



I hereby give you notice that the Ordinary Meeting of the Southery Parish Council will be held at Southery Methodist Church, Ferry Bank, Southery on **CHANGE OF DATE TUESDAY 4 February 2020** 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: 29 January 2020  
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 To consider apologies for absence
- 2 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 3 Public Comments / Questions on Parish Issues.
- 4 County Councillor and Borough Councillor Update
- 5 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 2 December 2019.
- 6 Matters Arising (Clerks Report)
- 7 **Village Management Issues**
  - a) To Approve the Grounds Maintenance Contract for 2020/21
  - b) To Discuss and Approve Any Action Related to the Tree Hazard Management Survey
  - c) To Approve Handyman Work Contract and Commission Quotes
  - d) Playing Field Membership 2020/21
  - e) To Discuss the Speed Sign Data, if any
  - f) To Approve Reinstatement of the Cemetery Wall
- 8 **Planning Applications for Comment**
  - a) VARIATION OF CONDITION 2 OF PLANNING PERMISSION 19/01516/F: Demolition of agricultural building and construction of replacement agricultural building at Towlers Farm Southery Road Feltwell Norfolk IP26 4ER (by 05.02.20)
- 9 **Parish Council Management**
  - a) Clerk Training - Two 2020 SLCC Webinars
- 10 **Finance**
  - a) To Approve payments for December 2019 and January 2020
  - b) Quarterly Banking Statement
  - c) Approval of Internal Auditor for 2019/20 Accounts
- 11 **Councillors concerns and agenda items for next meeting**
- 12 **Forward Work Programme - to note**
- 13 **Date of next meeting – Monday 2 March 2020**

## **FORWARD AGENDA ITEMS \***

### **MARCH 2020**

Christmas Event\*  
Tree Planting (Southern Baby is Born)  
Playing Field BMX Track Grounds Maintenance  
Risk Management Scheme  
Report Header  
Audit Procedure  
Payroll Procedure  
Risk Management Scheme

### **APRIL 2020**

#### **14th MAY 2019 (Annual Parish Meeting and Annual Parish Council Meeting)**

Election of Chairman and Vice Chairman\*  
Annual Audit Return\*  
Review of Standing Orders\*/Review of Financial Regulations\*  
Asset List Approval\*  
Parish Council Insurance\*  
Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary) (within 28 days)

### **JUNE**

Christmas Event\*  
Public Footpath Review  
Playing Field Toilet Grant Spend

### **JULY**

Commission of Grounds Maintenance Contract 2021/22, if needed  
Parish Partnership Funding 2021/22

### **AUGUST 2019 - NO MEETING**

### **SEPTEMBER 2019**

Christmas Event (Including Event and Music Licences and Road Closures)\*  
Review of Data Protection Audit Arrangements\*  
Quarterly Banking Statement

### **OCTOBER 2019**

Commissioning of St Mary's Church Clock Servicing\*  
Commissioning of Annual Play Area Report\*  
Approval of Parish Partnership Funding 2020/21

### **NOVEMBER (One week later)**

Draft Precept and Budget 2020/21  
Approval of Grounds Maintenance Contract 2021/22, if needed  
Clerk Appraisal (closed session)  
Commissioning of Annual Play Area Report

### **DECEMBER 2019**

Approval of Precept and Budget - 2019/20  
End of Year Thanks  
Meeting Dates - 2020

### **JANUARY 2021**

No meeting.

### **FEBRUARY 2021**

Approval of Internal Auditor for 2020/21 Accounts  
Asset List Approval\*  
Quarterly Banking Statement

**Inspection Rotas:**; Cllr Annette Osler- End of May; Cllr Chris Edwards- End of July ; Cllr Alison Youngs End of Sept; Cllr Crispin Copsey End of November; Cllr Javey Osler End of January; Cllr Roger Whitehead End of March.