



**BRANSTON PARISH COUNCIL**

Email: [clerkbranstonparishcouncil@gmail.com](mailto:clerkbranstonparishcouncil@gmail.com)

[www.branstonparishcouncil.org.uk](http://www.branstonparishcouncil.org.uk)

21 September 2021

**AGENDA - BRANSTON PARISH COUNCIL MEETING  
28<sup>TH</sup> SEPTEMBER 2021, 6.30pm CLAYS LANE SPORTS PAVILION**

- 1 Apologies for absence**
- 2 Declaration of interest and dispensation requests**
- 3 Minutes of the last meeting for approval**
- 4 Public participation**
- 5 Chairman's report**
- 6 Finance**
  - a) Expenditure for approval
  - b) External audit and Conclusion of audit 31<sup>st</sup> March 2021
  - c) Budget review
  - d) Bank update
- 7 Planning applications and matters**
- 8 Highways/matters of concern**
- 9 Pavilion, and Open spaces**
  - i) To consider contractor recommendations for play area, Clays Lane
  - ii) To appoint contractor for the pavilion annex extension in line with budget up to £75K
  - iii) To consider Branston Friends submitting a maintenance programme for the Toad Hole
  - iv) To consider reduction of hedge which surrounds War Memorial (quotation for works tbc)
  - v) To consider programme of events for Remembrance Sunday, 14<sup>th</sup> November
  - vi) To receive costings for underpass artwork, approx. cost £1.3K and agree next stages
  - vii) To consider whether the parish council wishes to submit a walk for the National Walking Festive 2022. (To date a local resident has kindly led the walk on behalf of the parish council)
  - viii) To consider relocation of the parish council notice board currently sited on Henhurst Ridge
- 10 Correspondence requiring a response**
- 11 Member / working group reports**
- 12 Policy**
  - To consider introduction of parish councillor email addresses i.e. Cllr.A.Other for example
  - To adopt tree policy
  - To adopt Code of Conduct Policy
- 13 Clerks report**
- 14 Borough, County and Staffordshire Police Reports**

*Kay Lear*

**Mrs K Lear, Clerk/Proper Officer**