



I hereby give you notice that the Annual Meeting of the Southery Parish Council will be held at Southery Methodist Church, Ferry Bank, Southery on Monday 13 May 2019 At 7.30 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: 30 April 2019
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 Election of Chairperson** and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
- 2.0 To consider **apologies for absence**
- 3.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 4.0 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 1 April 2019.
- 5.0 Matters Arising (Clerks Report)
- 6.0 Co-option of Parish Council Vacancies, if any
- 7.0 Parish Council Management**
 - a) To Approve Standing Orders
 - b) To Approve Financial Regulations
 - c) To Approve Assets Register
 - d) To Approve Insurance Renewal
 - e) To Approve Statement of Accounts 201819
 - f) To Approve Annual Governance and Accountability Return 201819
- 8.0 Village Management Issues**
 - a) Draft Consultation Local Plan (Southery) - Presentation by the Borough Council Planning Team
 - b) To Discuss: The Use of the Old Football Hut and Community Access
 - b) To Approve: Permission to Camp in Playing Field - 20th July
 - c) To Discuss: Speed Sign Data, if any
- 9.0 County Councillor and Borough Councillor Update**
- 10.0 Planning**

To Discuss **19/00502/CU** Change of use from a dwelling (Use Class C3) to a children's home for 4 resident children (Use Class C2) Peartree House 35 Ferry Bank Southery Downham Market Norfolk PE38 0PN

11 Finance - To approve payments for April 2019 - to be tabled

12 Councillors concerns and agenda items for next meeting

13 Forward Work Programme - to note

14 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.

15 Date of next meeting – Monday 3 June 2019 at 7 pm

16 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. To Discuss Parish Council Land and HR Issue.

FORWARD AGENDA ITEMS *

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

Asset List Approval*

Parish Council Insurance*

Whole Council Training Approval

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

Village Hall Proposal

Any Other Councillor or Clerk Training

Christmas Event Arrangements 2019

NPFA Grant Programme and Toilet Block on Playing Field

Draft Southery Statement of Community Involvement

Parish Council Co-option, if any

JULY 2019

Review of Data Protection Audit Arrangements*

Commission of Tree Hazard Report Early Summer 2019

Remembrance Sunday and Lamp Post Poppies

Public Right of Ways - Footpaths

Parish Council Co-option, if any

AUGUST 2019 - NO MEETING

SEPTEMBER 2019

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

Parish Council Co-option, if any

OCTOBER 2019

Commissioning of St Mary's Church Clock Servicing

Commissioning of Annual Play Area Report

Parish Council Co-option, if any

NOVEMBER 2019

Draft Precept and Budget 2020/21

Renewal of Grounds Maintenance Contract 2020/21

Clerk Appraisal (closed session)

Parish Council Co-option, if any

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

APRIL 2020

Asset List Approval*

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