

PARISH COUNCIL ANNUAL MEETING

Notice of meeting to be held on Tuesday 19 May 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. **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. **Outgoing Chairman's Report 2014/2015**
6. **Report from The Chairman, Parish Hall Management Committee**
7. **To appoint cheque signatories**
8. **To appoint members to**
 - Standing Committees – minimum 4 maximum 6 members**
(P&R & Staffing max 7)
 - Planning
 - Playing Fields, Amenities & Allotments
 - Media & Communications
 - Property, Policy & Resources
 - Staffing
 - Special Committees – minimum 4 maximum 6 members**
 - Carnival Carnival 18 July 2015
9. **To appoint members to Working Groups & Panels with consideration to the need to continue**
 - Working Group - minimum 4 members**
 - Feasibility (PC Office)
 - PC Meeting 6 Dec 2011 resolved current membership to continue to conclusion of project therefore to include persons now 'non councillors'
 - Burial Ground
 - HCC Lease Review
 - Mountfield Park
 - Panel - 3 members**
 - Staff Appeals Panel
 - Staff Liaison Panel

10. **To appoint members to local bodies/groups (including substitutes if applicable)**
 - **Norwich Airport Consultative Committee**
 - **Safe Neighbourhood Action Panel**
 - **Parish Hall Management Committee – Constitution to state number of representatives required. Assurances given Jan 2014 in respect of insurance provision and constitution production**
11. **To set details of each Committees next meeting as required by Standing Order 5kxi**
 - Staffing suggest Weds 27 May 7pm
 - Media & Communications suggest Weds 27 May 7.30pm
 - Playing Fields Amenities & Allotments suggest Weds 27 May 8pm
 - Planning set for Tues 2 June 6.15pm
 - Property Policy & Resources suggest Mon 1 June 7pm
12. **Approval of minutes of the meeting held on 7 April 2015 from those members present at the respective meeting**
13. **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).
14. **Report from Police to include Parish Crime Figures**
15. **Report from County Councillor**
16. **Reports from District Councillors**
17. **Report from Chairman (outgoing)/Clerk/Deputy Clerk**
18. **Financial Matters**
 - 18.1 Verification of Vouchers
 - 18.2 Bank Reconciliation
 - 18.3 Approval of Accounts vouchers numbered
Receipts 427 – 440 & 1 - 48 /Payments 991 – 1029 & 1 – 84
19. **General Matters**
 - 19.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 19.2 Annual Parish Meeting
 - To note meeting held 21 April. Draft minutes supplied
 - To address any questions of the meeting
 - 19.3 Feasibility Working Group (Parish Council new office)
 - To note meeting 29 April. Report supplied
 - To address any questions of the meeting
 - 19.4 To consider LCRS Action Plan. To be presented at the meeting to ensure current date.
 - 19.5 Grow your Community – Hellesdon Good Living. To ratify expenditure in respect of flyers & delivery to promote the event 15 June 2015.
 - 19.6 S106 money. To receive response from BDC which confirms use of money is for open space provision.
 - 19.7 To consider election of members to Executive Committee NflkALC
 - 19.8 To consider funding for WWI Commemoration Plaque on 'old' Mann Egerton site.
 - 19.9 To consider nomination for a Youth Advocate
20. **Activities**
 - 20.1 Carnival Committee
 - To note meeting held 16 April. Notes of meeting supplied.
 - To address any questions of the meeting
 - 20.2 Residents Party(s) Working Group. Nothing for this meeting. Full consideration for provision of parties to be undertaken at the June meeting.
21. **Planning**
 - 21.1 Committee meeting
 - To note meeting held 21 April & 5 May
 - To address any questions of the meeting(s) (consecutive mins supplied as available)
22. **Playing Fields, Amenities & Allotments**
 - 22.1 Nothing for meeting
23. **Media & Communications**
 - 23.1 Nothing for meeting

24. Property, Policy & Resources

Property, Policy & Resources

24A.1 To receive a report from HPH appointed members

24A.2 To consider renewal subscription of Local Council Review LCR

Traffic Highways & Environment

24B.1 Nothing for meeting

25. Staffing

25.1 Committee Meeting - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public

- For information only. To note meeting held 15 April 2015. Approved minutes supplied

26. 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 items in view of the confidential nature of the business to be transacted. If resolved, such matter to be dealt after agenda item 28.

26.1 HCC Lease Review Working Group

- To note meeting held 8 April 2015. Confidential Report supplied
- To address any questions of the meetings
- To set details of next group meeting. Consultant available 8,9,10 June

26.2 Proposed gift. To consider letter from resident

27. Exchange of information

28. Time and Venue of next Council meeting on Tuesday 2 June 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 *13 May 2015*

List of items of correspondence not circulated for PC meeting 19 May 2015

NCC Transport Matters 8

BDC Community Clear up month from 26 April (Litter picking)

BDC Planning investigations Feb, March, April

BDC notification of Felbrigg House (Merchant Way) House manager's apartment to retirement apartment

BDC Site allocations Examination Hearings programme

Norfolk Matters April 2015

NCC Traffic order . Berrington Road closure 18/19 May for carriageway patching

NCC consultation drop-in sessions re flood management