

**MITFORD PARISH COUNCIL**  
**Clerk: Miss Dee Smith**  
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**Website: [www.mitfordparishcouncil.gov.uk](http://www.mitfordparishcouncil.gov.uk)**

Dear Councillor

You are summoned to attend the Annual Meeting of the Parish Council to be held in Mitford Village Hall, Mitford at 7.30pm on Wednesday 7<sup>th</sup> May 2025 for the purpose of transacting the following business. Members of the press and public are welcome to attend.

This meeting will be preceded by the Annual Assembly of the Parish at which any elector of the parish can attend and speak.

**ANNUAL MEETING AGENDA**

1. Election of Chairman for 2025/26  
Councillor M Sharp will ask for nominations to elect the Chairman of the Parish Council for 2025/26.
2. Election of Vice-Chairman for 2025/26  
To elect the Vice-Chairman of the Parish Council for 2025/26. The new Chairman will ask for nominations.
3. Apologies for absence
4. To Sign & Complete the Declaration of Acceptance of Office  
For all Members to sign, if they have not already done so.
5. Declaration of Interests  
Members are invited to declare disclosable pecuniary interests and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.
6. Public Participation Time  
In accordance with Section 3(e) of the Mitford Parish Council Standing Orders, members of the public present may address the Council or

Committee at this point on the agenda. The Council reserves the right to respond or debate the issue at a later date.

No questions have been received on this occasion.

7. To Confirm Eligibility to use the Power of General Competence (General Power of Competence) (Prescribed Conditions) (Order 2012)

The Clerk will give an update on the night.

8. County Councillor Update

9. Police Update

10. Minutes of the meetings held on Wednesday 5<sup>th</sup> March 2025

Members are asked to approve the draft minutes of the above meeting as a true and accurate record (see appendix A).

11. Any matters Arising from Previous Council Meetings

12. Financial Matters

- (i) To approve the payments below. The accounts will be presented at the next meeting.

<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
01.04.25	NALC – National Affiliation Fee	£152.20
02.04.25	Zurich – Insurance renewal 25/26	£349.91

- (ii) Annual Governance & Accountability Return (AGAR) 2024/25

The Clerk will give an update at the meeting.

13. Policies & Procedures

Members are asked to approve the following:

- Draft Financial Regulations (see appendix B):
- Draft Internal Audit Policy (see appendix C):
- Review of Effectiveness of Internal Audit (see appendix D):
- Draft Financial Risk Assessment (see appendix E).

14. Parish Issues

An update on the land at the rear of the Mitford allotment will be given at the meeting.

15. Town & Country Planning Act 1990

To discuss any planning application, current and new.

16. Morpeth Neighbourhood Plan Review

An update will be given at the meeting.

17. Highways

- (i) To discuss the data captured by the Mitford Speed sign.
- (ii) Update on Tranwell Woods Traffic Speed Signs
- (iii) Update on Tranwell Gateway.
- (iv) Update on Land Slippage, B6343.

18. Village Hall

An update will be given at the meeting.

19. The Village Warden and other Environmental Matters

To discuss any matters raised at the meeting.

20. The Parish Council Website.

An update will be given at the meeting.

21. Any Other Urgent Business

Members are asked to consider any other urgent business.

22. Time and Dates of Next Meetings

To be arranged at the meeting.

Miss Dee Smith

27<sup>th</sup> April 2025