



To All Healeyfield Parish Councillors

You are hereby summoned to attend the Annual Meeting of Healeyfield Parish Council which will be held in Castleside Village Hall, Drover Road on Thursday 25th May 2023 at 7.15pm

AGENDA

1. Election of Chairman
2. Acceptance of Office of Chairman
3. Apologies for Absence
4. Election of Vice Chairman
5. Declarations of Interest
6. Appointment of Internal Auditor
7. Agree minutes of the previous meeting
8. Public Participation
 - a. Comments on items on this agenda
9. Chairman's Report
10. County Councillor Report
11. Correspondence
12. Finance
 - a. Accounts for Payment – May
 - b. RFO Report
13. Clerk's Report
 - a. Receive & Approve Review of Internal Control Report
 - b. Review of Assets
 - c. Internal & External Audit
 - i. Receive Annual Internal Audit Report
 - ii. Approve Annual Governance Statement
 - iii. Approve Accounting Statements
 - d. Councillors to agree to receive summons and agendas by email for the next 12 months.
 - e. Update on casual vacancy following David Dixon's resignation.
 - f. Matters for Information
14. Planning Applications

Mr Ian Robson, Healeyfield Parish Council

Email: contact@healeyfieldparishcouncil.co.uk Tel: 07790 492 384

Visit our website at www.healeyfieldparishcouncil.co.uk

- a. DM/23/00734/VOC - T/A ASG Property Developments
Land To The East Of The Junction Of Belle View Drive And Drover Road
Castleside DH8 9RE
Variation of Condition 1 of planning permission DM/18/01498/OUT to allow for the provision of self-build residential development at land east of the junction of Belle View Drive and Drover Road, Castleside.
15. Parish Event Planning
To discuss and agree items related to the following planned events.
 - a. **Summer Newsletter** – June/July
 - b. **Autumn Festival** – 24th September
 - c. **Remembrance Sunday** – 12th November
16. Review & approve the following documents:
 - a. Standing Orders
 - b. Dignity at Work Policy
 - c. Grants and Donations Policy
17. Appointment of a councillor to participate in the clerk's annual appraisal process.
18. Freedom of the Parish nomination.
19. Grass cutting
 - a. To determine the contractor and date of cutting.
20. WW1 Trail Launch
 - a. To discuss details of the launch of the WW1 trail.
21. Website
 - a. To discuss the creation of an area to store and share media documenting Parish Council events.
 - b. To discuss the creation of a Parish Walks area to facilitate the sharing and downloading of brochures and maps, e.g., WW1 trail.
22. Date of the next Ordinary Meeting
 - a. To agree date and time of next meeting (Thursday 29th June 2023)

Public Bodies (Admission to Meetings) Act 1960, s.1(2). A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

23. Confidential Items

Ian Robson
Proper Officer / Clerk to the Council
19th May 2023