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7th May 2024

To members of the Council

I hereby give NOTICE and summon you to the **ANNUAL MEETING of CADDINGTON PARISH COUNCIL** on **MONDAY 13th MAY 2024 at 7:30pm at HEATHFIELD CENTRE, HYDE ROAD, LU1 4HF**

Members of the Public: Informal public participation will be held from 7:30pm to 7:35pm for members of the public to address the Council.

L Heartfield

L Heartfield, Clerk to Caddington Parish Council

AGENDA

PUBLIC PARTICIPATION from 7:30pm for 5 minutes for members of the public to address the Council

- 24/25/1 Elect Chairman of the Council and receive Chairman's Declaration of Acceptance of Office
- 24/25/2 Elect Vice Chairman and receive Vice Chairman's Declaration of Acceptance of Office
- 24/25/3 Receive apologies for absence
- 24/25/4 Receive any declarations of interest from Members in items on the agenda
- 24/25/5 Agree & sign Minutes of the Meeting of 15th April 2024 as a correct record and note the draft Annual Parish Meeting 2024 minutes
- 24/25/6 Receive progress on resolutions from last meeting – *for information only*
- 24/25/7 Receive a report from Central Bedfordshire Ward Councillors and discuss CBC items
- 24/25/8 Matters for attention of Police and receive Caddington Watch report
- 24/25/9 Receive a report from CaSeBuG (Caddington and Slip End Bus User's Group)
- 24/25/10 Review terms of reference for committees and appoint members and elect a chair for:
Personnel Committee: currently Cllrs M Russell, M Tomlin, V Malone, H Palmer
Planning Committee: currently Cllrs A Palmer, H Palmer, M Tomlin, R Catford, B Fitzsimmons
Parks and Pond Committee: currently Cllrs M Russell, M Tomlin, V Malone, H Palmer, A Palmer
- 24/25/11 Review Caddington Parish Council Standing Orders and Financial Regulations
- 24/25/12 Review and appoint Councillor areas of responsibility:
 - CCTV
 - Christmas Lights & Switch on
 - Highways
 - Remembrance Day
 - Village Green Officer
- 24/25/13 Appoint representatives for the following as required:
 - Aley Green Cemetery Committee (2 members)
 - Caddington Sports & Social Club Committee (2 members)
 - Caddington Watch (1 member)
 - CaSE (Caddington Woods) (1 member)
 - Collings-Wells Halls Management Committee (1 member)
 - Heathfield Centre (3 members)
 - Leisure Gardens Management Committee (1 member)
- 24/25/14 Review and approve inventory of land and assets register
- 24/25/15 Review, confirm and renew Insurance Cover and Fidelity Guarantee

- 24/25/16 Review and approve council's complaints procedure
- 24/25/17 Review and approve council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 24/25/18 Review appointment of Data Protection Officer
- 24/25/19 Review and approve council's policy for dealing with the press/media
- 24/25/20 Review the Equality & Diversity Policy and Equal Opportunities Policy
- 24/25/21 Review and approve Grievance Policy
- 24/25/22 Review and approve CCTV Policy
- 24/25/23 Review and approve Disciplinary Procedure
- 24/25/24 Review and approve Health & Safety Policy
- 24/25/25 Determine dates, time and place of meetings of the council and committees for 2024/2025
- 24/25/26 Review and approve updated Parish Risk assessment and management
- 24/25/27 Review and approve Trike Training documentation and Risk assessment.
- 24/25/28 Review below service providers:
 - i) Village Garden Services: Grass cutting, grounds maintenance, ad hoc grounds staff cover, gritting etc
 - ii) James Macpherson: CCTV management
 - iii) Quillations Website Design: Website hosting and support
 - iv) DM Payroll Services: Payroll administration
 - vi) Electrafit: Christmas lighting
- 24/25/29 Review banking arrangements and appoint authorised Unity Bank/Equals Card/CCLA signatories
- 24/25/30 Approve monthly Unity Bank Standing Orders, Direct Debit and BACS payments
- 24/25/31 Review effectiveness of the system of internal control
- 24/25/32 Complete the Annual return for the year ending 31st March 2024
 - i) Receive and note Annual Internal Audit Report
 - ii) Approve the Annual Governance Statement (Section 1)
 - iii) Approve the Accounting Statements (Section 2)
- 24/25/33 Review the Caddington Emergency Plan
- 24/25/34 Review Pre Paid Payment Card Policy 2024
- 24/25/35 Receive the Parish Tree Inspection Report and agree associated work
- 24/25/36 Discuss proposed provision of individual devices for Councillors
- 24/25/37 Receive an update on Edgecote Park Play Area redevelopment
- 24/25/38 Receive an update on Caddington Heritage Greenway
- 24/25/39 Receive an update on arrangements for the BBC1 Big Weekender Event
- 24/25/40 Discuss and agree arrangements for D Day Commemoration - 6th June 2024
- 24/25/41 Receive an update on arrangements to co-opt a new Councillor
- 24/25/42 Receive Planning Committee comments & recommendations for planning applications

CB/24/01043/FULL 30 Chaul End Road, Caddington, Luton, LU1 4AS
Single storey rear and side extension with a flat roof (Decision needed by 17/5/2024).

CB/24/01028/TDM Land Off Millfield Lane, Caddington, Luton LU1 4AR
Telecommunications Determination Masts: Installation of a 30m lattice tower supporting up to 12 antennas, up to 4 dishes on two headframes, together with up to 6 ground based cabinets, 1 meter cabinet and ancillary development including compound fencing and access gate (Decision by 22/5/2024)

- 24/25/43 Receive general correspondence – for information only
- 24/25/44 Authorise accounts for payment
- 24/25/45 Date of next meeting – Monday 10th June 2024 at 7.30pm

Public Participation: 5 minutes for members of the public to gain clarification of any item discussed on the agenda