

NOTICE OF MEETING

**YOU ARE HEREBY SUMMONED TO ATTEND THE MEETING OF DUDDON AND BURTON PARISH COUNCIL
ON THURSDAY 2nd DECEMBER 2021 AT 7.00PM AT DUDDON VILLAGE HALL**

AGENDA

- 02.12.01 APPOINTMENT OF TEMPORARY CLERK AND RFO** – to agree to the appointment of a Temporary Clerk and RFO and sign contract.
- 02.12.02 APOLOGIES FOR ABSENCE** - to receive apologies for absence.
- 02.12.03 DECLARATION OF PECUNIARY INTERESTS** – Members to declare any interests under the following categories: Pecuniary, outside body and family, friend or close associate.
- 02.12.04 PUBLIC PARTICIPATION** – Members of the public may comment or raise questions regarding matters affecting the Parish
- 02.12.05 ANNUAL BUSINESS**
- Policies – to review and approve if any amendments are required.
 - Risk Assessment – to review and approve.
 - Asset Register – to review and approve.
- 02.12.06 ANNUAL ACCOUNTS AND GOVERNANCE 2020-21**
- PKF LITTLEJOHN – to acknowledge correspondence received from PKF Littlejohn and agree actions.
 - To accept and sign the Certificate of Exemption for 2020-21
 - To note the Annual Internal Audit Report for 2020-21
 - To review and complete the Annual Governance Statement for 2020-21
 - To review and sign the Accounting Statement for 2020-21
 - Explanation of Variances – to note
 - To agree to publish the Exercise of Public Rights
- 02.12.07 MINUTES OF THE MEETING OF 21st JANUARY 2021**
- 02.12.08 PLANNING APPLICATIONS**
- a) To note planning register to date and comments submitted to CWaC
 - b) To note any planning application received in since agenda has been circulated.
- 02.12.09 ACCOUNTS**
- Internal Audit Report** – to receive, review and approve the Internal Audit Report
- Cashbook** – to review and approve the year to date Cashbook
- Authorisation of Payments**
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| Clerk Salary | £1600.00 |
| (to agree if appropriate to pay clerk on sick leave and for how long) | |
| HMRC | £350.00 |
| SHIRES Accountants (Payroll) | £133.80 |
| Came & Company Insurance | £835.16 |
| CHALC Annual Subscription | £154.44 |
| INTOUCH (website and domain provider) | £377.27 |
| St Peter's Church Duddon | £1,532.00 |
| Mrs W Wright (Internal Auditor) | £48.00 |
| Clerk's Expenses | £139.41 |
- 02.12.10 ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT** – to approve the Annual Safety Inspection of Playground Equipment

02.12.11 **BUDGET FOR 2022-23** - to receive any items/projects for consideration for inclusion in budget for 2022-23.

02.12.12 **CORRESPONDENCE**

Consultation on Cheshire West and Chester Council's "Land Action Plan; for the climate and nature Emergencies" – consultation is open until 12th December 2021

CHALC Report: Impact of Covid on Council Business October 2021

CWaC – Notice of Making a Public Path Diversion Order

Clotton & Hoofield Parish Council - have asked if there is an opportunity to work together for a joint Queens Platinum Jubilee Event in June 2022 – to consider and respond.

CWaC – Consultation on Parking Standards Supplementary Planning Document.

Police & Crime Commissioner for Cheshire – to receive the police and Crime Plan for 2021-24

DATE OF NEXT MEETING

Proposed date: Thursday 20th January 2022 at 7.00pm at Duddon Village Hall.