

HECK PARISH COUNCIL

OFFICIAL NOTICE OF HECK ANNUAL PARISH COUNCIL MEETING AND AGENDA TO BE HELD ON TUESDAY 22nd MAY 2018, 19.30, HECK PARISH ROOM

Parish Councillors: You are hereby summoned to attend the Annual Meeting of Heck Parish Council on Tuesday 22nd May 2018 at 19:30 hours in Heck Parish Room. If you are unable to attend please let the clerk know least three clear days in advance of the meeting and give reasons for your absence. *F M A Farman. 13.05.2018*

Meetings are open to the press and public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960, section 1; amended by Local Government Act 1972, section 100.

Locum Clerk/RFO: Mrs FMA Farman. Three Greens. The Green. Gateforth. YO8 9LF
Telephone: 01757 228 325. E-mail: parish.councilmaf@yahoo.com

Press and public may not speak when the council is in session.

- Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Parish Council. These concerns and questions **must** be in writing and received by the Clerk **5 days before the meeting**.
- Listeners' comments will be taken at agenda item **051808**
- Comments relating to matters on the agenda will be taken first and the time for this will be restricted to 15 minutes maximum.
- Listeners may also speak at agenda item **051820** at the end of the meeting for information only.
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors are reminded to declare any interest in agenda items at the appropriate time.
- Councillors, public and press present to sign attendance book.

Agenda items

051801. Election of Chairman.

- i. Councillors to elect chairman.
- ii. Chairman to sign acceptance of office.
- iii. Clerk to witness chairman's acceptance and sign
- iv. Councillors to sign acceptance of office; clerk to witness and sign

051802. Election of Vice-chairman

- i. Councillors to **resolve** whether or not to elect a vice-chairman
- ii. If resolved, vice chairman to sign acceptance of office.
- iii. Clerk to witness and sign vice-chairman's acceptance

051803. Welcome

- Chairman to welcome all present to the meeting

051804. Apologies

- To receive apologies, consider reasons and **resolve** whether or not to accept reasons

051805. Public Forum:

- To receive comments from electors on any agenda items. *Information only; clerk to take notes*

051806. Minutes of last meeting:

- To discuss and **resolve** whether or not to accept as a true record. Chairman to sign accepted minutes

051807. Committees:

- Council to **decide** on the composition of any committees deemed necessary for its smooth running

051808. Representatives to outside bodies:

- Council to **resolve** whether or not to appoint any members to outside bodies: -
 - Yorkshire Local Councils Associations Selby Branch
 - Any other group/organisation
 - Confirm any representatives on School Governing Bodies

051809. To receive reports, for information only, from:

- a) District Councillor
- b) County Councillor
- c) Police
- d) Other representatives

051810. Planning:

1. Applications – to discuss and **resolve** comments on any applications received
2. Decisions – to receive any decisions
3. Updates – to receive updates on the following planning matters/issues of concern and **resolve** any necessary action
 - i. Brocklesby's proposals
 - ii. Kelkay's proposals
 - iii. Fieldside Nursery's proposals

051811. Standing Orders and Financial Regulations:

- To review and **resolve** any changes to the above policies.

051812. General Data Protection Regulations (GDPR):

- To receive report on latest requirements; discuss and **resolve** acceptance of privacy notices (previously circulated to Cllrs)

051813. Clerk and RFO:

- To discuss current situation and **resolve** further action

051814. Garden Rents:

- To discuss current garden rents and **resolve** further action
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051815. Defibrillator:

- To receive report from Cllr CB and **resolve** any further necessary action

051816. RFO's report on closing balances; payments; preparation of accounts for audit

a) Current balances

- 1 Community Account balance as at 31 March 2018. £5,924.85

b) Audit

- i. To agree and sign Governance Statement.
- ii. To agree accuracy of Bank Reconciliation and Explanation of Variances forms.
- iii. To agree date, time and place of internal audit.
- iv. To check and agree accuracy of Statement of Accounts

Cheque no.

c) Payments made since 31st March 2018: -

- | | | |
|------|---------------------------------------|--------|
| i. | £103.63 – Selby District Council (DD) | |
| ii. | £ 65.76 – Yorkshire Water (DD) | |
| iii. | £ 15.00 | 100332 |
| iv. | £ 39.48 | 100334 |

d). Payments received: -

£ 140.00 – Bay Horse car park rent

£ 12.00

£2,223.99 – SDC Precpt. 1st half.

e). Payments to be made: - none received at agenda preparation

f) Any payment requests received since agenda preparation

g) Acceptance of report – Council to **resolve** whether or not to accept the report and **make** the payments listed above, including any received since the agenda publication

051617. Correspondence received since last meeting. *For information only unless stated otherwise.*

- i. Clerks and Councils Direct: - magazine for circulation
- ii. YLCA: - emails re GDPR

051818. Action taken since last meeting. *For information only.*

- i. Accounts prepared, ready for councils' agreement and internal audit
- ii. GDPR – notices etc prepared for acceptance

051819. Councillors' Forum:

- Councillors to raise any matters of concern or interest. No decisions can be taken on any matters raised

051820. Items for the next agenda:

- To take suggestions from councillors for inclusion on the next agenda

051821. To receive further comments from members of public. *Information only clerk to note comments*

051822. To confirm date, time and place of meetings for 2018-2019.

051823. Closure of meeting

Signed: *F M A Farman* Date: 13th May 2018. Locum Clerk and RFO to Heck Parish Council

On-going issues - decisions may be taken by council on any of the below items

- Operations on Pollington Airfield
- Flooding
- Traffic using Long Lane and state of Long Lane
- State of railway bridge