HPC HELLESDON PARISH COUNCIL

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PARISH COUNCIL ANNUAL MEETING

Notice of meeting to be held on Tuesday 1 May 2018 at 7pm in The Council Chamber, 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. **Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Nominations for and Election of Vice Chairman**
3. **Apologies and acceptance for absence**
4. **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.
5. **To receive a report for 2017/2018 from the Outgoing Chairman**
6. **To appoint signatories to orders of payment; currently Cllrs Gurney, Grady, Knowles and Jones-Blackett.**
7. **To resolve to use the General Power of Competence in accordance with the Localism Act 2011.**
8. **To appoint members to**
   Standing Committees – minimum 4 - maximum 6 members (P&R & Staffing max 7)
   - **Hellesdon Community Centre**
   - **Playing Fields, Amenities & Allotments**
   - **Media & Communications**
   - **Property, Policy & Resources**
   - **Staffing**
   - **Planning**
9. **To appoint members to Working Groups & Panels with consideration to the need to continue**
   Working Group - minimum 4 members
   - **Events (Currently Cllrs Buck, Grady, King, Knowles and Prutton)**
   - **Acquisition of Land (Currently Cllrs Gurney, Fulcher, Prutton, Grady, Britton, King)**

   Panel - 3 members to constitute a panel from 6 appointees
   - **Staff Appeals Panel**
   - **Complaints Panel**
   - **Staff Interview Panel**
   - **Grievance, Capability and Disciplinary Panel**

10. To appoint members to local bodies/groups (including substitutes if applicable)

- **Norwich Airport Consultative Committee (currently Cllr Prutton)**
- **Safer Neighbourhood Action Panel (currently Cllr Prutton)**
- **Western Link Project (currently Cllr Prutton)**

11. To set details of each Committees next meeting as required by Standing Order 5kxi

Planning
Playing Fields Amenities & Allotments
Media & Communications
Property Policy & Resources
Hellesdon Community Centre
Staffing

12. To review the following policies:

- Standing Orders
- Financial Regulations
- Members' Code of Conduct
- Scheme of Delegation to the Clerk and Responsible Financial Officer
- Full Council Functions
- Health and Safety Policy
- Customer Service Policy
- Complaints and Compliments Policy
- Media Relations Policy
- Management of Outdoor Surfaces in Severe Weather Conditions Policy
- Unreasonably Persistent, Abusive or Vexations Contacts Behaviour Policy
- Filming, Recording and Photography at Council Meetings Policy
- Retention of Documents Policy
- Safeguarding Policy

13. To receive approval of minutes of the meeting held on 3 April 2018 from those members present at the respective meeting

14. 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).

15. Report from Police to include Parish Crime Figures

16. Report from County Councillor

17. Reports from District Councillors

18. Report from

- **Chairman**
- **Parish Clerk**

19. Financial Matters

19.1 Verification of Vouchers – 1st to 31st March 2018
19.2 Bank Reconciliation – 1st to 31st March 2018
19.3 Approval of Accounts – 1st to 31st March 2018

20. General Matters

20.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
20.2 To consider LCRS Action Plan.
20.3 Annual Parish Meeting
- To note meeting held 19 April 2018. Draft minutes supplied
- To address any questions of the meeting

20.4 Update from Parish Clerk regarding General Data Protection Legislation.
20.5 Request from Parish Clerk to participate in the county wide Data Protection Officer scheme at a cost of £75 annually.
20.6 Discussion on an official response to the email from Sarah Bruton of Broadland District Council regarding the future of Street Lighting in the Parish.

21. Activities

21.1 Update from Cllr Buck regarding the proposed Medieval Pageant on the Hellesdon Parish Council Recreation Field.
21.2 To discuss awarding the Hellesdon Community History group a grant for the above event on the Hellesdon Parish Council Recreational Field.

22. Planning

22.1 Committee meeting

- To note meetings held 3 and 17 April 2018
- To address any questions of the meeting(s)
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23. Playing Fields, Amenities & Allotments

23.1 To discuss a request from Hellesdon Rainbows to plan poppies at the Community Centre.
23.2 To agree on a spend for the purchase of three World War One Commemorative seats at a total cost of £2085 (exc. VAT) and two World War One Commemorative litter bins at a total cost of £982. Total proposed spend £3,067. Such spend to come out of the commuted sum from Broadland District Council for Mountfield park and to be offset by applying for a grant of up to £500 from the Norfolk Communities Foundation scheme.

24. Media & Communications

24.1 Nothing for meeting

25. Hellesdon Community Centre

25.1 Nothing for meeting

26. Property, Policy & Resources

26.1 Following the resolution in the Full Council meeting of 5th December 2017 to discuss the future of the administration of Community Infrastructure Levy and Section 106 payments. Currently falling under the remit of this committee. With the possible formation of a full Standing Committee for this concern or to remain with this committee.

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

27.1 To accept the recommendation of the Staffing Committee made at the meeting on 19th March 2018 to formally appoint Mr. Mark Knight as Parish Clerk with effect from 1st April 2018 and pass a resolution on this matter.

28. 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.

29. Acquisition of land.

28.1 – Update from the working group on the possible acquisition of land.
28.2 – Approval of payments in this regard.
28.3 – Approval of appointments in this regard.

30. Exchange of information

31. Time and Venue of next Council meeting on Tuesday 5 June 2018.

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 PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 12

Mr. Mark Knight **Proper Officer of the Council dated** 25 April 2018