

OTTERBOURNE PARISH COUNCIL

Mrs J A Ayre, Clerk

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To: Members of the Parish Council

14 May April 2020

The Annual Meeting of the Parish Council will be held on Tuesday 19 May 2020 at **6.30 pm by remote video communication.**

A G E N D A

1. Election of Chair and Vice-Chair
2. Declaration of Interest
3. Apologies for absence
4. Minutes of meetings – to approve the Minutes of the Parish Council meeting 21 April 2020
5. Action Points and Matters arising in the Minutes not mentioned elsewhere
6. County Councillor's Report
7. District Councillor's Report
8. Local Crime Report
9. Open Session for Parishioners – for statements, observations and questions to be received (time limited)
10. Vacancy for a Councillor
11. Review and adoption of Standing Orders, Financial Regulations and other Governing Documents, Committee Terms of Reference and Reporting, Insurance and Assets, Subscriptions, Donations.
12. Review and appointment of Committees, Councillor Responsibilities, Representatives
13. Dates of Meetings – to agree dates of meetings for 2020/21
14. Report of Representatives to various bodies
15. **Report of the Planning and Highways Committee**
 - a) Planning – Applications and Decisions as attached
 - b) Highways
 - i) Pedestrian crossing on Main Road – to receive update report
 - ii) Sign in Cranbourne Drive Car Park – Proposal for expenditure of £150 for sign and to approve design
 - iii) Other Matters – to receive any matters reported
16. **Report of the Recreation and Amenities Committee**
 - a) Oakwood Park Recreation Ground
 - i) General – ratification of £95 for repair of the height restriction barrier
 - ii) Play Park and Youth Facilities – to receive update on preparations for cleaning and painting
 - iii) CCFC – to determine in principle the request for installation of CCTV on the exterior of the pavilion
17. **Report of the Finance and Administration Committee**
 - a) Parish Accounts, Payments and Receipts
 - b) Audit – to receive the Internal Auditor's report
 - c) Communication – to agree on utility of MailChimp and determine policy for distribution of information
18. Risk Assessment and Management
19. Notification of events and to raise new items for the next meeting – Working Party meeting 16 June
– Cancellation of Otterbourne Village Fete 28 June
20. Date of next Parish Council meeting – 21 July 2020

Parishioners may participate in this remote video meeting by downloading the free Zoom app onto a computer or smartphone and using the link on the Otterbourne Parish Council website.

The Open Session is set aside for public participation when statements, observations and questions may be received, but participation at all other times will be restricted to Council members.

Please contact the Clerk for information on any Agenda item prior to the meeting or if you have a question you would like raised at the Open Session but are unable to attend the remote meeting. Mrs Julie Ayre, Clerk