

HOPTON AND COTON PARISH COUNCIL
NOTICE OF MEETING
WEDNESDAY 10TH APRIL 2024

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 10th April 2024** at 7:00PM 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 April 2024

AGENDA

PUBLIC PARTICIPATION TIME

- 01.1 Welcome and introduction by the Chairman
- 01.2 To receive and approve apologies
- 01.3 Record declarations of interest from Councillors; both pecuniary and disclosable
- 01.4 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
- 01.5 Close of Public Participation Time and Standing Orders Resumed

PARISH COUNCIL MEETING

- 01.6 To acknowledge the minutes from the Parish Council Meeting held on Wednesday 13th March 2024
- 01.7 **Staffordshire Parish Council Association**
 - 01.7.1. To discuss the involvement of the SPCA with regard to a number of matters
 - 01.7.2 To review the position of the SPCA on the voting carried out on 15th November 2023 and 7th February 2024 with regard to issuing the CIO a lease to the Village Hall
- 01.8 To follow up on the update of the Parish Council website in terms of aesthetics and content
- 01.9 To receive an update on the transition of email accounts for HCPC to gov.uk email addresses
- 01.10 **Policies and Procedures**
 - 01.10.1 To receive an update from the Council Policies subcommittee group for the review and updating of the Council policies
 - 01.10.2 To ratify the parish council's policy of standing orders as recommended by the policies sub committee
 - 01.10.3 To ratify the Council Policy- Code of Conduct as recommended by the policies sub committee
 - 01.10.4 To review and ratify or otherwise the Financial Regulations Policy- Section 2.6 as pertaining to the CIO Vote and 14.3 on the Village Hall Lease
 - 01.10.5 To review the resignation of a Councillor procedure and agree if an update is needed in the Standing Orders
- 01.11 To receive an update on HS2
- 01.12 To receive an update from the MOD4 Proposed Development
- 01.13 To receive an update in relation to SERCO from the Parish Council liaison
- 01.14 To discuss the delivery of a new bench to Tixall Road Crematorium and a replacement bench on Wilmore Hill Lane
- 01.15 To discuss the Neighbourhood Plan
- 01.16 To discuss supporting charities, donations and community support as a Parish Council to include the request for consideration from Robert Wallis regarding a donation to the Salt Burial Ground
- 01.17 To receive an update from the CIO subcommittee group in relation to the Tenancy at Will and ongoing work
- 01.18 To receive an update from the St Mary's Gate subcommittee group
- 01.19 To receive an update from the SAGE subcommittee group
- 01.20 To discuss the grass cutting agreement around the Parish and the schedule of cuts for the Football Pitches
- 01.21 To receive an update on the current and proposed contract for the Footballers for the use of the Football Pitches in Hopton
- 01.22 To follow up on the planned Defibrillator for Hopton to include the logistics, installation and training
- 01.23 To consider any planning matters
- 01.24 To request a subcommittee to consider parish area boundary issues in order to better represent the views of residents: Under the terms of a governance review which could include Parish wards, Movement of boundaries and Parish council Dissolution
- 01.25 **Financial Matters**
 - 01.25.1 To discuss the AGAR for the Financial Year 2023-24 and proposed Internal Audit Date carried out by Toplis Associates
 - 01.25.2 To consider the schedule of payments
 - 01.25.3 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank and add a further Councillor to the banking system
 - 01.25.4 To discuss and approve the plan for the Parish in relation to the budget for 2024-25
- 01.26 To appoint a Councillor to join the Employment subcommittee
- 01.27 To receive an update of bank reconciliation to 31st March 2024
- 01.28 To confirm the date of the next planned public meeting-Annual Meeting in May 2024 and plan 2024-25 meeting dates

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC
END