

**I hereby give you notice that the
Ordinary Meeting of the Southery Parish Council will be held at
VENUE: Southery Methodist Church, Ferry Bank, Southery, PE38 0PL
on Monday 4 February 2019 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

*Helen Richardson
Clerk to Southery Parish Council and Financial Responsible Person
Email: parishclerk1@hotmail.co.uk
Agenda published: 29 January 2019
Circulated to Borough and County Councillor Martin Storey*

AGENDA

- 1** To consider **apologies for absence**
- 2** To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 3** Parish Council Co-option and Application Received
- 4** To confirm as a correct record the Minutes of the Extraordinary Meeting of the Parish Council held on 28 November 2018 and the Ordinary Meeting of the Parish Council held on 3 December 2018.
- 5** Matters Arising (Clerks Report)
- 6** **Cllr Martin Storey Update - County Councillor and Borough Councillor**
- 7** **Village Management Issues**
 - a) To Approve: Street lighting Contract
 - b) To Sign: Grounds Maintenance Contract 12 Feb 2019 - 12 Feb 2020 - *previously approved*
 - c) To Approve: Purchase of New Cemetery Water Butt
 - d) To Approve: Extra Soil Placement Around Cemetery Path
 - e) To Discuss/Approve: Litter Bins in the Village and Play Area Bin
 - f) Discuss/Approve: Grant Application from the Village Hall
 - g) To Discuss/Approve: Christmas Event Arrangements 2019
 - h) To Note: Resurfacing B1160 Feltwell Road Southery
 - i) To Discuss SAM2 Data, if any
- 8** **Parish Council Management and Finance**
 - a) To Approve of Internal Auditor for 2018/19 Accounts
 - b) To Approve Renewal of National Playing Field Association Membership
 - c) To Discuss Draft Southery Statement of Community Involvement
 - d) To Approve Authorised Bank Signatories
 - e) To Approve Parish Council Laptop Virus Investigation and Software Protection (if needed)
 - f) To Discuss Parish Council Election Awareness
 - g) To Approve payments for December 2018 and January 2019 and Receive Statement of Accounts
- 9** **Planning Application - For Consideration:** 19/00018/F Extension to rear of dwelling and construction of garage following removal of existing extension and garage at 62 Feltwell Road, Southery, Downham Market Norfolk PE38 0NS.
- 10** **Councillors concerns, agenda items and forward work programme - to note below**
- 11** **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.
- 12** **Date of next meeting – Monday 4 March 2019 at 7 pm**
- 13** **EXCLUSION OF PRESS AND PUBLIC** The Council 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. To discuss any HR issues, Contracts or Legal Proceedings.

FORWARD AGENDA ITEMS *

MARCH 2019

Public Right of Ways - Footpaths

Planning Comments Procedure

2 May 2019 Parish Council Elections

Reminder: (PURDAH - Between 18 March and 2 May)

APRIL 2019

Whole Council Training - 'Being an Effective Councillor' Approval

Parish Council Insurance

Reminder: (PURDAH - Between 18 March and 2 May)

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*

Declaration of Acceptance of Office Return

Application for Dispensations (Standing Order 13)

Code of Conduct

Declaration of Interest (Pecuniary and Non-Pecuniary) (within 28 days)

Spending Return and Declarations (within 28 days)

Consideration of Public Surgery for New Council

Parish Council Co-option, if any

JUNE 2019

Review of Data Protection Audit Arrangements*

Commission of Tree Hazard Report Early Summer 2019

Any Other Councillor or Clerk Training

Parish Council Co-option, if any

Parish Council Village Inspection Rotas

JULY 2019

Remembrance Sunday and Lamp Post Poppies

AUGUST 2019 - NO MEETING

SEPTEMBER 2019

Christmas Event

OCTOBER 2019

Commissioning of St Mary's Church Clock Servicing

Commissioning of Annual Play Area Report

NOVEMBER 2019

Draft Precept and Budget 2020/21

Renewal of Grounds Maintenance Contract 2020/21

Clerk Appraisal (closed session)

DECEMBER 2019

Approval of Precept and Budget - 2019/20

JANUARY 2020 - No Meeting

FEBRUARY 2020

Approval of Internal Auditor for 2018/19 Accounts

Annual Clock Servicing Report

Approval of Grounds Maintenance Contract 2020/21

Inspection Rotas::; Cllr Javey Osler - February; Cllr Neil Richards - March; Cllr Annette Osler- April ; Rotas Beyond May to be agreed in June.