**SHACKLEFORD PARISH COUNCIL**

**NOTICE - to the Councillors of Shackleford Parish Council - your attendance is requested at a meeting of the Council at 7.30pm on *Tuesday* May 9 2023. 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.

**AGENDA**

1. **Apologies for Absence**
2. **Election of Councillors –** councillors to sign declaration of acceptance of office forms following the uncontested election result
3. **Election of chairman and vice chairman and signing of acceptance of office –** the council will elect a chair and vice-chair for the next year and they will then sign their new acceptance of office forms
4. **Election expense forms –** councillors are reminded to fill in expense forms and return to GBC or the clerk
5. **Registers of Interest –** Councillors are reminded to fill in their Registers and deliver to the clerk to be put on the SPC website and then submitted to GBC
6. **Declarations of Interest -** members are requested to disclose personal or prejudicial interests they may have in agenda items
7. **Minutes of meeting held on 13 March 2023 –** to be approved and signed
8. **Matters Arising (**for information only**)**
9. **County and Borough Councillors –** to receive an update on new and outstanding matters
10. **Highways and Byways –** latest update on issues
11. **Jubilee Field** – to discuss the current situation in relation to the Field and support for the proposal to make the Field into an arboretum
12. **AONB** – to discuss SPC’s response to the omission of Eashing and Hurtmore into the revised AONB boundary
13. **Planning** – to discuss and comment on the following applications:

|  |  |  |
| --- | --- | --- |
| **Planning application** | **Property** | **Proposal** |
| 23/P/00415 and 416 | The Coachhouse, Eashing Lane, Godalming GU7 2QA | Proposed front and side extensions with additional alterations and renovations to existing building including garden room and annex and renovations to existing pottery studio |

1. **Finance – (a) Expenses** – to approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Reason for expenditure** | **VAT** | **Payee** |
| 1/4/23 | £9.95 | Website fee | 1.66 | 34SP |
| 1/5/23 | £9.95 | Website fee | 1.66 | 34SP |
| 09/05/23 | £85.02 | Clerk’s expenses | 0 | Kate Lingard |
| 09/05/23 | £350 | Annual Chairman’s Allowance | 0 | B. Carter-Manning |
| 09/05/23 | £225.72 | Subscription Fee | 0 | Surrey ALC Ltd |
| 09/05/23 | £250 | Donation | 0 | Guildford & District Community First Responders |

1. **Insurance -** to decide which annual insurance policy to take out:
2. 1 year contract for £568.30 with Zurich
3. 3 year contract for £535.27 p.a. with Zurich
4. 1 year contract for £704.96 with Hiscox
5. **Annual Governance and Accountability Return –** to review and approve the following documents circulated in advance by the clerk (if approved, clerk and chairman to sign and date):
6. **Section 1 Annual Return – Annual Governance Statement 2022/23**
7. **Section 2 Annual Return – Accounting Statements 202/23**
8. **Certificate of Exemption**
9. **Bank Reconciliation as at 31 March 2023**
10. **Explanation of significant variances 2022/23**
11. **Asset Register as at 31March 2023**

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. **Exercise of Public Rights for 2022/23** – to note that the dates set will be from 5 June until 14 July 2023 and that these dates will be published by the clerk
2. **Other Correspondence**
3. **Next meetings:**  **Monday 3rd July**

**Monday 11th September**

**Monday 13th November** **DATED** 3 May 2023