

Example Parish Council Meeting Minutes

Date: March 20, 2025

Time: 7:00 PM

Location: Village Hall, Main Street

1. Welcome and Apologies

The Chair opened the meeting at 7:00 PM and welcomed all attendees.

Apologies were received from two council members.

2. Approval of Previous Meeting Minutes

The minutes of the meeting held on February 15, 2025, were reviewed and approved as a true record.

3. Declarations of Interest

No declarations of interest were made.

4. Public Participation

Three members of the public were present. Key issues raised included:

- Concerns about potholes on Main Street.
- A request for additional litter bins near the park.

5. Matters Arising from Previous Meeting

- The Clerk reported that road repair work is scheduled to begin in April.
- The new village noticeboard has been installed.

6. Reports

- Chair's Report: Updates were provided on discussions with the District Council regarding funding for community projects.
- Clerk's Report: Updates on correspondence and administrative matters were provided.
- Local Authority Updates: It was noted that funding applications for local improvements are open.
- Police Report: A brief summary of recent incidents was given, including a minor case of vandalism.

7. Planning Applications

No new planning applications were received.

8. Finance

- Payments of £500 for community hall maintenance and £200 for office supplies were approved.
- The Clerk confirmed that the annual budget remains on track.

9. Village Maintenance & Projects

- The council discussed plans for park refurbishment, with proposals to be reviewed at the next meeting.
- A contractor has been hired for drainage improvements on Church Lane.

10. Events & Community Initiatives

- Planning for the village summer fair is underway, with a provisional date set for June 15, 2025.
- A new volunteer program for elderly support was introduced.

11. Correspondence

A letter from a resident regarding traffic concerns was acknowledged, and further discussions will take place.

12. Any Other Business

The Chair reminded councillors to submit project proposals for the next budget cycle.

13. Date of Next Meeting

The next meeting is scheduled for April 17, 2025, at 7:00 PM.

14. Meeting Close

The meeting was closed at 8:30 PM.