

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 7th February 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 3rd January 2017 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 31st January 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 – defer to March pending completion of transfer to new system
 - 9.2 Bank Reconciliation – balanced up to w/c 5th December 2016 – as for 9.1 above
 - 9.3 Approval of Accounts vouchers Receipts 1101-1182 and Payments 626-676 – as for 9.1 above
 - 9.4 Letter of Authority re Utilities
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 3rd and 17th January 2017.
 - 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 from Council Administrator – to include quote from G & G Fencing for Possible Reinstatement of the POD
- 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 15th and 30th December 2016.
- 16. Hellesdon Community Centre**
 - 16.1 To note the minutes from the meeting on the 10th January 2017
 - 16.2 Set next meeting date for this standing Committee.
- 17. 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.**
- 18. 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 Caretaker appointments from Cllr. Knowles.
 - 17.3 To note the minutes of the meeting of the 23rd January 2017.
- 19. Exchange of information**
- 20. Time and Venue of next Council meeting on Tuesday 7th March 2017 at 7pm.**

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 1st February 2017

List of items of correspondence not circulated for PC meeting 7 February 2017

Dept. of Communities and Local Government Community Housing Fund Letter
NALC Newsletter 5th January 2017
NALC Newsletter 12th January 2017
NALC Newsletter 19th January 2017
Norwich Western Link Project Working Group Terms of Reference
Battles Over – A Nations Tribute Newsletter