

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 1 November 2016 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 4 October 2016 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 – not received as of 25th October 2016.**
6. **Report from County Councillor**
7. **Reports from District Councillors**
8. **Report from**
 - **Chairman**
9. **Financial Matters**
 - 9.1 Verification of Vouchers
 - 9.2 Bank Reconciliation – ongoing, balanced up to w/c 2nd September 2016.
 - 9.3 Approval of Accounts vouchers numbered Receipts 665 – 871, Payments 417 - 500.
 - 9.4 Discussion on authorizing a Hellesdon Parish Council credit or debit card to enable easier card and online payments.
10. **General Matters**
 - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 10.2 Budget setting process. To arrange budget meetings and set dates for Property, Policy and Resources, Planning, Staffing, Playing Fields, Allotments and Amenities and Media and Communication committees, for November 2016 – to meet BDC mid-January deadline.
 - 10.3 SNAP Panel Report from Sue Prutton.
11. **Activities**
 - 11.1 Residents Party(s). – discussion, led by Cllr. Prutton, on progress. Set date for meeting.
 - 11.2 Update from Council Administrator concerning Groundsman's Shed.

- 11.3 Update from Council Administrator concerning gates at Arden Grove.
- 12. Planning**
- 12.1 Committee meeting
- To note meetings held 4 and 18 October 2016
 - To address any questions of the meetings.
 - Update on Persimmon regarding Royal Norwich Golf Course.
- 13. Playing Fields, Amenities & Allotments**
- 13.1 Update from PFA&A Chairman regarding the play area refurbishment and award of contract.
- 14. Media & Communications**
- 14.1 Update on IT meeting with Adept IT Solutions from M&C Chairman Sue Prutton.
- 15. Property, Policy & Resources**
- Property, Policy & Resources
- 15A.1 Set meeting date for December RE Budgets.
- Traffic Highways & Environment
- 15B.1 SAMS. To receive Data captured from last location –
- Location set 2. Data – Reepham Road – 16 September to 14 October 2016.
- 16. 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.**
- 17. Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
- 17.1 Update on staffing matters..
- 18. Exchange of information**
- 19. Time and Venue of next Council meeting on Tuesday 6 December 2016.**

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 Patricia Kirby Clerk to the Council dated *25 October 2016*

List of items of correspondence not circulated for PC meeting 1 November 2016

NALC Newsletter – 30th September 2016.

BT consultation letter regarding public payphones removal.

Grow Your Community October Bulletin

Hellesdon Neighbourhood Plan (draft)

Invitation to NALC AGM 2016

NALC Training Update

NDR Development Consent Order 30

Norfolk Pension Fund Autumn Newsletter

SNAP Minutes 19th October 2016