



**Great Shefford Parish Council**

Clerk to The Parish Council: Mrs Kim Lloyd

Tel No.: 07867 310121

E-mail: [greatsheffordpc@hotmail.com](mailto:greatsheffordpc@hotmail.com)

Members of the Parish Council you are summoned to attend a **REMOTE MEETING of The Parish Council on Thursday 2<sup>nd</sup> July 2020 at 7pm.**

For Members of the Public wishing to attend, please contact the Clerk on the email or telephone number found above.

Anyone wishing to speak in the Open Forum item should let the Clerk know by 6pm on Wednesday 1<sup>st</sup> July to arrange participation. Members of the public may not contribute to the meeting thereafter.

**AGENDA**

**1 APOLOGIES**

To receive apologies.

**2 DECLARATIONS OF INTEREST**

To receive any Declarations of Interest. Members are reminded they should declare any known interests in any matter to be considered in this agenda.

**3 MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

To consider the minutes of the meeting held on Monday 4 JUNE 2020.

**4 OPEN FORUM**

*To receive any questions, comments, or representations from the public. The meeting will be suspended for a maximum of 15 minutes. Each member of the public is limited to 2 minutes. No decisions can be made by the Council during public question time. After this period, the meeting will be resumed, and members of the public may only speak when invited to do so.*

**5 PLANNING APPLICATIONS RECEIVED.**

No Planning Applications to consider.

Decision Notices.

20/00921/HOUSE -Byways, Newbury Road for a Single storey rear extension. West Berkshire Council granted planning permission.

**6 FINANCE**

To approve Payments for July.

To review the Q1 Expenditure vs Budget.

To review the Cashflow 2020/21 for July.

*(All finance documents emailed to members of the Parish Council before the meeting)*

**7 INTERNAL AUDIT REPORT**

**8 (AGAR) ANNUAL GOVERNANCE ACCOUNTABILTY RETURN 2019/20 PART 2 AGAR.**

- (a) The Chairman to sign the Annual Governance Statement 2019/20 Section 1.
- (b) The Chairman to sign the Annual Accounting Statement 2019/20 Section 2.

**9 PLAYGROUND CLIMBER & PAVILLION**

**10 TO APPROVE FUNDS TOWARDS PLAYGROUND REPLACEMENT FUND**

**11 FLOOD ALLEVIATION SCHEME**

**12 COUNCILLORS /CLERK REPORTS**

Any further Councillor Items and Clerk correspondence to raise that are not on the Agenda.  
To note: 26/6 emailed New, Model Code of Conduct for consultation. Deadline; 17 August 2020.

**13 MATTERS FOR FUTURE CONSIDERATION**

Items raised during the Open Forum item 4.

**14 DATE OF NEXT MEETING**

The date of the next meeting is Thursday 3 September 2020 at 7pm.

This is a remote meeting unless government guidance is granted to meet again. The Clerk will inform the Parish Council members if this changes.

Welcome to Great Shefford Parish Council, your local council representing your community. All meetings are open to the public. On rare occasions the Councillors can decide to exclude you for reasons of confidentiality. An example of this would be the opening of quotations for a specific project and the subsequent debate on commercial matters.

You do not have the right to speak at this meeting unless invited to do so by the Council. Most Parish Councils enforce this rigidly; however, we try to ensure that the agenda normally includes an Open Forum of a maximum of 10 minutes where you are encouraged to bring matters to the attention of the Council. Each member of the public is limited to 2 minutes.

**Open Forum**

The Open Forum does not form part of the Parish Council meeting, will not be minuted and decisions cannot be reached by the Parish Council on subjects raised that are not the published agenda for the meeting. Therefore, any item you raise that is not on the agenda may need to be deferred to a later meeting at the Council's discretion. In that way it will become an agenda item and decisions can be made. The Chairman of the Parish Council Meeting will direct the Open Forum.

Speaking on an Agenda Item If you wish to speak on a specific agenda item, then:

1. You should make yourself known to the Clerk or to the Chairman of the meeting, ideally before the meeting starts. If the meeting is a remote meeting (zoom) please contact the Clerk before the deadline shown at the beginning of the agenda.
2. When the item on the agenda on which you wish to speak is reached the Chairman may choose to invite the Council to suspend the meeting to allow you to speak. As the meeting is suspended at this point any comments made will not be minuted.
3. If the Council agrees then you can speak on the item which is concerning you. Please try to be brief: the Council has a lot to get through at most meetings. You have a maximum of 2 minutes.

4. Once you have made your points the Chairman will ask the Councillors if they wish to ask you any questions and, if they do, you can reply to those questions.
- 5 The Chairman will then resume the meeting and the Council will then debate the item. You do not have any right to speak during this debate. The only exception would be if a Councillor, through the Chair, wishes to put another question to you.  
Your Parish Council is there to represent you. Please make use of your Councillors.