**BRINTON PARISH COUNCIL**

**Meeting Notice and Summons**

Notice is given to the public and Councillors of the Parish Council are summoned to attend a Parish Council Meeting of Brinton Parish Council in Sharrington Village Hall on Thursday 25th January 2024 at 7.00pm

S.H. Hayden Locum Clerk

19th January 2024

Members of the Public are welcome to attend this Parish Council meeting

Please note that although the Parish Council does not officially record the meeting, recording of the meeting may take place as a right. If you intend to record the meeting please advise the Clerk or Chair prior to the start of the meeting.

**AGENDA**

1. To receive apologies for absence

2. Declarations of Interest and any dispensations of disclosable pecuniary interests

3. Resolution to add the following clauses to Brinton Parish Council Standing Orders under clause 3 Meetings Generally:

 *“The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed thirty minutes unless directed by the chairman of the meeting.*

 *Subject to standing order 3(f) above, a member of the public shall not speak for more than four minutes.*

 *In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.”*

4. Public questions, comments or representations *(on matters connected with this Agenda)*

5. Approval of draft Minutes of the Meeting of 23rd November 2023

6. Matters arising from those minutes

7. To receive reports from District Councillor and County Councillor

8. Planning

 8.1 To discuss and make observations on any applications received after the date of this Agenda

 8.2 Update on applications:

 *PF/23/1840 – Conversion of agricultural building to single dwelling; associated external alterations at land adjacent to Mayflower Cottage, Sharrington Road, Brinton*

 8.3 Update on any enforcement matters

9. Finance

 9.1 To receive balance sheet and report on bank reconciliation

 9.2 To approve payments

 9.3 To agree internal auditor for 2023-24 accounts

 9.4 To agree third signatory for bank accounts

 9.5 To agree appointment of internal control officer to check bank reconciliations

10. To discuss forward maintenance of the village milestone situated on the A148 and agree any action

11. To consider Brinton PC actions to contribute to conserve and enhance biodiversity as required by the Environment Act 2021

12. To review open evening

13. To deal with any correspondence

14. Matters for information only or next agenda

15. To agree date of next meeting

16. Resolution to close the meeting to the press and public under the Public Bodies Admission to Meeting Act 1960 s.1.2 to discuss item 17

17. Update on clerk vacancy and appointment of Clerk, including agreement of any terms of employment