



# Datchworth

PARISH COUNCIL

SERVING THE COMMUNITIES OF DATCHWORTH, BULLS GREEN, BURNHAM GREEN & HOOKS CROSS

**To: Cllrs. Sara Miller, Andrew Wood, Julia Florence, Dean Goodman, Charles Groves, Mark Light, Viv Marshall, Emma Norman, Pat Perry and Michael Sims.**

Councillors are invited to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press. Please note that all relevant information is available on the Datchworth Parish Council Website: [www.datchworth-pc.gov.uk](http://www.datchworth-pc.gov.uk)

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## **Datchworth Parish Annual Council Meeting**

**To be held on**

**Tuesday 28<sup>th</sup> May 2024**

*Cllr Perry*

**Acting Clerk** - Datchworth Parish Council

### **AGENDA**

#### **PCM24-05/01 To nominate the Chair to the Parish Council**

To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer

#### **PCM24-05/02 To nominate the Vice-Chair to the Parish Council**

To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer.

#### **PCM24-05/03 Disclosable Pecuniary Interests**

All Councillors to complete within 28 days DPI form to the Proper Officer/Monitoring Officer at East Herts District Council.

#### **PCM24-05/04 Apologies**

To receive and accept apologies for absence.

#### **PCM24-05/05 Interests**

- a. To receive declarations of interests from Councillors on items on the agenda
- b. To receive written requests for dispensations for declarable interests
- c. To grant any requests for dispensations as appropriate.

## **PCM24-05/06 Minutes**

[To confirm the minutes of PCM held on 30th Apr 2024 are a true and accurate record of proceedings and duly signed by the chairman.](#)

## **PCM24-05/07 Public Issues**

Members of the Public and Councillors can raise matters of concern (15 minutes).

## **PCM24-05/08 To adopt the Code of Conduct**

## **PCM24-05/09 To adopt the Standing Orders**

## **PCM24-05/11 To adopt the Scheme of Delegation**

## **PCM24-05/12 To appoint Councillors to Committees, and Working Groups**

### a. Delegated Committees

Finance Committee

HR Committee

Planning Committee

### b. Working Groups

## **PCM24-05/13 To appoint representatives to Outside Bodies**

Burnham Green Joint Management Committee

## **PCM24-05/14 Finance**

1. Monthly finance report – approve May's payments

2. Audit:

i) Annual Internal Audit report received and noted

ii) Complete and approve AGAR Section 1 'Annual Governance Statement'

iii) Approve AGAR Section 2 'Accounting Statements'

iv) Set date for Exercise of Public Rights

3. Approve Internal Auditor for the coming year (McCash & Hay)

4. Approve that Finance Officer can use Councillor login to Unity Bank for read only access

## **PCM24-05/15 Planning (Cllr Goodman)**

Decisions by EHDC:

c/o Datchworth Village Hall, 52 Datchworth Green, Datchworth, SG3 6TL. Tel : 07938743424

1. 97 Datchworth Green (single storey extension - refused);
2. Tol Pedn, Hollybush Lane (additional storey - Prior Approval granted).

No new planning applications.

Coltsfoot Lane - update at meeting (Cllr Goodman)

**PCM24-05/16 HR (Cllr Miller)**

**PCM24-05/17 Governance and Legal (Cllr Marshall)**

Policy Review

**PCM24-05/18 Community Car Park update (Cllr Florence)**

**PCM24-05/17 Clerk Report and Correspondence**

Historical document

Roman Road

Right of Way