

CHELWOOD PARISH COUNCIL

**SUMMONS AND AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD AT
CHELWOOD VILLAGE HALL, CHELWOOD ON THURSDAY 7th MAY 2026 COMMENCING AT
7.30PM**

2605/1 - *Apologies for absence.*

2605/2 - *Election of Chairman.*

2605/3 – *Election of Vice Chairman.*

Chairman and Vice Chairman to sign Declarations of Acceptance.

2605/4 – *Confirmation of Proper Officer.*

2605/5 – *Confirmation of Responsible Financial Officer.*

2605/6 - *Declarations of Interest:*

Members are required to act in accordance with the Parish Councils Code of Conduct adopted on 20th October 2020 where a matter arises at the meeting in which he/she has a disclosable pecuniary interest or other interest as detailed in the Code. Unless a dispensation has been granted the member shall not participate in the discussion or vote on the matter or shall withdraw from the meeting as required by the Code.

2605/7 - *Public Participation:*

The Chairman will adjourn the meeting and allow a maximum of 15 minutes for public participation on matters included on the agenda only. The Rules governing public participation will apply including a three-minute limit on speaking time for each member of the public.

- i) Agenda matters.
- ii) Report from Ward Councillor.

2605/8 - *Confirmation of the Minutes of previous meetings:*

- i) That the Minutes of the Meeting held on 5th February 2026 be agreed and signed as a true record.
- ii) That the administrative matters actioned at the meeting held on 2nd April 2026 which was inquorate be ratified and the meeting notes signed.

2605/9 - *Parish Council Response to Planning Applications*

- i) No applications were received before the publication of this agenda.
- ii) Application 26/00672/CLEU - The Weigh Bridge House, Fry's Bottom, Chelwood.

2605/10 - Parish Council Matters.

- i) Highways matters:
Flooding on A368, Fry.s Bottom Lane and other locations.
Other matters of report.
- ii) Village Hall audio installation.
- iii) Matters relating to the Village Hall:
- iv) B&NES Local Plan.
- v) Parish Council website.
- vi) Annual Parish Meeting – any matters arising.

2605/11 - Financial:

- i) Clerks expenses for February and March 2025.
- ii) HMRC Tax payment.
- iii) Annual Parish Meeting expenses
- iv) Annual Accounts and AGAR Process.

2605/12 - Matters of Report

2605/13 - Date and Time of Future Parish Council Meetings.

Thursday 18th June 2026 – completion of accounts.
Meetings commence at 7.30pm

Alan Butcher.

Parish Clerk.

30th April 2026

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