

WILLOUGHTON PARISH COUNCIL

The Annual Meeting of the Parish Council will be held in the Village Hall, Thursday 22nd May 2025 after the Annual Parish Meeting.

Members of the public and press are welcome to attend.

Hazel Fox – Parish Clerk 9th May 2025

AGENDA

- 2505/01 Election of Chair.**
a. To receive nominations and elect a Chair for the Parish Council for 2025/2026.
b. To receive the Chair's Declaration of Acceptance of Office.
- 2505/02 Election of Vice Chair.**
a. To receive nominations and elect a Vice-Chair for the Parish Council for 2025/2026.
b. To receive the Vice-Chair's Declaration of Acceptance of Office.
- 2505/03 Apologies for absence.**
- 2505/04 Declaration of Interests / Dispensations.**
Declarations of Interests in respect to agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. Members declaring interests should identify the agenda item and the type of interest being declared.
- 2505/05 Public Participation:**
Members of the public may raise subjects, which they wish to bring to the attention of the Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced unless the meeting is suspended by the Chair.
- 2505/06 Minutes.**
To approve the minutes of the meetings held 27th March 2025.
- 2505/07 Report from Cllr. P. Howitt-Cowan.**
- 2505/08 Risk assessment/audit papers**
a. Approve Annual Internal Audit Report 2024/2025.
b. Approve Annual Governance Statement 2024/2025.
c. Approve Accounts 2024/2025.
d. Approve Accounting Statements 2024/2025.
e. Approve AGAR 2024/2025.
f. Approve Risk Assessment.
g. To approve meeting schedule.
- 2505/09 Policies and Procedures.**
To review and consider the adoption of the following policies and procedures:
a. Standing Orders.
b. Clerk contract of employment.
- 2505/10 Council Insurance and Asset Register.**
To review the Council's current Asset Register and insurance requirements and agree any actions required.
- 2505/11 Playing Field.**
a. Benches and Youth Shelter.
b. Fencing.
c. Clerk and Councillor inspections.
- 2505/12 Highways.**
a. Water corner of Gainsborough Road outside Caudle House.
b. Repairs to collapsed drain at Templefield Road (bottom of Hollowgate Hill).

- c. Blocked grating between 3 and 7 Northfield Lane.
- d. Hollowgate Hill.
- e. Speed indicator devices.
- f. Waste bins.
- g. Safety review A15/B1398 roads.
- h. Planters for village entrance signs.
- i. Daffodil planting.

2505/13 Defibrillator units.

2505/14 Neighbourhood Plan review.

2505/15 Accounts.

- a. Grant request from Village Hall.
- b. To discuss Village Hall rental for meetings.
- c. To discuss Chair's allowance.
- d. To approve payments.

2505/16 Correspondence received.
Circulated in advance.

2505/17 Agenda for future meetings.
To take note of any items Councillors wish to Agenda for the next or future meetings.

**2505/18 To confirm the date and time of next Meeting (subject to any change in circumstances) as:
Thursday 24th July 2025 @ 6.30pm.**