HPC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 2nd January 2018 at 7.00pm in Diamond Jubilee Lodge, Wood View Road, Hellesdon, for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
   (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.**
   (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence ***– Please contact the office should any item need clarification)***
   (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the Full Parish Council Meetings held on 5th December 2017 from those members present at the respective meeting**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
   Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Report from Police to include Parish Crime Figures.**
6. **Report from County Councilor**
7. **Reports from District Councilors**
8. **Report from:**
   - **Parish Council Chairman**
   - **Council Administrator**
9. **Financial Matters**
   - 9.1 Bank Reconciliation – Not available for this meeting due to budget, audit and payroll work.
   - 9.2a Approval of Accounts – Payments – Not available for this meeting due to budget work.
   - 9.2b Approval of Accounts – Receipts – Not available for this meeting due to budget work.
   - 9.3 Budget 2018-19 – To agree the budget and note council tax base for band D property.
   - 9.4 To approve the Financial Reserves Management Policy document.

10. **General Matters**
    - 10.1 - To note the content of the LCRS Action Plan.
    - 10.2 - To note the Broadland District Council decision on street lighting in Hellesdon with effect from April 2018.
    - 10.3 - To consider approving sending the Council Administrator on a training course concerning the upcoming change to GDPR (Data Protection) legislation at a cost of £25.

11. Activities

11.1 – To make arrangements for a display in the Council Chambers regarding upcoming Site Allocations consultation period to be held w/c 15th January 2018 and all associated communications.

12. Planning

12.1 Committee meetings

- To note the minutes of the meetings held on 5th and 19th December 2017.
- To address any questions of the meetings.

13. Playing Fields, Amenities & Allotments

13.1 - Update from Cllr. King regarding item of play equipment.

14. Media & Communications

14.1 - Further discussion surrounding the frequency of publication of The Grapevine with associated implications for compilation and distribution.

15. Property, Policy & Resources

15.1 - Nothing for meeting.

16. Hellesdon Community Centre

16.1 - Nothing for meeting.

17. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.

18. Staffing - Any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public

18.1 Committee meetings

- To note the minutes of the meetings held on 12th December 2017.
- To address any questions of the meetings.

18.2 To receive an update from Cllr. Gurney regarding an ongoing recruitment process.

19. Exchange of information

20. Time and Venue of next Council meeting on Tuesday 6th February 2018 at 7pm.

CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mrs Mo Anderson-Dungar **Proper Officer of the Council** **dated** 20th December 2017