

# HOPTON AND COTON PARISH COUNCIL

## NOTICE OF MEETING

WEDNESDAY 2<sup>ND</sup> AUGUST 2023

Email: [hoptonandcotonparishclerk@gmail.com](mailto:hoptonandcotonparishclerk@gmail.com)  
Website: [www.hoptonandcotonparishcouncil.org.uk](http://www.hoptonandcotonparishcouncil.org.uk)

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 2<sup>nd</sup> August at 7:00pm** at **Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW**.

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

*A. Mclean*  
Angela Mclean  
Parish Clerk

Date of Notice: 23<sup>rd</sup> July 2023

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## AGENDA

### PUBLIC PARTICIPATION TIME

- 04.1 Welcome and introduction by the Chairman
- 04.2 Introduction of representatives from Homes England / Atkins
- 04.3 Review of the proposed development at Sandon Road/MoD4, Stafford  
To include questions from members of the public in relation to the Sandon Road/MoD 4 site to a maximum of 30 minutes in duration
- 04.4 To close the meeting for a period of 5 minutes in duration to allow the representatives from Homes England/Atkins to leave if they so wish
- 04.5 To reopen the meeting and commence the Public Participation Time
- 04.6 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes. Members of the public are encouraged to email their questions to the Parish Clerk by 12:00pm, the day before the scheduled meeting
- 04.7 Close of Public Participation Time

### PARISH COUNCIL MEETING

- 04.8 To receive and approve apologies
- 04.9 Record declarations of interest from Councillors
- 04.10 To consider the minutes from the Parish Council Meeting held on Wednesday 12<sup>th</sup> July 2023
- 04.11 To discuss and approve the Data Protection Officer and SLA service supplied by Staffordshire County Council
- 04.12 To discuss the rebranding of the Parish Council documentation and website/social media
- 04.13 To consider and agree upon the appointment of the Internal Auditor for 2023-2024
- 04.14 To discuss the Notice of Councillor Vacancy
- 04.15 To discuss funding for the Parish Council to include; HS2 Funding, Climate Change Action Fund, Rural Grants, St Mary's Gate
- 04.16 To receive a further update on the parish board to be situated at Redrow
- 04.17 To receive a further update on the installation of the Defibrillator
- 04.18 To discuss and action a mobile telephone for the Parish Clerk
- 04.19 To consider any planning matters
- 04.20 Financial Matters
- 04.21 To consider the schedule of payments
- 04.22 To confirm the date of the next planned parish meeting

### CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 04.23 To consider and authorise various council policies and to receive an update from the last meeting
- 04.24 To receive an update of bank reconciliation to 31<sup>st</sup> July 2023
- 04.25 Discussion of confidential salary considerations

**END**