

Meeting 403 of Hognaston Parish Council to be held Monday 12th May 2025 at 7pm in Hognaston Village Hall.

Agenda
Annual Parish Council

To the Chair and Members of Hognaston Parish Council,

You are summoned to attend the above meeting of the Parish Council to transact the following business.



Colin Swindell
Clerk and RFO

403/1 Election of Chair	To elect the Chair of the Parish Council for the 2025/26 year.
403/2 Election of Vice-Chair	To elect the Vice-chair of the Parish Council for the 2025/26 year.
403/3 Apologies	To receive any apologies for absence.
403/4 Variation of business	To consider any requests to vary the order of business.
403/5 Interests	To enable members to make any declarations of interests.
403/6 Public speaking	To allow a period of not more than 10 minutes to hear public speaking. More time may be given at the Chair's discretion. If the Police Liaison Officer, a County Councillor or District Councillor is in attendance they will be invited to raise any relevant matter.
403/7 Approval of minutes	To approve the minutes of meeting 402 of Hognaston Parish Council held on Monday 10 th March 20225.
403/8 Clerk's report	To receive the Clerk's report on ongoing matters and actions since the last meeting.
403/9 Annual governance and accounting statements	i. To receive and note the Internal Auditor's report 2024/25. ii. To consider, approve and sign the Annual Governance Statement 2024/25. iii. To consider, approve and sign the Annual Accounting Statement 2024/25. iv. To consider, approve and sign the Certificate of Exemption for smaller authorities. To agree that the dates for the Exercise of Public Rights be Monday 9th June 2025 to Friday 18th July 2025.
403/10 Annual policy review	To review and re-adopt the following Parish Council policies and procedures: i. Code of Conduct ii. Standing Orders iii. Financial Regulations iv. Biodiversity Policy v. Communication Strategy
403/11 Insurance renewal	To consider the annual renewal premium of £662.80 for Parish Council insurance.
403/12 Tree planting	To receive any update with the planting of a replacement tree on the Village Green.
403/13 Information board	To receive any update regarding the creation and installation of an information board.
403/14 Council documents	To consider any updates to Parish Council documents, policies or risk management.
403/15 Village reports	To report any matters relating to highways, parking, footpaths, bins or verges not covered elsewhere on the agenda.
403/16 Finance	i. Approval of payments ii. Note income received iii. Budget and accounts monitoring

403/17 Planning	i. To consider responses to planning applications received. ii. To consider response to any tree work applications received. iii. To note any planning decision made since the last meeting iv. To discuss any other planning related matters
403/18 Correspondence	To note any correspondence received.
403/19 Next agenda	To consider any items for the next agenda.
403/20 Next meeting	To agree that the next Hognaston Parish Council meeting be held on Monday 7 th July 2025 at 7pm in Hognaston Village Hall.
403/21 Exclusion of public and press	Council resolves that the public and press be excluded from the meeting during the discussion of the following item of business to avoid the disclosure to them of exempt information as defined in paragraph(s) 3 of schedule 12A to the Local Government Act 1972, as amended by the Local Government Access to Information Variation Order 2006.
403/22 Clerk's salary review	To undertake the annual review of the Clerk's salary for the 2025/26 Parish Council year.