

Stoke Rochford & Easton Parish Council

Chairman: Cllr Fred Cholmeley

Parish Clerk: Mrs E Wilson

Email: email@theeastonestate.co.uk

Email: stokerochfordpc@gmail.com

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Stoke Rochford & Easton Parish Council**
on

Tuesday 16th May 2023 at 6-30 p.m. at The Coffee Room at The Courtyard, Easton Walled Gardens.

There is a brief 'Open Session' where members of the public can air their views on matters pertaining to the parish prior to main agenda. Members of the public are welcome to stay for the remainder of the meeting but they may not speak on any matter after the public session is closed.

Signed *EE Wilson*

AGENDA

1. **Chairman's Welcome Remarks** - Our previous chair will do the welcome
2. **Apologies**
3. **Election Chairman & declaration of acceptance of office (to be nominated and seconded)**
4. **Election Vice Chairman & declaration of acceptance of office (to be nominated and seconded)**
5.
 - a. **Acceptance of Office councillors** - Clerk
 - b. **Disclosable Pecuniary Interests** - Clerk
6. **Disclosure of interest in agenda items**
7. **To approve Minutes of meeting held on the 28th March 2023**
8. **Clerks Report**
 - a. **End of Year Finance Comparison 2022-23**
 - b. **End of Year Bank reconciliation 2022-23**
 - c. **South Kesteven Prosperity Fund** - See clerk's summary
9. **Finance & Year End Audit - Annual Governance & Accountability Return (AGAR) 2022-23 - Clerk**
 - a. **Certificate of Exemption (Page 3)**
 - b. **Confirmation Internal Audit Report completed – 12/05/23 (Page 4)**
 - c. **Section 2 – Confirm Accounting Statement 2022/23 has been certified by Responsible Financial Officer (Clerk) - 15/05/23 (Page 6)**
 - d. **Section 1 - Annual Governance Statement 2022/23 – to consider and approve (Page 5)**
 - e. **Section 2 – Accounting Statements 2022/23 – to consider and approve (Page 6)**
10. **Planning** (circulated via email) – listed for information only
 - a. S23/0215. WITHDRAWN Request Screening Opinion - Food Processing and Warehouse Facility, Burton Lane
 - b. S23/0602. Request for comments on EIA Scoping Opinion on proposed redevelopment of wastewater treatment facility and anaerobic digestion plant, Burton Lane – Comments by 19/05/23
11. **Accounts for payment – April & May 2023**

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|--|-----------------|--------|
| a. Clerks Sal/AL Pay Apr & May 2023 | £735.28 | 000453 |
| b. PC Expenses. Apr & May 2023 | £199.69 | 000454 |
| c. Addessee-Smith Limited (Internal Auditor) | £ 60.00 | 000455 |
| e. ICO (Information Commissioners Office – GDPR) | £40.00 | 000456 |
| e. Zurich Insurance | £209.74 | 000457 |
| Total | £1244.71 | |
12. **Easton Stores, Burton Lane. Site Visit, 11th April 23 -** Feedback from Councillors
13. **Next meeting Date**