**BOWERS GIFFORD & NORTH BENFLEET PARISH COUNCIL ANNUAL MEETING TO BE HELD AT THE BENBOW CLUB, POUND LANE, BOWERS GIFFORD**

**WEDNESDAY 25 MAY 2016**

**COMMENCING AT 7.30 P.M.**

for the transaction of business as set out below.

Members of the public and press are cordially invited to attend.

Christine Barlow

Parish Council Clerk

**AGENDA**

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| **1/16** | **Introductions -** To welcome all to the Parish Council Annual meeting |
| **2/16** | **Election of Chair.** |
| **3/16** | **Declaration of Acceptance -** Signing of Declaration of Acceptance of Office by elected Chair. |
| **4/16** | **Election of Vice-Chair.** |
| **5/16** | **Apologies for absence.** |
| **6/16** | **Declarations of member’s interest –** To receiveany declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items. |
| **7/16** | **Appointment of Representatives –** To appoint representatives to the following areas of interest:   * Parish Council’s Planning Advisory Group * Association of Basildon Local Council’s * Bus Transport Forum * Basildon Council Liaison Group * Other groups where applicable |
| **8/16** | **Public Forum:** To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes) |
| **10/16** | **Minutes of Parish Council meeting held on Wednesday 27th April 2016** - Council to approve the accuracy of the minutes of meeting held on 27th April 2016 and the Chair to sign. |
| **11/16** | **Parish Clerk and Finance Report –** The Parish Clerk/Responsible Finance Officer to advise on:   1. The ParishCouncil’s current financial position 2. TheInternal Audit carried out on 3rd May 2016 and recommendations made by the Internal Auditor. 3. Confirming the Parish Council’s bank account signatories for 2016/17. 4. Undertaking a review of the Parish Council’s Risk Assessment Policy. |
| **12/16** | **Planning -** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)  **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:**  **16/00537/FULL**  Proposed two-storey side extension, new pitched roof over extended dwelling, rooms within new roof space, and extended pitched roof over front bay window and door - 3 Osborne Road, Bowers Gifford, Basildon, Essex |
| **12/16/1** | **Planning decisions and comments –** To receive updates and comments on decisions in respect of planning applications discussed at previous meetings. |
| **13/16** | **Neighbourhood Planning:** To update on the Parish Council’s application to Basildon Councilin regard to setting up a Neighbourhood Plan. |
| **14/16** | **Picnic in the Park Event:** To update on arrangements for the Picnic-in-the- Park event on 12th June 2016. |
| **15/16** | **Date of next meeting** - To confirm the date of the next Parish Council meeting as 29th June 2016. |