

HECK PARISH COUNCIL

OFFICIAL NOTICE OF HECK PARISH COUNCIL MEETING AND AGENDA TO BE HELD ON TUESDAY 3rd JULY 2018 at 19.00 in HECK PARISH ROOM

Parish Councillors: You are hereby summoned to attend the Annual Meeting of Heck Parish Council on Tuesday 3rd July 2018 at 19:00 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. 25.07.2018*

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: heckparishcouncil@outlook.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 **071803**
- 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 **071817** 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

071801. Welcome

- Chairman to welcome all present to the meeting

071802. Apologies

- To receive apologies, consider reasons and **resolve** whether to accept the reasons given

071803. Public Forum:

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

071804. Minutes of last meeting:

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

071805. To receive reports, for information only, from:

- a) District Councillor

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

071806. Planning:

- 1. Applications – to discuss and **resolve** comments on any applications received
- 2. Decisions – to receive any decisions
- 3. Updates – to receive updates on any planning matters/issues of concern and **resolve** any necessary action
- i. NY/2017/0305/73A Ref: C8/43/37A/MR; mineral extraction operations.

071807. Standing Orders:

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

071808. General Data Protection Regulations (GDPR):

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

071809. Clerk and RFO:

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

071810. Heck Ladies Group:

- To receive current offer of help and support; discuss and **resolve** further action. (Cllr LW-T to lead)

071811. Internal audit:

- To receive report from Cllr LW-T and MF; discuss findings and **resolve** any further necessary action

071812. RFO's report on closing balances; payments; preparation of accounts for audit

a) Current balances

- 1 Community Account balance - no statements received by the interim clerk since the May meeting

b) Payments made since 22nd May 2018: - Cheque no.
None made

c) Payments to be made at this meeting

- | | |
|--|--------|
| i. £51.17 – Electricity; parish room; | 100340 |
| ii. £21.60 – Autela Payroll; HMRC EPS Submission: VAT £3.06; actual cost £18.00. | 100341 |
| iii. £72.00 – Website hosting. | 100342 |

d). Payments received: -
None received

e) Any payment requests received since agenda preparation

f) 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

071613. Correspondence received since last meeting. For information only unless stated otherwise.

- i. Clerks and Councils Direct: - magazine for circulation
- ii. YLCA – White Rose update
- iii. SDC – request to support current chairman’s charities; Council to discuss and **resolve** action
- iv. SDC – Information and poster re Chairman’s fund raising concert – poster printed for publication
- v. YLCA – emails re training and GDPR; forwarded to Cllrs
- vi. NYCC – response to concerns re mineral extraction and possible traffic increase – emailed to Cllrs

071814. Action taken since last meeting. *For information only.*

- i. Accounts audited; certificate of exemption posted
- ii. GDPR – records management policy prepared for acceptance
- iii. S.O. – prepared for acceptance
- iv. NYCC – time extension for council’s response requested
- v. SDC – contacted re possible litter pick
- vi. Chairman and vice-chairman’s contact details sent to SDC; YLCA and PKF Littlejohn
- vii. Possible new clerk contacted

071816. Councillors’ Forum:

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

071816. Items for the next agenda:

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

071817. To receive further comments from members of public. *Information only clerk to note comments*

071818. To confirm date, time and place of next meeting.

071819. Closure of meeting

Signed: *F M A Farman* Date: 25th July 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