

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 2 June 2015 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. **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 meeting held on 19 May 2015 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 Chairman/Clerk/Deputy Clerk**
9. **Financial Matters**
 - 9.1 Verification of Vouchers
 - 9.2 Bank Reconciliation
 - 9.3 Approval of Accounts vouchers numbered
Receipts 49 – 70/Payments 85 – 134
 - 9.4 Year end 31 March 2015 - To approve
 - (a) Income & Expenditure and Balance Sheet
 - (b) Statement of Accounts & Annual Governance Statement
10. **General Matters**
 - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 10.2 To consider election of members to Executive Committee NflkALC
 - 10.3 To consider appointment to HCC Working Group due to ineligibility of previous appointee.
 - 10.4 To consider open morning event 'Meet your Cllrs' Sat 25 July 10am -1pm

- 10.5 Motion to Council. Governance Matters. Email to the clerk 8 April 2015 refers & supplied
1. To delegate to the Finance & Operations Working Group to consider engagement of Local Council Solutions to assist in producing a 4 year strategic plan, to include revised mission statement. Indicative costings supplied.
 2. To monitor attendance during Thursday evening and Saturday morning office opening times for the following six months to ascertain effectiveness
 3. To include Chairmanship training within group 'Introductory Training for Clerks & Councillors already agreed
 4. To continue with delegation to clerk to 'buy in' resources as resolved PC meeting 7 April 2015 in order to complete HR required tasks for presenting draft package to the Staffing committee
 5. To write to Mr Roy & Mrs Anderson-Dungar to thank them for their contribution and to explain that it is considered this new council will take identified matters forward and act as appropriate. (Cllr Gurney)
- 10.6 To consider approach in respect of attending PC stall 'Hellesdon Good Living' event in HCC 15 June 11am - 4pm
- 10.7 NACC. To receive a briefing from appointed representatives of meeting held 1 June
- 10.8 HEL2. To consider options to convert existing land to formal amenity space – report supplied.
- 11. Activities**
- 11.1 Carnival Committee
- To note meeting held 21 May. Notes of meeting supplied.
 - To address any questions of the meeting
- 11.2 Residents Party(s) Working Group. To consider approach for 2015 events. Provisional dates - 5 December Over 65's & 12 December Childrens.
- 12. Planning**
- 12.1 Committee meeting
- To note meeting held 2 June
 - To address any questions of the meeting(s) (consecutive mins supplied as available)
 - To note committee proposed Terms of Reference to be presented to July PC meeting
- 13. Playing Fields, Amenities & Allotments**
- 13.1 Committee meeting.
- To note meeting held 27 May 2015 & to receive committee approval of the minutes from those members present at the held meeting - Draft minutes supplied
 - To address any questions of the meeting
 - To consider recommendation to accept committee proposed Terms of Reference
- 14. Media & Communications**
- 14.1 Committee meeting.
- To note meeting held 27 May 2015 & to receive committee approval of the minutes from those members present at the held meeting - Draft minutes supplied
 - To address any questions of the meeting
 - To consider recommendation to accept committee proposed Terms of Reference
- 15. Property, Policy & Resources**
- Property, Policy & Resources
- 15A.1 To receive a report from HPH appointed members
- 15A.2 Committee meeting
- To note meeting held 1 June 2015 - Draft minutes supplied
 - To address any questions of the meeting
 - To consider recommendation to accept committee proposed Terms of Reference
- 15A.3 To consider renewal of SLCC membership at a cost of £260.00 (budget £250.00)
- Traffic Highways & Environment
- 15B.1 Nothing for meeting
- 16. Staffing**
- 16.1 Committee Meeting - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
- To note meeting held 27 May 2015 - Draft minutes supplied
 - To address any questions of the meeting
 - To consider recommendation to accept committee proposed Terms of Reference

17. Exchange of information

18. Time and Venue of next Council meeting on Tuesday 7 July 2015.

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 Patricia Kirby Clerk to the Council dated *27 May 2015*

List of items of correspondence not circulated for PC meeting 2 June 2015

None