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Our Ref: MD

11 November 2024

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 18 November 2024 commencing at 7.00pm** at which the business set out below will be transacted.

Yours sincerely

*MDanby*

**Mary Danby**  
Clerk

**Public Forum**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest and Dispensations**
3. **To consider the Minutes of the meeting held on 16 September 2024**
4. **Matters arising**
5. **Borough Councillors' reports**
6. **Financial matters**
7. **Income and expenditure as at 31 October 2024 and Draft 2025/26 budget**
8. **Planning matters**
9. **Government consultation: Enabling remote attendance and proxy voting at local authority meetings**
10. **Correspondence**
11. **To receive questions/reports from Parish Councillors**
12. **Exclusion of the Press and public**
13. **Traffic Survey: Air quality assessment**
14. **Staffing matters**