HPC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Parish Clerk: Mark Knight

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 5th June 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 Meeting held on 1st May 2018 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 Councillor**
7. **Reports from District Councillors**
8. **Report from:**
   - **Parish Council Chairman**
   - **Parish Clerk**
9. **Financial Matters**
   - 9.1 Bank Reconciliation – Unavailable due to audit and year end work.
   - 9.2a Approval of Accounts – Payments - Unavailable due to audit and year end work.
   - 9.2b Approval of Accounts – Receipts - Unavailable due to audit and year end work.
10. **General Matters**
    - 10.1 Update from Parish Clerk on Data Protection Legislation.
    - 10.2 To resolve to use the General Power of Competence.
    - 10.3 Request from Parish Clerk and Finance Officer to attend IRIS Data Protection Compliance webinar at a cost of £95 plus VAT.
    - 10.4 Update from Parish Clerk regarding LCRS Action Plan.

11. Activities

11.1 To arrange a meeting of the Events Working Group.
11.2 Update on Parish Partnership funding from Parish Clerk.
11.3 Update from Cllr. Prutton regarding the Best Kept Allotment Competition 2018.

12. Planning

12.1 Committee meetings

- To note the minutes of the meetings held on 1st and 15th May 2018.
- To address any questions of the meetings.
- To consider recommendation to accept committee proposed Terms of Reference

13. Playing Fields, Amenities & Allotments

13.1 - Committee meetings

- To note the minutes of the meeting held on 20th March 2018.
- To address any questions of the meeting.
- To consider recommendation to accept committee proposed Terms of Reference

13.2 To decide whether or not to accept the final costs for the three World War One benches and litter bins and to decide whether or not to meet these cost from general reserves or Section 106 monies.

14. Media & Communications

14.1 - Committee meetings

- To note the minutes of the meeting held on 15th May 2018.
- To address any questions of the meeting.
- To consider recommendation to accept committee proposed Terms of Reference

15. Property, Policy & Resources

15.1 - Committee meetings

- To note the minutes of the meeting held on 30th May 2018 (to be distributed at meeting).
- To address any questions of the meeting.
- To consider recommendation to accept committee proposed Terms of Reference

15.2 To resolve to accept the recommendations from the Property, Policy and Resources Committee regarding the adoption of essential documents and policies.

16. Hellesdon Community Centre

16.1 - Committee meetings

- To note the minutes of the meeting held on 14th May 2018.
- To address any questions of the meeting.
- To consider recommendation to accept committee proposed Terms of Reference

16.2 Report from Parish Clerk concerning the hot drinks machine.

17. Staffing –

17.1 - Committee meetings

- To note the minutes of the meetings held on 30th April and 21st May 2018.
- To address any questions of the meetings.
- To consider recommendation to accept committee proposed Terms of Reference

18. 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.

19. Update from the Parish Clerk regarding acquisition of land.

20. Exchange of information

21. <u>Time and Venue of next Council meeting on Tuesday 3rd July 2018 at 7pm.</u>

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

Mark Knight **Clerk to the Council** **dated** 30th May 2018