



ASTON-CUM-AUGHTON PARISH COUNCIL



Parish Council Office
Parish Hall Rosegarth Ave
Aston SHEFFIELD S26 2DD

Clerk & Financial Officer
Mrs Kate Butler

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8 May 2025

Dear Sir/Madam

I hereby give you notice that the **ANNUAL** meeting of the Parish Council will be held on Tuesday 13 May 2025 in the Parish Hall, Rosegarth Avenue, at **6.45 pm** and you are hereby summoned to attend.

Members are reminded that under the Council's Code of Conduct (May 2013), it is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind **AND** bearing in mind the matters listed on the Agenda for discussion at this meeting.

Members are also reminded that a member must, within **28 days** of becoming aware of any changes to their **INTERESTS**, provide written notification to the Council's Monitoring Officer via the Clerk to the Council.

This meeting is open to the public by virtue of the Public Bodies (Admission to Meetings) Act 1960 s1.

Yours faithfully

K A Butler

Mrs Kate Butler
Clerk and Financial Officer

NB – Apologies for absence should be notified to the Parish Council Office prior to the meeting.

PUBLIC PARTICIPATION

Following completion of the first five items on the agenda, the Parish Council will invite members of the public to put questions on relevant parish matters or to make statements appertaining to items on the agenda for the meeting, prior to the commencement of other business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

ANNUAL PARISH COUNCIL MEETING
TUESDAY 13 MAY 2025
PARISH HALL, ROSEGARTH AVENUE 6.45 PM

A G E N D A

- 1 To appoint a Chairperson for the Council year 2025/26 and to receive the Chairperson's Declaration of Acceptance of Office
- 2 To appoint a Vice Chairperson for the Council year 2025/26 and to receive the Vice Chairperson's Declaration of Acceptance of Office
- 3 To receive and accept apologies and reasons for absence
- 4 To receive declarations of personal and pecuniary interestⁱ
- 5 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

PUBLIC PARTICIPATION

- 6 To authorise the Chairperson to sign the minutes of the Ordinary Parish Council Meeting held on Tuesday 8 April 2025
- 7 To consider the Council's Code of Conduct and agree further action if necessary (attached)
- 8 To agree the meeting schedule for the Ordinary and Committee Meetings 2025/2026 (attached)
- 9 To agree the Terms of Reference for the:
 - 9.1 Events & Recreation Committee (attached)
 - 9.2 General Purpose Committee (attached)
 - 9.3 Finance and Employment Committee (attached)
- 10 To appoint the membership of the Events & Recreation Committee for 2025/26
- 11 To appoint the membership of the General Purpose Committee for 2025/26
- 12 To appoint the membership of the Finance and Employment Committee for 2025/26
- 13 To appoint a Chairperson for the Events & Recreation Committee for 2025/26 in line with Standing Orders 4d iv
- 14 To appoint a Chairperson for the General Purpose Committee for 2025/26 in line with Standing Orders 4d iv
- 15 To appoint a Chairperson for the Finance & Employment Committee for 2025/26 in line with Standing Orders 4d iv
- 16 To appoint/confirm the following Parish Council representatives
 - 16.1 Penny Hill Liaison Committee

- 17 To receive the General & Earmarked Reserves policy and agree further action if necessary (tabled)
- 18 To consider the Parish Council Chairperson's personal allowance and agree further action if necessary
- 19 To receive information on the Council's insurance for 2024/25 and agree further action if necessary
- 20 To receive Finance Reports and Accounts and agree further action if necessary:
 - 20.1 To note the Bank – Cash & Investment Reconciliation as at 31.03.25 (tabled)
 - 20.2 To authorise the payment of accounts (tabled)
 - 20.3 To authorise the reimbursements to the Clerk for purchases made on behalf of Council (tabled)
- 21 To agree to appoint the services of FH Accountancy Services for the interim internal audit and year end audit 2025/26
- 22 To receive the General & Earmarked Reserves policy and agree further action if necessary (tabled)
- 23 Items requested by Councillors:
- 24 To receive information/reports in relation to policing matters
- 25 To consider relevant planning applications as published on RMBC's weekly lists **15 – 19 (2025)** along with any associated submissions received and any reports on previous planning applications/issues (attached)
- 26 To receive an update from the Clerk (for information only)
- 27 To agree future agenda items
- 28 To confirm the date of the next Ordinary Parish Council meeting of 10 June 2025 at 6.30pm

ⁱ A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011 Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).