

BROXTED PARISH COUNCIL

**Councillors are summoned to a Meeting of the Parish Council
at Broxted Village Hall on Thursday 13 June 2024 at 7.30 p.m.**

Notice and Agenda

- 1. Apologies for Absence** and, if accepted, the reason to be approved by resolution
- 2. Declarations of interest**
Note that any pecuniary interest, or non-pecuniary interest which might be seen as likely to influence your decision, in any agenda item, should be declared.
- 3. Public Open Forum**
- 4. District Councillors' and County Councillor's reports to be heard, if attending**
- 5. Approval of minutes of the Annual Parish Council Meeting on 9 May 2024**
To confirm that the minutes of the last meeting (circulated) are an accurate record.*
- 6. Reports to be received, as available**
 - 6.1 Clerk's report* including any decisions made under delegated powers.
 - 6.2 Finance*
 - 6.2.1 on bank balances and reconciliation with cash books
 - 6.2.2 to note payments and transfers made and due (already approved)
 - 6.3 Planning update* including progress on conservation area proposal
 - 6.4 Footpaths and highways
 - 6.5 Any reports from Councillors on meetings and actions
- 7. Decisions to be made:**
 - 7.1 To consider the internal audit, Annual Governance and Accountability Return 2023/24 and publication of accounts:
 - 7.1.1 To receive and note the auditor's report in Form 2;
 - 7.1.2 To decide whether to complete a Certificate of Exemption (Form 2 page 3) from external review;
 - 7.1.3 To consider the questions in the Annual Governance Statement on Form 2 Section 1 and respond;
 - 7.1.4 To consider and agree the Annual Accounting Statements figures on Form 2 Section 2;
 - 7.1.5 To note the Statement of Variance;
 - 7.1.6 To approve a period of 30 working days for the exercise of public rights relating to the annual accounts, starting on Wednesday 19 June and ending on Tuesday 30 July. To confirm that a Notice of Public Rights in the prescribed form shall be published by at the latest the day before the beginning of the period.
 - 7.2 To approve payments including £267 including VAT for a new defibrillator battery and other payments needing approval after this agenda is published and as presented in the meeting.*
 - 7.3 Consider placing the village beacon in a new location.
 - 7.4 Consider commenting on new planning applications including any received after publication of this agenda before the commencement of the meeting.*
- 8. Matters to be noted and/or for future consideration**
- 9. To confirm the date of the next parish council meeting as 11 July 2024.**

*Items have supporting documents – see website www.broxted-pc.gov.uk or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 8 June 2024