

**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 March 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: 27 February 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** To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 4 February 2019
  - 4** Matters Arising (Clerks Report)
  - 5** **Cllr Martin Storey Update - County Councillor and Borough Councillor**
  - 6** **Village Management Issues**
    - a) To Discuss: Cemetery Tap and Butt
    - b) To Discuss/Approve: Litter Bins in the Village
    - c) To Discuss/Approve: Grant Application from the Village Hall
    - d) To Approve: Disposal of Parish Council Owned Strimmer
    - e) To Approve: Fencing of Parish Council Owned Land
    - f) To Approve/Discuss: Access into the Cemetery (maintenance)
    - g) To Approve: Temporary Disconnection of Electric to Football Hut
    - h) To Approve: Purchase of New SAM2 Batteries
    - i) To Discuss/Approve: Christmas Event Arrangements 2019
    - j) To Discuss: Norfolk Police Scrap It Campaign
    - k) To Discuss SAM2 Data, if any
  - 7** **Parish Council Management and Finance**
    - a) To Approve: Cemetery Training for Clerk
    - b) To Approve: Planning Comments Procedure/Policy
    - c) To Discuss: Draft Southery Statement of Community Involvement
    - d) To Approve payments for February 2019 and Receive Statement of Accounts
  - 8** **Councillors concerns, agenda items and forward work programme - to note below**
  - 9** **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.*
  - 10** **Date of next meeting – Monday 1 April 2019 at 7 pm**
  - 11** **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 urgent HR issues, Contracts or Legal Proceedings. To Discuss Parish Council Land and also a HR Related Issue.
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## **FORWARD AGENDA ITEMS \***

### **APRIL 2019**

Assets List Approval\*

Public Right of Ways - Footpaths

Whole Council Training - 'Being an Effective Councillor' Approval

Parish Council Insurance

NPFA Grant Programme and Toilet Block on Playing Field

*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

Bank Signatories Review, if needed

### **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

Christmas Event Arrangements 2019

Parish Council Village Inspection Rotas

### **JULY 2019**

Remembrance Sunday and Lamp Post Poppies

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

### **SEPTEMBER 2019**

Christmas Event (Including Event and Music Licences and Road Closures)

### **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.