

Mr Jim Blaik, Clerk and Responsible Finance Officer to the Council - headonpc@gmail.com

23rd November 2019.

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

You are summoned to attend the Parish Council meeting of Headon-cum-Upton, Grove & Stokeham Parish Council to be held at **19:30 Hr on Monday 2nd December 2019 at Headon-cum-Upton Village Hall.**

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

Agenda.

Public session.

Public Session (Members of the Public will adhere to the rules set out by the Council for this Session) - **10 minutes.**

Commencement of the Parish Council meeting.

1. The Chair to welcome and introduce Parish Councillors, District Councillors, County Councillors, guests invited to the meeting and members of the Public 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. To confirm the minutes of the Parish Council Meeting on 4th November 2019.
5. Matters arising from the minutes of Parish Council Meeting on 4th November 2019.
 - 5.1 The installation of a crash barrier on Westfileds Road on the bend just past the railway bridge as a result of a recent accident. The Clerk reported the matter to NCC Ref - FS153420611 on the 29th October 2019. Despite chasing, no response yet from NCC.
 - 5.2 Resolved to note that a member of the parish has assisted the Clerk with details of the following equipment for use by the Clerk:-
 - Laptop - £316.66 ex VAT.
 - Microsoft office 365 personal - £59.99 per year annual subscription.
 - Hard drive £55.49

 - Total one off purchase = £372.15 (£446.58 with VAT)
 - 5.3 Resolved to note that the Clerk has purchased a secondhand 10th edition (currently on the 11th edition) of Arnold Baker, Local Government Administration from Ebay paid for by the Clerk.
 - 5.4 To consider the approval or otherwise of the following policies and procedures this is the second set to be considered:-
 - Code of Conduct.
 - Standing Orders.
 - Transparency Code for Small Authorities.

- Health and Safety Policy Statement.
- Declaration of Acceptance of the Office of Chair.

6. To receive the police report.

7. To receive an update from District Councillor - **5 minutes.**

7.1 Recent flooding issues update from the District Councillor.

8. To receive an update from County Councillor - **5 minutes.**

9. To consider defibrillator checks.

10. To consider new and / or updated Parish Council policies:-

- Document retention policy
- Register of members interests
- General risk assessment
- Financial reserve policy
- Financial regulations

11. To consider planning applications and any other planning issues.

11.1 New planning applications to consider.

11.2 To consider Headon Camp.

12. To consider highway related matters.

12.1 Verges.

12.2 Hedges.

12.3 White lining.

12.4 Drainage. Resolved to note that the surface water drainage issue at Corner Farm / Oregon House Upton is still outstanding. The Clerk had reported to issue to Nottinghamshire CC with no response. The issue was further send to the Complaints Team on the 28th October 2019 with a response from the Complaints Team that they had passed the matter onto the Highways Team, again no response has been received. A further email has been sent on the 8th November 2019 to the Complaints Team again still awaiting a response.

12.5 Damage to highway infrastructure.

12.6 Street lighting faults or damaged equipment. Resolved to note lamp column 1 Nether Headon was previously reported as a column leaning and is still leaning - Clerk has reported this again and again still awaiting a response

13. To consider a correspondence received from The Church of England Diocese of Southwell and Nottingham concerning grave space at St Peters Church.

14. To consider an open day and how to get residents involved.

15. To consider land opposite Headon Church interns of ownership and changing the area to a parking area - Cllr Mosley

16. To consider the Lengthsman on site assessment on the 20th November 2019.

17. To consider financial matters.

17.1 To consider the draft budget for 2020/21 in conjunction with the draft forward plan for 2020 to 2024

17.2 To consider the future method of the Parish Council paying for goods and services.

17.2 To consider the annual pay increment increase from 1st April 2020 for salaried staff.

17.3 To receive the balance of:

- Current account.
- Savings account.

17.4 To approve payment of invoices.

18 To notify the Clerk of matters for inclusion on the agenda for the next meeting.

19 To confirm the date and time of next meeting - **Monday 6th January 2020 at 19:30hr.**

Signed:-

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