

# Headon-cum-Upton, Grove & Stokeham Parish Council.

Mr Jim Blaik, Clerk to the Council and Responsible Finance Officer.

Tel: 07421057404 E-mail: [headonpc@gmail.com](mailto:headonpc@gmail.com)

28th October 2019.

Dear Parish Councillors; Julia Harvey (Chair), Ben Wielgus (Vice Chair), John Mosley, Nigel Greenhalgh, Eric Briggs, Janet Askew and Sean Whelan.

You are summoned to attend the Parish Council meeting of Headon-cum-Upton, Grove & Stokeham Parish Council to be held at on **Monday 4th November 2019 at 19:30hr in the Headon-cum-Upton Village Hall.**

**The Press and Public are very welcome to attend this meeting.**

## Agenda.

No.	Sub No.	Item.
		<b>Public session.</b>
		Members of the Public will adhere to the rules set out by the Council for this Session - <b>Time allowed 10 minutes.</b>
		<b>Comencment of Parish Council meeting.</b>
1		The Chair to welcome and introduce Parish Councillors, District Councillors, County Councillors, guests invited to the meeting and members of the Public to receive any announcements.
2		To receive apologies and approve reasons for absence.
3		To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interest.
4		Co-option of a new Councillor for Stokeham,
5		To confirm the minutes of the Parish Council Meeting on 2nd October 2019.
6		Matters arising from the minutes of Parish Council Meeting on 2nd September 2019.
7		To receive the police report.
8		To receive an update from District Councillor - <b>Time allowed 5 minute</b>
9		To receive an update from County Councillor - <b>Time allowed 5 minutes.</b>
10		Items raised at previous Parish Council Meeting and also received before this notice was posted.
	10.1	To consider the Clerk joining The Society of Local Council Clerks £5 joining fee + £63 full year subscription.

10.2	<p>To consider purchasing the following items to allow the Clerk to carryout his duties -</p> <ul style="list-style-type: none"> <li>• Laptop - Indicative cost £399+VAT - Dell Latitude 3400 or similar.</li> <li>• Printer/scanner - Indicative cost £150 inc VAT - Epson Ecotank or similar.</li> <li>• External hard drive - Indicative cost £40</li> <li>• Ant-virus software - Indicative cost £40 - Norton 360 Premium or a free download virus software.</li> <li>• Microsoft Office software for business use - £9.40 + VAT (per month) - Office 365 Business Premium or Google Docs or Open Office.</li> <li>• Licences required for the use of the software.</li> <li>• The publication - Arnold Baker, Local Government Administration - £130</li> </ul> <p>Indicative costs for to purchase the above items = £759 + VAT On going licence cost per year = £112.80</p>
10.3	To consider the Clerks current backlog of work and choosing priorities for the Clerk.
10.4	To consider the purchase of posts to repair the fence in the lay-by at Stokeham. Estimate for the posts £40 to £50. To consider recycled plastic timber.
10.5	To consider how residents within the parish report issues themselves via relevant providers websites.
10.6	<p>To consider new and / or up dated Parish Council polices:-</p> <ul style="list-style-type: none"> <li>• Code of Conduct.</li> <li>• Standing Orders.</li> <li>• Transparency Code for Small Authorities.</li> <li>• Health and Safety Policy Statement.</li> <li>• Declaration of Acceptance of the Office of Chair.</li> </ul>
10.7	To consider the use Secret Ballots manly for planning applications. Note that it is the Parish Councils thinking that we would use secret ballots in extremely rare circumstances and not become common practice. If approved by the Parish Council, the councils Standing Orders will be amended to reflect the proposed change.
Q	Planning.
11.1	<p>To consider the following planning application received by the Parish Council on the 16th October 2019:-</p> <p>19/01351/FUL Planning Portal Ref: IAP00054290-001 Change of Use of Paddock to Domestic Use by Existing Dwelling and Erect Cart Shed with Storage The Holdings And Land Greenspotts Lane Headon</p>
11.2	To consider Headon Camp.
12	To consider highway matters.
12.1	Verges.
12.2	Hedges.
12.3	White lining.
12.4	Drainage.
12.5	Damage to highway infrastructure
12.6	Street lighting faults or damage to equipment.
13	To consider financial matters.
13.1	To receive the balance of the Current account.
13.2	To receive the balance of the Savings account.
13.3	To receive details of any external funding.
13.4	<p>To consider the payment of invoices requiring Parish approval.</p> <ul style="list-style-type: none"> <li>• The purchase of administration materials for the Clerk - £77.92 - invoice submitted.</li> </ul>
13.5	To consider any applications received for Parish Council grants.
13.6	To consider the setting of reserve budget (Savings Account). Best practice is to set the reserve budget between 1 to 2.5 times the Parish Council precept.

	13.7	To consider the setting of next years budgets that must be set November to December.
	13.8	To confirm that the Clerk now has a Parish Visa Debit card and to set a spend limit.
	13.9	To confirm that the Clerk now has access to the Parish Councils bank account.
14		To notify the Clerk of matters for inclusion on the agenda for the next meeting.
15		To confirm the date and time of next meeting.
16		Chair formally closes the meeting.

**Signed:-**

**Mr Jim Blaik, Clerk to the Council and Responsible Finance Officer.**