



## **KENN PARISH COUNCIL**

SUMMONS TO ATTEND. ALL Members are requested to attend the Statutory Annual Meeting of KENN PARISH COUNCIL on:

Date: Monday, 17 May 2021  
Venue: **Village Hall, Kenn Street, Kenn**  
Time: **Following the Annual Parish Meeting**

Signed; Eleanor Wade, Parish Clerk 12 May 2021

**Covid-19 safe distances & regulations will be in place.**

Parish Clerk  
Eleanor Wade  
10 Frobisher Ave  
Portishead, BS20 6XB  
Tel: 07580 195 645  
clerk@kenn-pc.org.uk

**Public Participation** – To suspend Standing Orders for communications from:

- Members of the public, NS Councillors representing Yatton Ward, NSC Liaison Officer and the Community Police Officer's report.
- Cllr Bridger (NS Yatton Ward cllr) would like to provide information on Quiet Lanes – Kenn St.
- Also enable any Kenn Councillor declaring a prejudicial interest on agenda items to comment or provide information under Code of Conduct sec 12 (2)

### **AGENDA**

- 1 **Elect Chairman of Council 2021/22** and signing of their Declaration of Acceptance of Office
- 2 **Elect Vice Chairman of Council 2021/22** and signing of their Declaration of Acceptance of Office
- 3 **Apologies for Absence**
- 4 **Declaration of Interests**
  - 4.1 Members to consider if their Register of Interest needs updating and given to the Clerk
  - 4.2 Declarations of Interest by Members on agenda items and/or for dispensation under section 33.
- 5 **Annual Review** (details in the agenda report)
  - 5.1 Assets, Standing Orders, Financial Regs, Risk Assessment, Computer Security, Complaints Procedure
  - 5.2 Appointment or reaffirm Councillors with special responsibilities.
  - 5.3 Standards Sub-Committee (NSC) have requested a Parish Council nominee for this.
- 6 **Cheques**, to confirm the cheque signatories for the Council Year 2021/22
- 7 **Approve** minutes of the Council Meetings held on the 1 March 2021 and 22 March 2021  
**Items from those minutes**
- 8 Queen's Jubilee (see min 21/16.2)
- 9 Heritage sign, railings, street sign (see min 21/17)
- 10 Rural/Quiet Lanes (see min 21/33) Cllrs Naish/Breeden to report on attendance at online meeting.
- 11 Kenn Street 20mph (see min 21/34) Cllr Titterton to report.
- 12 **Planning Application** – comments deadline 17 May 21:  
**21/P/1035/FUL** – Edwards, Kenn Business Park, Barns Ground, Kenn -Two storey rear extension to existing factory to provide offices, training facilities, warehousing and canteen at ground floor, with further offices at first floor level.

### **Accounts & Finance Items**

- 13 **Annual Insurance Renewal** agenda report
- 14 **Annual Audit of Accounts** for 2020/2021 agenda report
  - 14.1 Certificate of Exemption for Council with an income/expenditure under £25,000
  - 14.2 Internal Audit Report and Annual Governance Report
- 15 **Receipts, accounts for payment and Budget Report** agenda report
- 16 **Correspondence** agenda report
- 17 **URGENT BUSINESS as permitted** by the Local Government Act 1972. For a matter to be considered 'urgent' the following question must be addressed: *What harm would happen to the public interest from leaving it until the next meeting?* If harm can be demonstrated, then it is open to the Chairman to rule it is considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions and notice can be given for the item to be placed on the next agenda.