

## SNITTERFIELD PARISH COUNCIL - ANNUAL MEETING

Clerk to the Council: Nicola Everall, 9 Beech Close, Rowington, CV35 7AH  
Telephone: 01564 785145 or 07940 476727 email: snitterfieldpc@outlook.com

---

I hereby give notice that the **ANNUAL MEETING** of Snitterfield Parish Council will be held **via Zoom** – please ask the clerk for the link Snitterfieldpc@outlook.com on **Wednesday 5 May 2021** commencing **at 7.30pm**

All Members are hereby summoned to attend for the purpose of considering and resolving upon the business at the Meeting, as set out hereunder

Members of the Public & Press are welcome to attend the meeting  
Nicola Everall



Clerk of the Council  
28 April 2021

### AGENDA

**There will be a fifteen-minute (maximum) period set aside prior to the formal agenda open to the public**

1. Apologies
2. Election of Chairman
3. Declarations of Interest
4. To Elect a Vice-Chairman
5. Appointment of Special Responsibilities
6. To Consider a Scheme of Delegation to the Clerk (to follow)
7. Review of the Terms of Reference for the Planning Committee
8. Appointment of members to Planning Committee
9. Minutes of the Meeting held on 8 March 2021
10. Report from County Councillor
11. Report from District Councillor
  
12. Matters Arising
  - a) Village Hall Management Committee
  - b) Snitterfield Playing Field Charity – To receive an update from the Sole Trustees
  - c) Affordable Housing – To receive an update from Councillor P Cox
  - d) Flooding – To receive an update from Mr A Payne, Chair of Snitterfield Flood Action Group and to consider course of action regarding maintenance of Bearley Brook at Hurdlers Lane
  - e) Traffic & Parking – To receive an update from Mr A Payne and to comment upon the proposal for increased parking at Highfield Close and Bearley Road
  - f) Tree Planting & Wildflower Planting (STAG) – To receive a report from Mr D Parker, Secretary of STAG
  - g) Cemetery – Maintenance Project & Non-compliance of the upkeep of graves
  - h) Allotments – Non-compliance of licence rules
13. Finance - Income & Expenditure

#### Payments

HMRC	£30.40
Clerks Salary	£672.12
Zoom Account	£14.39
Clerks Expenses	£26.00
WALC Training	£18.00
Mees Wood March Grass Cutting	£1,000.00
Green Energy	£198.18
Plusnet	£26.40
Waterplus	£18.00
WALC Subscription	£552.00

Came & Co Insurance	£894.25
Dampco (Village Hall)	£1485.72

Income

Precept	£17,000.
---------	----------

14. Appointment of Bank Signatories
15. To set Cemetery Fees
16. To set Allotment Rents
17. To confirm Direct Debit payments
18. Internal Audit Report
19. Annual Governance Statement 2021
20. Accounting Statements 2021
21. Planning Matters – Planning Committee Report
22. Correspondence
  - a) SACC – To consider and declare a Climate Emergency in conjunction with WCC’s Green Shoots Fund
  - b) WALC Newsletters
  - c) WALC – LGA Revised Code of Conduct – To consider the adoption of this revised Policy
23. Observations from Parish Councillors
24. Confidential Item

Under Section 100A of the Local Government Act 1972 the public and press will be excluded from the meeting for this item by reason of the likely disclosure of exempt information relating to an individual, information which is likely to reveal the identity of an individual, and information relating to the financial or business affairs of any particular person.