

Dear Councillors 14th May 2025

You are summoned to attend the **Annual Meeting of Great Boughton Parish Council** at 7pm on Monday 19th May 2025 at Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend. Please note that the parish council do not record their council meetings but are aware that outside bodies may do so and may share them publicly; by joining this meeting, you are agreeing to this.

Sophia Samuel

Interim Clerk

**AGENDA**

# PART ONE - PUBLIC

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| 19.05.01 | **Election of Chair:** *Clerk to* ***present*** *written nominations received**and* ***elect*** *a Chair for the next year****.*** |
| 19.05.02 | **Election of Vice Chair:** *Clerk to* ***present*** *written nominations received**and* ***elect*** *a Chair for the next year****.*** |
| 19.05.03 | **Attendance and Apologies:** *To* ***note*** *attendance and to* ***receive*** *apologies and to* ***approve*** *reasons for absence.*  |
| 19.05.04 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.*  |
| 19.05.05 | **Minutes and matters arising:** *To* ***approve*** *the minutes of the last parish council meeting on Monday 17th March 2025 and* ***consider*** *matters arising* |
| 19.05.06 | **Casual Councillor Vacancy:** *To* ***receive*** *application for the role of a co-opted Councillor for the North Ward vacancy and host an open* ***vote*** *to agree co-option.*  |
| 19.05.07 | **Public Open Forum:** *In accordance with the Councils’ Standing Orders, a period of not exceeding 15 minutes will be put aside at the start of the meeting for members of the public to ask a question or make a statement about any matter relating solely to any function of the Council or to any planning application being considered by the Council. Anyone wishing to ask a question is requested to inform the Clerk before the meeting.* |
| 19.05.08 | **PCSO Report:** *To* ***note*** *a report from PCSO Carpenter* |
| 19.05.09 | **Reports from CWaC Ward Cllrs:** *To* ***receive*** *and* ***note*** *any updates from CWaC Ward Councillors* |
| 19.05.10 | **Committee Reports:***To* ***receive*** *reports from Committees,* ***note*** *decisions made and* ***vote*** *on any recommendations –**Governance Committee – Cllr Whiteley* |
| 19.05.11 | ***Clerks Report*** *– To r****eceive*** *a report from the Clerk* |
| 19.05.12 | **Working Party Recommendations:** *To* ***vote*** *on any recommendations from working parties.*1. *Development Working Party*
2. *Staffing Working Party*
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| 19.05.13 | **Project Updates:** *To* ***note*** *updates on current projects and* ***vote*** *on any actions needed –* 1. *Quotes for Tree Survey presented and to be voted upon*
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| 19.05.14 | **Finance:** 1. *To* ***note*** *the Annual Finance Report, including the receipts and payments summary and bank reconciliation at the end of March 2025 and approve any payments that fall outside the Clerk’s delegated authority.*
2. *To* ***note*** *the Internal Auditor’s Report from SJC Chartered Accountants*
3. *To* ***approve*** *the Annual Governance and Accounting Statements 2024/25*
4. *To* ***note*** *the Finance Report, including the bank reconciliation at the end of April 2025, comparison of spend to budget.*
5. *To* ***note*** *all receipts and payments over £100 made during April 2025.*
6. To ***approve*** *any payments that fall outside the Clerk’s delegated authority- purchase of replacement Defib Box at £600 from specialised supplier.*

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| 19.05.15 | **Planning Applications:** 1. *To* ***consider*** *planning applications since 14th April 2025, including any that are received after this agenda has been issued:*

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| *Ref No* | *Site Address* | *Proposal* | *Response* |
| *25/00738/S73* | *31 Tudor Way Great Boughton Chester CH3 5XQ* | *Single storey side and rear extension and porch extension - variation of condition 2 (plans) of planning application 19/04002/FUL* | *6 May 2025* |
| *25/01010/FUL* | *3 Oakmere Drive Great Boughton Chester CH3 5SD* | *Single storey rear extension with new pitched roof over existing flat roof* | *16 May 2025* |
| *25/01003/FUL* | *39 Oakmere Drive Great Boughton Chester CH3 5SD* | *Single storey rear extension* | *17 May 2025* |
| *24/03574/FUL* | *47 Dee Banks Great Boughton Chester CH3 5UU* | *Retrospective application of erection of summerhouse, erection of retaining walls and associated ground works* | *19 May 2025* |

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| 19.05.16 | **Annual Policy Review:**1. T*o* ***consider*** *and* ***adopt*** *the following updated Model policies: Standing Orders, Financial Regulations subject to figure review*
2. T*o* ***review*** *and* ***adopt*** *the following policies: Financial Risk Assessment, Asset Risk Register 2025, Code of Conduct, Process and Voting Policy for Co-Option, Equality & Diversity Policy, General Privacy Notice, Health & Safety Policy, Lone Worker Policy, Communications Policy*
3. *To* ***consider*** *and* ***adopt*** *new policies: IT Policy, Document Retention Policy & Child Protection & Safeguarding Policy*
4. *To* ***review*** *and* ***adopt*** *Grant Awarding Policy in line with amendment to Local Government Act 1894 in December 2023.*
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| 19.05.16 | **Committee membership and review:** 1. *To* ***approve*** *the continuation of the Governance, Strategic Resources and Service Delivery Committees*
2. *To* ***review*** *and* ***approve*** *the membership of the**Governance, Strategic Resources and Service Delivery Committees*
3. *To* ***consider*** *and* ***approve*** *the amended Terms of Reference with Schedule change as proposed by Governance Committee*
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| 19.05.17 | **Councillor’s reports and items for future agenda:** *Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making. Please continue to contact the Clerk for her to deal with any issues as and when they arise between meetings.* |
| 19.05.18 | ***Date of Next Meeting:*** *16th June 2025* |