

STOKE FERRY ANNUAL PARISH COUNCIL MEETING

All Stoke Ferry Parish Councillors are summoned

On **Wednesday 2 May 2018 at 7.00pm**

in Stoke Ferry Village Hall

Published by: Helen Richardson, Clerk & RFO

On 25 April 2018

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND THIS MEETING

AGENDA

1. Emergency Evacuation Procedures
2. Openess and Transparency Notice - The Parish Council record the meeting.
3. **Election of Chairperson** and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
4. To receive apologies for absence (Cllr Colin Sampson)
5. To receive Declarations of Interest from Members on any item to be discussed
6. To approve the Minutes of the Extraordinary Meeting on 28 March 2018 and the Ordinary Meeting on 4 April 2018 Meeting
7. Matters Arising from the Minutes of the Last Meeting
8. Council Administration
 - a. Adoption of New Model Standing Orders 2018 (Via Norfolk ALC)
 - b. Review of Financial Regulations
 - c. Review of Complaints Policy
 - d. Fee for Data Protection Policy Via NALC Scheme Approval
 - e. Annual Insurance Renewal
 - f. Approval of Assets Register
 - g. Exemption Certificate for External Audit
 - h. Internal Audit Report
 - i. Approval of Statement of Accounts
 - j. Annual Governance Statement
 - k. Approval of Annual Return

Village Management

9. Neighbourhood Planning
10. Police Meeting Update – Cllr Daphne Clements
11. Mid Summer Fayre 2018
12. Handyman/Norfolk County Council Rangers or Public Rights of Way (Footpaths/Bridleway) Issues

Planning

13. To Discuss Planning Committee attendance 18/00410/O Proposed residential development at Romer Farm Oxborough Road Stoke Ferry Norfolk PE33 9TA
14. 18/00663/LDP Planning Application - LAWFUL DEVELOPMENT FOR A PROPOSED DEVELOPMENT: Replacement of existing flat roof with sloping roof profiles at Laurels Lynn Road Stoke Ferry Norfolk PE33 9SW (
15. 18/00498/LB Listed building application: Replacement of 9 sash windows to facade at Deanscroft High Street Stoke Ferry King's Lynn Norfolk
15. 17/02402/RMM RESERVED MATTERS: Residential development for 14 plots at Land South of Lark Road Stoke Ferry Norfolk

Finance and Anything Else

16. To approve payments of bills – To be tabled
17. Urgent items as agreed by the Chairman
18. Forward Agenda Items
19. Public Participation - To receive information or suggested items to be considered at the next meeting including Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance
20. Date and time of next meeting – Wednesday 6 June 2018 at 7.00pm

21. Closed meeting – HR Confidential Item

Forward Agenda Items

JUNE

Councillor Training
Annual Insurance Renewal
Community Emergency Plan
Garden Area Benches
Village Sign
Map
Village Entrances
Review of Cemetery Regulations and Fees
2Agriculture Update
Approval of Communications Protocol
Approval of War Memorial Policy

JULY

Battle's Over A Nation's Tribute 11th November 2018
GDPR Policy update (if needed re DPO)
Review of Clerks Contract and Job Description (inclusion of GDPR/Data Protection if needed)
Working Party Terms of Reference
Risk Assessment

SEPTEMBER

Cemetery Hedge
Conclusion of Audit*
Remembrance Day *
Return of External Audit 201819*
Clerk Appraisal and Development Plan – private HR meeting*

OCTOBER

Christmas Arrangements*

DECEMBER

Draft Precept and Budget*

JANUARY

Approval of Precept and Budget*

FEBRUARY

Internal Auditor Appointment*

MARCH

GDPR/Data Protection Annual Review* (Data Protection Committee)

APRIL

Assets List Review*
Annual Insurance Renewal*

MAY and Annual Parish Meeting

Review of Standing Orders and Financial Regulations* (inclusion of GDPR/Data Protection)
Review of Policies and Cemetery Fees*
Audit Return 201819*
Chair and Vice Chair Training Approval

* standard item