



Monday 6th March 2023 7pm

All councillors are summoned to attend the next meeting of Hundleby Parish Council in the Parish Rooms. This is an open meeting and the Press and the Public are all welcome.

There is an Open Forum for public participation at every meeting when members of the public are invited to ask questions or make short statements to the Council in relation to the business on the agenda. The Press and Public are not permitted to take part in the debates during the meeting.

_____ Clerk to the Council

28/02/2023

Agenda

Open Forum for public participation (allow 15 minutes, maximum of 5 minutes per person please)

1. To open the meeting
2. To note apologies and accept valid reasons of absence
3. In accordance with the Localism Act 2022, to declare pecuniary interests for any items on the agenda (as outlined in the Council's Code of Conduct) and to consider requests for dispensations ¹
4. To receive and approve the draft notes of the meeting held on the 6th February 2023
5. To receive and approve the draft notes of the Extraordinary meeting held on the 1st March 2023
6. To receive reports from the County Councillor and District Councillor
7. Finance
 - a) To formally note financial position
 - b) To formally note bank reconciliations
 - c) To formally approve the clerk's pay scale progression to SCP 8 (£11.84/hour) with effect from 1st April 2023
 - d) To formally approve clerk's annual expenses for heating, electricity, space, phone and internet charges for homeworking of £60.00
 - e) To formally approve any automated, retrospective and future payments to be made:

06.03.23 J Slaymaker cleaning February (Local Government Act 1972 s.111) £39.38

31.03.23 Salary (March) (Local Government Act 1972 s.112) £226.78

01.04.24 Scribe Starboard Systems accountancy software (Local Government Act 1972 s.111)

£207.36 (£172.80 ex Vat)

- f) To note any income received since the last meeting:

15.02.23 Kraken Explorer Scouts Room Hire £16.00

8. Planning

- a) To consider any planning applications received since the last meeting

Clerk: Jane Slaymaker 01790 752541 clerk.hundleby.pc@gmail.com

- b) To note any planning decisions since the last meeting
9. To discuss village issues
- a) To receive an update on highways matters
 - b) To receive applications for the 3 allotment plots and allocate plots by way of ballot box if necessary
 - c) To receive an update from the Coronation Working Group and resolve action
10. To discuss the Parish Rooms
- a) To receive amended Dog policy, Risk Assessment, dog owners leaflet, dog disclaimer notice and Parish Rooms Hirer's Agreement which would allow hirers to decide if their event is suitable for dogs (other than Assistance dogs)
 - b) To receive an update from the Parish Rooms Working Party
 - c) To appoint two Parish Councillors to the Parish Rooms Working Party
 - d) To discuss future arrangements for the cleaning of the Parish Rooms
 - e) To discuss including a Parish Rooms hiring calendar on the Council's website (Cllr Caitlin)
11. To discuss internal Parish Council issues
- a) To receive the interim Internal Auditors Report and consider action
 - b) To consider auditing the Parish Council policies and identify gaps to produce a timetabled plan (Cllr Caitlin)
 - c) To discuss implementing a hire charges policy for the Parish Rooms
 - d) To discuss implementing a grants policy
 - e) To review the Health and Safety policy
 - f) To set a date for the Annual Parish Meeting (APM)
12. To receive correspondence and resolve action if required
13. Clerk and Councillor Reports (for information only), including a review of actions from minutes and matters that councillors wish to be brought to the next or subsequent meetings. *No decisions may be made under this section, but councillors may wish to flag up issues*
14. To note the date of the next meeting 3rd April 2023 at 7pm

¹ A dispensation form should be requested from the Clerk before the meeting date and will be considered by Full Council at the meeting