



Mrs. Marie Zizzi  
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Members of the press and public welcome to attend.

The Annual Meeting of Cheswick Green Parish Council will be held on Wednesday 15<sup>th</sup> May 2019 at 7:30pm in Cheswick Green Village Hall to transact the business shown on the agenda below.

**Date of issue: Wednesday 8<sup>th</sup> May 2019**

Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend or close associate.

**AGENDA**

1. To elect a Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Apologies for Absence and to approve, if thought fit, the reasons - if any given, for absence from the meeting.
5. Declarations of Interest.
6. To resolve to delegate authority to the Clerk to grant any necessary Dispensations.
7. Dispensations - to complete dispensation form in relation to setting the precept and commenting on planning applications.
8. Public Participation (*15 Minutes*).
9. To resolve to accept the Minutes of the previous meeting held on Wednesday 10<sup>th</sup> April 2019 (*issued to Parish Cllrs with the agenda*).
10. To fix the date/time of the next meeting, if thought appropriate to fix dates and times for subsequent meetings, or a regular cycle (*suggested dates issued to Parish Cllrs with the agenda*).
11. To agree date and time for 2019 Annual Statutory Parish Assembly (*suggested date included in list of meeting dates*).
12. To resolve that CGPC meets the criteria to use the General Power of Competence.
13. To appoint members to the Staffing Panel.
14. To appoint members to the Planning Committee including to retain Mr. Cockroft as a co-opted member.
15. To appoint members to the Recreation Committee.
16. To discuss the tree report and any suggested/recommended work from Midland Forestry.

17. To appoint representatives for outside bodies: SAC.
18. To resolve to accept the 'review of internal controls', the 'risk review log' and the 'asset register' for year ended 31<sup>st</sup> March 2019 (*issued to Parish Cllrs with the agenda*).
19. To receive and if appropriate accept the Internal Auditors report (*circulated by email to Parish Cllrs 3/5/19 & 8/5/19*).
20. To resolve Section 1 - Annual Governance statement 2019/20 of the Annual Return for year ended 31<sup>st</sup> March 2019 (*circulated by email to Parish Cllrs. 3/5/19 & 8/5/19*).
21. To resolve Section 2 - Accounting Statements 2019/20 of the Annual Return for year ended 31<sup>st</sup> March 2019 (*circulated by email to Parish Cllrs 3/5/19 & 8/5/19*).
22. To receive a report on the finances of the Council and to approve any payments made since last meeting and any payments to be made (*issued to Parish Cllrs with the agenda*).
23. To appoint a Councillor other than the Chairman, to verify/check and sign the bank reconciliation as prepared by the Clerk at the end of each quarter of the financial year.
24. To resolve that all members will be authorised signatories on CGPC bank accounts. To agree what level of access members will have for the Unity Trust Bank (UTB) account (VA/VSA). To resolve to continue with the system that 3 signatories sign cheque payments and one signatory sets up electronic payments for two other signatories to authorise.
25. To resolve that the existing Standing Order payment to Meadowfields paid monthly in arrears should continue. To resolve that direct debits with BT and the Information Commissions Office continue.
26. To review the Parish Council insurance.
27. To resolve to renew 2019/20 membership to WALC (£676 paid 15/4/19) and SLCC (£156 for current year paid March 2019).
28. To resolve that elected members shall, if they wish, receive Members Allowances based on the current rates as set by Solihull MBC.
29. To receive year end update in relation to exercise class and current situation (*issued to Parish Cllrs with the agenda*).
30. To review the Parish Councils Code of Conduct, Standing Orders, Financial Regulations, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 \*, Complaints procedure, media policy, privacy notice \*, retention of documents policy, website links notice (*please find these documents on CGPC website under statutory requirements \* issued to Parish Cllrs with the agenda*).
31. To receive any reports or recommendations from the Recreation Committee and to resolve any action to be taken.
32. To receive any reports or recommendations from the Planning Committee and any update in relation to the Neighbourhood Plan and other planning matters.
33. To consider planning applications (*separate list issued to Parish Cllrs with the agenda*) and local development including progress regarding Cheswick Place/Mount Dairy Farm and Blythe Valley Business Park/IM.
34. To discuss the template presented by CSW for an Emergency Plan.

35. To discuss the car park (*which is part owned by the brewery – Enterprise Inns (EI)/SDL – the Managing Agents for the shops – the Village Surgery and the Parish Council*), in relation to litter and security.
36. To discuss the area outside the shops and litter.
37. To discuss speeding motorists in Cheswick Green.
38. To discuss regular checks on the defibrillator and who should/will do this.
39. To receive any reports from Councillors and/or the Clerk.
40. Update/report from Village Hall Management Committee.
41. To open and discuss quotes for work on the toilets in the Village Hall.
42. To discuss Mr. Pettinger's draft Cheswick Green the first 40 years.
43. To consider and resolve any action(s) in relation to items of correspondence received (*issued to Parish Cllrs with the agenda*).
44. To discuss and resolve any actions in relation to the ongoing CGPC action list (*issued to Parish Cllrs with the agenda*).
45. Agenda items for next meeting.
46. **To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**
47. To discuss and resolve any actions regarding any items of correspondence or matters considered confidential.
48. PAYE, payroll and Pension Scheme.

*Marie Zizzi*

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