



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 Monday 2 September 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

*Agenda published: 28 August 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 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 1 July 2019.
- 6 Matters Arising (Clerks Report)

- 7 Parish Council Management**
 - a) To Approve Extra Public Liability Insurance Cover
 - b) To Review of Data Protection Audit
 - c) To Approve Councillor Training Costs Chair and Vice Chair
 - d) To Approve SLCC Membership for the Clerk
 - e) To Adopt and Approve the Equality Policy
 - f) To Adopt and Approve Financial Risk Assessment

- 8 Village Management Issues**
 - a) To Discuss and Approve Parish Partnership Fund 202021 Bid
 - b) To Approve the Commission of Grounds Maintenance Contract
 - c) To Approve Recreation Area Tree Survey Quotes
 - d) To Approve Replacement Bus Shelter at Westgate Street (Parish Partnership Funding Received)
 - e) To Discuss and Approve Playing Field Toilet Refurbishment
 - f) To Approve Commission Quotes for Extension of Interment Area in Cemetery
 - g) To Discuss Further Community Payback Funding and Projects
 - h) To Discuss Church Ruins, if needed
 - i) To Discuss and Approve Christmas Event Costs (Including Event and Music Licences and Road Closures, if needed)
 - j) To Discuss and Approve Grant Application from the Village Voice
 - k) To Discuss the Speed Sign Data, if any

- 9 Planning**
 - a) Two storey side extension and new porch at 6 Church Lane Southery Downham Market Norfolk PE38 0NE

- 10 **Finance** - To approve payments for July and August 2019 - to be tabled
- 11 **Councillors concerns and agenda items for next meeting**
- 12 **Forward Work Programme - to note**
- 13 **Date of next meeting – To be agreed as venue not available for 7th October**
- 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. To Discuss Parish Council Land and Rent of Parish Council Land.

FORWARD AGENDA ITEMS *

OCTOBER 2019

Commissioning of St Mary's Church Clock Servicing
Commissioning of Annual Play Area Report
Toilet Block Refurbishment
Street Lighting Tariffs

NOVEMBER 2019

Draft Precept and Budget 2020/21
Approval of Grounds Maintenance Contract 2020/21
Clerk Appraisal (closed session)

DECEMBER 2019

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

JANUARY 2020 - No Meeting

FEBRUARY 2020

Approval of Internal Auditor for 2019/20 Accounts
Annual Clock Servicing Report
Approval of Grounds Maintenance Contract 2020/21
Asset List Approval*

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

JULY

AUGUST 2019 - NO MEETING

SEPTEMBER 2019

Christmas Event (Including Event and Music Licences and Road Closures)
Parish Partnership Fund 2020/21
Commission of Grounds Maintenance Contract
Review of Data Protection Audit Arrangements*

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.