



**I hereby give you notice that the  
Ordinary Meeting of the Southery Parish Council will be held at  
CHANGE OF VENUE: Southery Methodist Church, Ferry Bank, Southery,  
PE38 0PL  
on Monday 3 December 2018 at 7.00 pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the Public and Press Welcome to Attend

*Agenda published: 28 November 2018  
and Circulated to Borough and County Councillor Martin Storey*

*Helen Richardson  
Clerk to Southery Parish Council and Financial Responsible Person  
Email: parishclerk1@hotmail.co.uk*

## **AGENDA**

- 1.0 To consider **apologies for absence**
- 2.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 3.0 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 5 November 2018.
- 4.0 Matters Arising
- 5.0 **Cllr Martin Storey Update - County Councillor and Borough Councillor**
- 6.0 **Village Management Issues**
  - a) To Approve Parish Partnership Fund 201920
  - b) To Approve the Streetlighting Contract until 31 March 2020
  - c) To Approve the Grounds Maintenance Contract 201920
  - d) To Approve: Grant Application from the Village Hall
  - e) To Approve: Insurance Audit - Additional Premiums
  - d) To Approve: Minor Village Repairs
  - c) To Discuss: NCC Budget Consultation Response, if any
  - c) To Discuss SAM2 Data November 2018, if any
- 7.0 **Parish Council Management**
  - a) Authorised Signatories Review
  - b) Parish Council Co-option (two vacancies)

## 8.0 Planning

a) **For Discussion/Consultation:** 18/02118/F Single storey front extension at 5 Mill Lane Southery Downham Market Norfolk PE38 0NF

### b) To Note Decisions Received:

17/01763/NMA\_1 8 Church Lane Southery Downham Market Norfolk PE38 0NE - **NON MATERIAL AMENDMENT TO PLANNING CONSENT 17/01763/RM: Reserved Matters Application for construction of three dwellings following demolition of one existing building and agricultural shed.** Application Permitted 22 November 2018 Delegated Decision

## 9.0 Finance and Other

a) To Discuss: Annual Playground Inspection Report

b) To approve payments for November 2018 - to be tabled

b) Approve the Budget and Precept for 2019/20

## 10.0 Councillors concerns and agenda items for next meeting

### 11.0 Forward Work Programme - to note

#### JANUARY 2019 - NO MEETING

#### FEBRUARY 2019

Approval of Internal Auditor for 2018/19 Accounts  
Annual Clock Servicing Report  
Draft Southery Statement of Community Involvement  
Public Right of Ways - Footpaths

#### MARCH 2019

Standing Order and Financial Regulations Review  
Data Protection Audit and Policy Approval  
Policies Review  
Commission of Tree Hazard Report Early Summer 2019

Councillor Training 2019/20

#### MAY 2019

Annual Audit Return

#### JUNE 2019

**Inspection Rota:** Cllr Annette Osler - December; Cllr Javey Osler - February; Cllr Neil Richards - April; Cllr Roger Whitehead - June ; Cllr Kay Hipsey - August;; Cllr Terry Hipsey - October; Cllr Alison Youngs - December; Cllr Crispin Copsey - February Cllr Christine Feltwell - April;

Councillor Training

#### AUGUST 2019 - NO MEETING

#### SEPTEMBER 2019

Christmas Event  
Remembrance Sunday and Lamp Post Poppies  
Commissioning of St Mary's Church Close Servicing

#### OCTOBER 2019

Commissioning of Clock Servicing  
Commissioning of Annual Play Area Report

#### NOVEMBER 2019

Draft precept and budget 2020/21  
Clerk Appraisal (closed session)

#### DECEMBER 2019

Approval of Precept and Budget - 2019/20

#### JANUARY 2020 - No Meeting

## 12 Public Comments / Questions on Parish Issues.

*An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.*

## 13 Date of next meeting – Monday 4 February 2018 at 7 pm

## 14 EXCLUSION OF PRESS AND PUBLIC

The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing ). Opportunity for to discuss any HR issues, Contracts or Legal Proceedings.