatives
11. **Planning** – to discuss and comment on the following applications:

|  |  |  |
| --- | --- | --- |
| **Planning application** | **Property** | **Proposal** |
| 21/P/00729 | Whistlers Hill, Elstead Road GU8 6AY | Conversion of attached garage to residential accommodation |

1. **Finance**
2. **Expenses** – to approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Reason for expenditure** | **VAT** | **Payee** |
| 1/4/21 | £9.95 | Website fee | 1.66 | 34SP |
| 1/5/21 | £9.95 | Website fee | 1.66 | 34SP |
| 05/05/20 | £102.39 | Clerk’s expenses including Zoom Membership | 0 | Kate Lingard |
| 05/05/21 | £200 | War memorial works (two invoices for £150 and £50) | 0 | James Tait |
| 05/05/21 | £350 | Annual Chairman’s Allowance | 0 | B. Carter-Manning |
| 05/05/21 | £565.78 | Annual Insurance for parish council | 0 | Came &Company |

1. **Annual Governance and Accountability Return –** to review and approve the following documents circulated in advance by the clerk (if approved, clerk to sign and date and then deliver to Chairman to sign and date):
2. **Section 1 Annual Return – Annual Governance Statement 2020/21**
3. **Section 2 Annual Return – Accounting Statements 2020/21**
4. **Certificate of Exemption**
5. **Bank Reconciliation as at 31 March 2021**
6. **Explanation of significant variances 2020/21**
7. **Asset Register as at 31March 2021**

The AGAR and SPC accounts/records will now go to the internal auditor and the relevant financial information will be published on the website in line with current guidelines

1. The **Exercise of Public Rights for 2020/21** – to note that the dates set will be from 14 June until 23 July 2021 and that these dates will be published by the clerk
2. **Mailchimp database –** to discuss setting up a Mailchimp database for sending out SPC/Parish information
3. **Other Correspondence**
4. **Next meetings:**  Monday 5th July

Monday 13th September

Monday 15th November **DATED** 28 April 2021