

Luttons Parish Council

Notice of Annual Meeting of the Parish Council followed by an Ordinary Meeting

Members of the public are invited to attend. Copies of the Agenda and Supporting Documents are available on the Council's website at luttonsparishcouncil.gov.uk/

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Council and the ordinary meeting of Luttons Parish Council to be held at the Kirby Grindalythe Village Hall, Kirby Grindalythe on

Thursday 29th May 2025 at 7.00pm

Anne-Marie Benson, Clerk.

Agenda - Annual Meeting of the Council

1.	The Election of the Chairman of the Council
2.	To receive apologies and approve reasons for absence.
3.	The Election of the Vice-Chairman of the Council (if applicable)
4.	Register of Interest forms. <i>Councillors are reminded to update their Register of Interests (ROI) within 28 days of any material change.</i>
5.	S.137 funding in 2024-25 To review and approve the Council's expenditure incurred in 2023-24 under S.137 of the Local Government Act.
6.	To receive a report from the Chair on 2024-25 (verbal)

Agenda - Ordinary Meeting

1.	To receive apologies and approve reasons for absence.
2.	To receive any declaration of interests not already declared under the council's code of conduct or members' Register of Disclosable Pecuniary Interests
3.	To approve and sign the minutes of the ordinary meeting held on 20 th March 2025 as a true and correct record.
4.	To consider the following planning applications : None received To Note: Planning decisions Pear Tree House – 2 holiday lets - approved w conditions Belle Vue Farm - conversion to 1 x 4 bedroom - approved w conditions Westfield Works – decision still pending
5.	Financial Matters: To receive and approve the following financial documents: <ul style="list-style-type: none"> • Payment Schedule – payments made since last ordinary meeting • Budget vs Actual End of Year 2024-25 • Bank Reconciliation End of Year 2024-25 and Apr 2025 • Budget for 2025-26
6.	Annual Governance and Accountability Return (AGAR) 2024-2025 To consider, approve, and authorise the Chair and Clerk to sign the Annual Governance Statement and Accounting Statements for the 2024/25 financial year, as part of the Annual Governance and Accountability Return.
7	To receive a report from the Environmental Committee
8.	To receive and approve the Asset Maintenance Schedule and Risk Assessment
9.	Grass-cutting across the Parish in 2025 To update on Grass cutting across the Parish in 2025-26.
10.	Defibrillator maintenance To update on ongoing oversight of defibrillators in Luttons.
	Exclusion of Members of the Public To consider the Exclusion of Members of the Public for item 11
11.	Staffing Matters To receive the resignation of the Parish Clerk and consider the appointment of a new Parish Clerk.
12.	Recruitment of new Parish Councillors To update on the recruitment of new councillors.

13.	To notify the clerk of matters for inclusion on the agenda of the next meeting.
14.	To confirm the date and venue of the next meeting as Thursday 17 th July at 7pm at Kirby Grindalythe Village Hall