

Broadwoodwidge Parish Council

Clerk to the Council: Kayleigh Walker e-mail: broadwoodwidgecouncil@outlook.com

To: All Members of Broadwoodwidge Parish Council

13th September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of Broadwoodwidge Parish Council, to be held at **Broadwoodwidge Community Hub on Thursday 21st September at 6pm** for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Yours sincerely

Kayleigh Walker - Parish Clerk

AGENDA

1. **Apologies for Absence** (Please make any apologies known to the Parish Clerk)
2. **Declarations of Interests** – to receive declarations of personal and pecuniary interests in respect of items on this Agenda.
3. **Public Open Question Time** – To receive questions from the Public. Each member of the Public may have up to 2 minutes time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session.
4. **Police Report** – review incidents reported since last meeting.
5. **County Councillor Report**
6. **District Councillor Report**
7. **Enforcement** – Enforcement Officer Helen Mason will be attending the meeting to discuss planning enforcement.
8. **Council Meeting Minutes** – To approve and sign the Minutes of the Council Meeting held on 10th August 2023 as a correct record.
9. **Matters Arising** – To consider matters arising from the Minutes of 10th August 2023 meeting, not already covered by the Agenda. For information only.
10. **Planning** – to discuss and comment on any open applications.
11. **Clerks Annual Review** – to discuss the role, hours, and salary of the Clerk. To note Clerks upcoming annual leave – October 11-18.
12. **Accounts due for payment** – To receive and approve the accounts due for payment.
Clerks Expenses – Postage £4.40
13. **To Receive Correspondence** – To receive details of correspondence received and sent from 10th August 2023 to 20th September 2023 and make decisions on and actions to be taken on matters arising from these.
14. **Any other Business**– With prior permission of the Chairman, to exchange information only on any other subject.
15. **Date for next meeting** – To confirm a date for the next meeting (proposed date 31st October 2023).
16. **Close.**