

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 13TH SEPTEMBER 2023

Email: hoptonandcotonparishclerk@gmail.com
Website: www.hoptonandcotonparishcouncil.org.uk

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 13th September 2023** at **Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW.**

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

A. Mclean
Angela Mclean
Parish Clerk

Date of Notice: 1st September 2023

AGENDA

PUBLIC PARTICIPATION TIME

- 05.1 Welcome and introduction by the Chairman
- 05.2 Introduction of Borough Cllr K Aspin
- 05.3 Cllr K Aspin to deliver an update on solar farm application within the Parish and discuss the proposed Serco Liaison Group (Asylum Seeker Accommodation at Stafford Court)
- 05.4 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 05.5 Close of Public Participation Time

PARISH COUNCIL MEETING

- 05.6 To receive and approve apologies
- 05.7 Record declarations of interest from Councillors
- 05.8 To discuss and follow up on the co-option for a new Councillor to join the Parish Council
- 05.9 To consider the minutes from the Parish Council Meeting held on Wednesday 2nd August 2023
- 05.10 To follow up on the Data Protection Officer and SLA service supplied by Staffordshire County Council and to receive an update on the records storage
- 05.11 To receive an update on the progress of the HS2 Application
- 05.12 To discuss the use of an online diary and its implementation
- 05.13 To discuss the use of a tracker for Parish Council lead projects
- 05.14 To discuss the Parish Council communication- to include branding, virtual post box, standardised email footers
- 05.15 To discuss the bank account update and change of service
- 05.16 To receive a further update on the parish board to be situated at Redrow
- 05.17 To receive a further update on the installation of the Defibrillator and training within this area
- 05.18 To discuss the play areas across the Parish to include the Parish Council responsibility in this area at Redrow and St Mary's Gate
- 05.19 To consider any planning matters
- 05.20 Financial Matters
 - 05.20.1 To consider the schedule of payments
 - 05.20.2 To agree on the resolution of Trent GM invoices for payment
- 05.21 To confirm the date of the next planned meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 05.22 To consider and authorise the asset register and various council policies and to receive an update from the last meeting
- 05.23 To receive an update of bank reconciliation to 31st August 2023
- 05.24 Discussion of confidential salary considerations and employment matters