

 **Great Maplestead Parish Council**

**Members of the Great Maplestead Parish Council** you are hereby summonsed to attend a **PARISH COUNCIL MEETING** of **Great Maplestead Parish Council** at the **Village Hall, Great Maplestead** on **Wednesday** **28th November 2018 at 7.30pm** for the purpose of transacting the following business: **AGENDA**

1. **Apologies and reasons for absence**
2. **Minutes of previous meeting –** Councillors are asked to agree the minutes of the Parish Council meeting held on the 17th October 2018 as a true and accurate account of proceedings of the meeting.
3. **Declarations of Interest** (existence and nature) with regard to items on the agenda. Members of the Council are advised to declare the existence and nature of any ‘Disclosable Pecuniary’, ‘Other Pecuniary’ or ‘Non-Pecuniary’ interests relating to items on the agenda.
4. **County and District Matters** *– Updates and notifications to be received.*
5. **Officers Reports & Information Exchange –** *No business decisions may be made.*
6. **Public question time** with respect to items on the agenda and other matters of mutual interest.

**Note:** When the Council starts to discuss any item on the agenda where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and leave the meeting where appropriate. The **maximum time allowed** for public question time is **10 minutes** or at the Chairman’s discretion. At the close of this item members of the public will no longer be able to address the Council except at the invitation of the Chairman; members with Disclosable or Other Pecuniary interests will not be allowed to speak or address the Council on those interests unless a dispensation has been approved.

1. **Progress Updates** – *Clerk to report on actions from the 17th October 2018 meeting.*

**8. Business Items**

8.1 **Annual Review of Open Spaces Action Plan -** To review existing entries and propose any new additions for BDC consideration

8.2 **Local Council Award Scheme** – Council resolutions for Foundation Level Accreditation

 1. To confirm that the following documentation have been achieved and is on the Council’s website at www.greatmaplesteadpc.co.uk :-

* Standing Orders & Financial Regulations
* Code of conduct & link to councillors’ registers of interests
* Publication scheme
* Last annual return
* Transparent information about council payments
* Calendar of all meetings including the annual meeting, and annual parish meeting
* Minutes, for at least one year, of full council meetings
* Current agendas
* Budget & Precept information for current year
* Complaints procedure
* Council contact details & councillor information
* Annual action plan
* Evidence of consulting with the community
* Publicity advertising council activities
* Evidence of participating in town & country planning

 2. To confirm that the following items have been achieved

* Risk management scheme
* Register of assets
* Contracts for staff
* Up to date insurance policies that mitigate risks to public monies
* Disciplinary & grievance procedures
* Training policy for new staff & councillors
* Record of all training undertaken by staff & councillors in last year
* Clerk to have achieved 12 CPD points in the last year

**9. Financial Report**

9.1 **Current bank balances:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Current account: |   | £69.99 | Reserve account: | £6147.62 |

9.2 **Noting of sums received:-**

|  |  |
| --- | --- |
|  NWB Interest Paid October 2018 |  £1.19 |

9.3 **Ratification of payments made:-**

DD E-ON Quarterly Street Lighting July – Sept £23.17

Mortimer Contracts Limited (Autumn Footpath Mow) £170.40

 Mortimer Contracts Limited (Autumn Verge Cut) £618.00

  **Transfers**

TF From Reserve Account to Current Account £900.00

 **Payment(s) to be made requiring approval:-**

 OB National Association of Local Councils – Registration Fee Foundation Level £60.00

9.4 **Other Financial**

Renewal of Data Protection License – new arrangements following the introduction of GDPR. Assessment via Information Commissioner indicates a revised fee of £40.00pa.

**10. Planning**

10.1 **Application Decisions**

 *18/01208/FUL Long Fen, Church Street. New Passivhaus dwelling. Declined 30th October 2018.*

10.2 **Applications Received**

*18/01900/VAR Buttercups Cottage, Church Street. Application for variation of condition 2 following grant of planning permission 13/00328, to replace previously approved drawings with revised drawings that dwelling is being built in accordance with.*

 *18/01782/LBC Chelmshoe House Farm, Monks Lodge Road. Replacement of existing single glazed timber sash & case windows with new Mumford & Wood heritage style slim glazed, double glazed timber sash & case windows*

**11. Correspondence – *For notification***

 None

**12. Content for E-newsletter**

**13. Items for the Next Agenda**

 Please note that no decisions can lawfully be made under this item, LGA 1972 section 12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

**14. Date of next meeting**:  **16th January 2019 at 7.30pm**



 **Ann Crisp – Clerk**

 **e-mail:** **anncrisp@greatmaplesteadpc.co.uk** **Tel: 01787 460216**