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Dear Councillor

24th April 2023

You are hereby summoned to attend the Annual Meeting of Dinton with Ford & Upton Parish Council on **Tuesday 9th May 2023 at 7.30pm** in Dinton Village Hall, Dinton.

Please note the attached agenda of business and please contact me if you require any further information regarding the proposed business of the council.

Keith Gray

Keith Gray
Clerk to the Council

AGENDA
Annual Meeting of Parish Council

Tuesday, 9th May 2023
7.30pm

Dinton Village Hall



1. Election of Chairman of the Council

To elect a Chairman for the term of one year
The Chairman to sign the Declaration of Acceptance of Office

2. Apologies for Absence

To receive and accept apologies for absence notified to the Chairman or Clerk

3. Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest
To receive written requests for dispensations for disclosable pecuniary interests (if any)
To grant any requests for dispensation as appropriate

4. Minutes of the previous meeting held on Tuesday 11th April 2023

To accept and sign the minutes of 11/4/23 as a true record.

5. Election of Vice-Chairman of the Council

To elect a Vice-Chairman for the term of one year

6. Clerk's Report

To receive a report from the Clerk on matters dealt with and taking forward for the parish council.

The Chairman to adjourn the meeting in order to receive questions from the public and receive any reports/questions from cllrs on matters relating to council business.

7. Questions from the public & any reports from Councillors or questions not on the agenda.

The Chairman to re-convene the meeting under Standing Orders

8. Finances and Orders for Payment

To agree and authorise orders for payments and retrospective orders for payment presented by the RFO and/or Clerk

| | | | |
|----------|-------------------|-----------|--------|
| • BMKALC | Subscription | £141.59 | 101176 |
| • BHIB | Council Insurance | £1,955.50 | 101177 |

To receive, and agree, the monthly finance report from the RFO

9. Annual Internal & External Audits

Council to agree to the Internal Auditor appointment.

That Mrs D Cole be appointed as the Internal Auditor for 2023/2024 Annual Audit.

10. Internal Audit Report

Council to receive and agree the Internal Auditor's Report in line with procedures for the Annual Governance & Accountability Return (AGAR) 2023/2024.

11. Annual Governance & Accountability Return 2023/2024 (AGAR)

Council to receive, approve and sign the AGAR and issue to the External Auditor.

12. Outside Bodies, Organisations & Councillor Leads/Representatives

To agree the Parish Councillor Representatives to outside bodies/organisations

- Haddenham Community Board
- Cuddington & Dinton CofE School
- Village Hall Management Committee
- Parish Public Footpaths / Bridleways
- Parish Field & Spinney
- Devolved Services Agreement work
- Any other groups/leads/representatives

13. Standing Orders & Financial Regulations

The Council to review and approve its current Standing Orders & Financial Regulations

14. General Powers of Competence

To resolve to take the powers of the General Powers of Competence and to agree that the Parish Council meets the criteria for eligibility relating to its Electoral Mandate and Qualified Clerk.

15. Code of Conduct

Councillors to agree to abide by the Code of Conduct as advised by Government/NALC/SLCC and administered by the Monitoring Officer of Buckinghamshire Council.

16. Policies and Risk Assessments

Council to review its current Policies and Risk Assessments.

17. Devolved Services

To receive any reports, if available, and agree any specific actions in relation to devolved services.

18. Roads & General Maintenance

To receive any feedback (if required) on matters relating to road maintenance concerns raised with the County Council and other stakeholders.

19. Notice Board – Upton

To receive and consider quotes for a new notice board in Upton. Cllr Lamkin to lead the discussion.

20. Buckinghamshire Best Kept Village Competition 2023

To consider entering the competition. Information provided to all councillors.

21. Tree Warden Report –

Council to consider the tree warden report which was copied to all councillors in April.

22. Planning Enforcement

To consider the issues and concerns around the enforcement needed from the Planning Department for specific planning applications

- **Bigstrup Farm, Dinton**
Conversion and restoration of redundant barns to create an Outreach Education Centre and Wedding Venue and alterations to Wychert and Byre Barn to provide self-catering accommodation.

23. Planning Applications

To receive, comment and to either object, support or oppose the following planning applications:

To accept and consider late applications presented by the Clerk.

To note any applications (decisions made and to be made) delegated to Councillors.