

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

27th December 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 6th January 2020 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 2nd December 2019.
5. Matters arising from the minutes of Parish Council Meeting on 2nd December 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 request was made to the Parish Council from a member of the public to report a drainage issue at Main Street Grove Coney Green Farm to Yew Tree Cottage.. **Clerk reported issue to NCC FS-Case-162951648**
 - 5.3 To consider land opposite Headon Church in terms of ownership and changing the area to a parking area - **Cllr Mosley**
 - 5.4 Resolved to note that the surface water drainage issue at Corner Farm / Oregon House Upton is still outstanding. Latest exchange of emails between NCC / Via and Clerk w/c 24/12/19. Cllr Askew cc into emails.
 - 5.5 To consider the approval or otherwise of the following policies and procedures:-

Set (1) already sent to councillors for consideration:-

- Code of Conduct.

- Standing Orders.
- Transparency Code for Small Authorities.
- Health and Safety Policy Statement.
- Declaration of Acceptance of the Office of Chair.

Set (2) yet to be sent to councillors for consideration:-

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

6. To receive update regarding proposed planters - **Cllr Harvey.**

7. To consider future items for Heads-Up.

8. To consider the Clerks contractual hours against hours required to align with workload.

9. To consider the completion of the Clerks probation period.

10. To consider future open day March / April 2020 - **Cllr Wielgus.**

11. To receive the police report - **Chair.**

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

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

14. To receive defibrillator checks.

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

15.1 New planning applications to consider.

15.2 To consider Headon Camp.

16. To consider highway related matters.

16.1 Verges.

16.2 Hedges.

16.3 White lining.

16.4 Drainage.

16.5 Damage to highway infrastructure.

1.6 Street lighting faults or damaged equipment.

17. To consider financial matters.

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

17.2 To receive the balance of:-

- Current account.
- Savings account.

17.3 To approve payment of invoices.

Note that the following items have been purchased and payment made as per Minute item 5.2 on the Minutes 2nd December 2019.

- Laptop - £316.66.
- Microsoft office 365 personal - £59.99 per year annual subscription.
- Hard drive £55.49

17.4 To consider Nottinghamshire CC Local Improvement Scheme Capital Funding Grants 2020/21 and a potential funding application by the Parish Council. The funding is match funding. Available grants £1,000 to £30,000. Closing date for applications 28th February 2020. Must have County Councillor support.

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 2nd March 2020 at 19:30hr.**

Please note that there is no Parish Council meeting in February 2020.

20 The Chair formally closes the meeting.

Signed:-

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