



Date and time: Wednesday 5th May 2021 at 2pm

Place: Online

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held at online on **Wednesday 5th May 2021 at 2pm.**

Join Zoom Meeting:

<https://us02web.zoom.us/j/84524839779?pwd=VGpEMCsxVThPVmVYNDRGcENIL3lhcz09>

Meeting ID: 845 2483 9779

Passcode: 663973

Dial In: 0208 0806592

KJFinlayson

Kerry Finlayson Parish Clerk, Chadwick End Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. **ELECTION OF CHAIR**

2. **WELCOME & APOLOGIES**

3. **DECLARATIONS OF INTEREST**

4. **OPEN FORUM**

5. **APPROVAL OF MINUTES**

To approve the minutes of the meeting held on 6th April 2021

DOCUMENT 1

6. **ELECTION OF VICE CHAIR**

7. **AREAS OF RESPONSIBILITY**

To agree Parish Councillors areas of responsibility:

- Employment
- Neighbourhood Plan
- Planning
- Trees
- Playground
- Playing Fields, Grounds & Village Hall Maintenance
- Village Hall & Playground Fortnightly Checks
- Community Activities
- Airport Liaison
- Health & Safety
- Community Communication
- Finance

- 8. TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES:**
- Knowle Charities Committee
 - Birmingham Airport
 - Solihull Area Council (SAC)
 - Independent Advice Group (IAG)
- 9. GOVERNANCE**
- Code of Conduct
 - Register of Interests
 - Discipline & Grievance
 - Fire Safety
- 10. FINANCIAL MATTERS**
- i. RFO Report
 - ii. Regular Payments
- 11. PREVIOUS ACTION POINTS**
- ❖ **AP1 MAR JD/KF** Set up a 3-year budget plan
- 12. PLANNING**
- i. PL/2021/01005/PN Elvers Green Farm
 - ii. PL/2021/01066/PPFL Elvers Green Farm
 - iii. PL/2021/00870/TPO Marlpit Cottage
 - iv. PL/2021/00887/MINFHO Woodlands
 - v. PL/2021/00938/PPFL Sparrow Cock Lane
 - vi. PL/2021/01104/TPO 31 Thistlewood Grove
 - vii. PL/2021/01078/PPFL Home Farm
 - viii. PL/2021/01081/PPFL Cuttle Pool Farm
- 13. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS**
- 14. DATE OF NEXT MEETING**
- 22nd June 2021 at 6pm
- 15. TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC and PRESS**
- 16. PERSONNEL**
- i. Clerk's Appraisal Update
 - ii. Clerk's Jury Service

DOCUMENT 2
DOCUMENT 3
DOCUMENT 4
DOCUMENT 5

TO FOLLOW

DOCUMENT 6

Kerry Finlayson

Clerk to Chadwick End Parish Council

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www.chadwickendparishcouncil.co.uk