

## **NOTICE OF BEIGHTON with Moulton St Mary PARISH COUNCIL MEETING**

You are hereby invited to attend the Beighton Parish Council Meeting at the Village Hall on: **Tuesday 14<sup>th</sup> May 2019 immediately following Annual Parish Meeting which commences at 7.30pm**

Members of the press and public are invited to attend

*Sarah Hunt*

Sarah Hunt  
Parish Clerk

### **AGENDA**

**1. TO WELCOME COUNCILLORS FOLLOWING ELECTION 2<sup>nd</sup> MAY 2019.**

- 1.1 Councillors to Sign Acceptance of Office Forms.
- 1.2 Councillors to complete Declaration of Interests Forms.
- 1.3 Councillors to sign Agreement to abide by the Code of Conduct.

**2. ELECTION OF CHAIR.**

Chair to Sign Acceptance of Office.

**3. ELECTION OF VICE-CHAIR.**

**4. ATTENDANCE**

To note those present and consider apologies for absence.

**5. DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 5.1 To consider the process for dispensations – currently authorised by the Proper Officer.
- 5.2 To consider any dispensations.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

**6. MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council Meeting held on 12<sup>th</sup> March 2019.

**7. PUBLIC FORUM**

- 7.1 To receive reports from County Councillor, District Councillor Grant Nurden and Police if present.
- 7.2 To receive comments from members of the public, restricted to 3 minutes per person, on matters elsewhere in the agenda. Item to last no more than 15 minutes.

**8. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

- 8.1 Tree at Church Hill – to confirm that works have been completed.
- 8.2 Parking outside church – response received from Highways.

Beighton Parish Council, Weavers Edge, Chequers St, East Ruston, NR12 9JT  
Clerk: Mrs Sarah Hunt Telephone: 01692 580859 Email: southwclerk@outlook.com

## 9. CORRESPONDENCE

Merchant Navy Fund	Request to fly 'Red Ensign' on 3/9/2018	For consideration
Norfolk Pension Fund	Consultation on 'exit cap payment'.	For consideration
Norfolk Co Co	Notification of Road Closure	Tabled.
BDC – Trevor Holden	Notification of new Management Structure – 'Two Councils one Team'	Tabled.
BDC – Martin Thrower	Notification that Emma Hodds is the newly appointed monitoring officer.	For information.
Norfolk ALC	Request for nominations to join the Executive Committee	For consideration.

## 10. PLANNING

Broads Authority Local Plan notification – goes to Full Authority 17<sup>th</sup> May 2019. Available from Parish Clerk.

## 11. ADMINISTRATIVE MATTERS

- 11.1 To agree future meetings to commence at 7.30pm.
- 11.2 To agree meeting dates for the next 12 months.
- 11.3 To consider Adopting the Power of Competence. To confirm that the Council meets the criteria for adoption: That the number of Councillors elected at the last election equals or exceeds two thirds of its total number of Councillors and that the Parish Clerk holds at least one of the sector specific qualifications and has passed the General Power of Competence module as part of the CiLCA qualification.
- 11.4 To consider and adopt the following policies all from the NALC Model policies:
  - Equal Opportunities to be signed by the Chairman
  - Health and Safety Policy to be signed by the Chairman
  - Grievance Policy to be signed by the Chairman
  - Disciplinary to be signed by the Chairman
- 11.5 To consider and approve Insurance renewal cover. Three year contract expires June 2021.

## 12. FINANCIAL MATTERS

- 12.1 To receive the Internal Auditor Report for financial year to March 31<sup>st</sup> 2019. Chair to sign.
- 12.2 To complete the governance statement for the financial year to March 31<sup>st</sup> 2019.
- 12.3 To complete the Accounting Statement for the financial year to March 31<sup>st</sup> 2019.
- 12.4 To adopt the Annual Report 2018/2019.
- 12.5 To confirm the Parish Council exemption from External Audit for 2018/19.
- 12.6 To note the audit posting dates for the exercise of public rights – 17/6/19 – 26/7/19.
- 12.7 To receive notification that £3,496.50 has been received for the first half of the 2019/20 precept.
- 12.8 To receive quotation £100.00 from Mr J Gallop and appoint Internal Auditor for 2019/20.
- 12.9 POLICIES – To consider and adopt unchanged:
  - Financial Regulations to be signed by the Chairman
  - Duties of the Responsible Financial Officer to be signed by the Chairman
  - Review of Internal Audit to be signed by the Chairman
  - Review of Internal Controls to be signed by the Chairman
- 12.10 To consider requests for donation – Norfolk Accident Rescue Service and Citizens Advice.
- 12.11 To consider renewal of Community Action Norfolk membership – Bronze. £20.00
- 12.12 To authorise payments:
  - Sarah Hunt – Payroll 15<sup>th</sup> March to end May incl expenses £405.86

(includes automatic annual increase from 1 <sup>st</sup> April 2019)	
HMRC – April and May	£90.00
Norfolk Pension Fund	£133.45
Norfolk Association of Local Councils membership 2019/20	£161.80
Norfolk Accident Rescue Service – see item 12.7.	
Citizens Advice Bureau – see item 12.7	
Viking Direct – stationery	£49.79
BHIB Insurance	£242.49
Community Action Norfolk – see item 12.10	
Mr John Gallop – Internal Auditor	£95.00

**13. HIGHWAYS.**

- 13.1 To consider a request for a sign for the entrance to Lingwood Long Lane.
- 13.2 Drainage Issue – Southwood Road, Beighton. Update from Highways.
- 13.3 Drainage Issue – 2/3 Hopewell Gardens, High road. Update from Highways.

**14. NOTICEBOARDS.**

- 14.1 To consider quotation from Beighton Builders Ltd for new fencing and repair to roadside noticeboard. 1. Chain link fencing £280.00. 2. Timber fencing £525.00 3. Repair existing noticeboard £85.00.

**15. ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Review of Standing Orders.

Next Meeting: 9<sup>th</sup> July 2019