

## PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 3<sup>rd</sup> January 2017 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 6<sup>th</sup> December 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 available as of 23<sup>rd</sup> December 2016.**
6. **Report from County Councilor**
7. **Reports from District Councilors**
8. **Report from:**
  - **Parish Council Chairman**
  - **Council Administrator**
9. **Financial Matters**
  - 9.1 Verification of Vouchers
  - 9.2 Bank Reconciliation – balanced up to w/c 5<sup>th</sup> December 2016.
  - 9.3 Approval of Accounts vouchers Receipts 1101-1182 and Payments 626-676
10. **General Matters**
  - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
11. **Activities**
  - 11.1 – Nothing for meeting.
12. **Planning**
  - 12.1 Committee meeting
    - To note meetings held 6<sup>th</sup> December 2016
    - To address any questions of the meetings.
13. **Playing Fields, Amenities & Allotments**
  - 13.1 Update on Mountfield Park from Cllr. King.
  - 13.2 Update on New Recreation Ground Play Equipment.

14. **Media & Communications**
  - 14.1 Update on new IT for Council office.
15. **Property, Policy & Resources**
  - 15A.1 Update on Groundsman's Shed from Council Administrator.
  - 15A.2 To note minutes of meeting 15<sup>th</sup> December 2016.
  - 15A.3 To make Councilors aware of Extra- ordinary full council Budget meeting on 17<sup>th</sup> January 2017.

Traffic Highways & Environment

  - 15B.1 SAMS. To receive Data captured from last location – Reepham Road opposite number 74.
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 Hellesdon Parish Council staffing matters from Cllr. Knowles.
  - 17.2 Update on Litter Warden and Bank Caretaker appointments from Cllr. Knowles.
  - 17.3 To note the minutes of the meeting of the 15<sup>th</sup> December 2016.
18. **Exchange of information**
19. **Time and Venue of next Council meeting on Tuesday 17<sup>th</sup> January 2017 at 7pm. Please note that this is an Extra-ordinary meeting.**

## 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 *23<sup>rd</sup> December 2016*

#### List of items of correspondence not circulated for PC meeting 3 January 2017

Groundsman's Shed site meeting notes 7 – 12<sup>th</sup> December 2016

Groundsman's Shed site meeting notes 8 – 19<sup>th</sup> December 2016

Hellesdon Neighbourhood Plan – Presubmission Draft Consultation Broadland District Council Response

British Telecom Phonebox Removal Project Information

NALC Newsletter 15<sup>th</sup> December 2016