

# **HAIL WESTON PARISH COUNCIL**

CHAIRMAN – Mr. Peter Chandler

CLERK - Mrs. Sheila Penton, 32 High Street, Southoe, PE19 5YE – Tel. 01480 473134

**To Members of the Council:-**

**You are hereby summoned to attend a General Meeting of the Parish Council in Hail Weston Village Hall on Tuesday 15<sup>th</sup> June 2010 at 7.30pm to deal with the following business:-**

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ADDRESS THE COUNCIL AT ITS OPEN FORUM.**

## **AGENDA**

**100615-1 APOLOGIES – Sheila Buchanan**

**100615-2 MEMBERS' DECLARATION of INTEREST for items on the agenda**

**100615-3 TO APPROVE and SIGN MINUTES of the AGM of the Parish Council held on Tuesday 18<sup>th</sup> May and Planning Committee Minutes of 24<sup>th</sup> May 2010.**

**100615-4 MATTERS ARISING**

**Procedural Documents** – Eq. Op., H&S and Risk Man. All updated to reflect 'reviewed with no changes' at last meeting.

Fin. Regs. also no changes at last meeting but have to be reviewed re. Internet Banking.

SOs – **SP** requests that Planning 'Sub- Committee' is changed to 'Committee' as recommended by **CALC** – There has to be a 'Committee' before there can be a 'sub-committee'.

**100615-5 OPEN FORUM – for all members of the public and press present including District and County Councillors**

**100615-6 CASUAL VACANCY**

- Vacancy Notice displayed on 19<sup>th</sup> May. 14 working days' notice expires at midnight on 9<sup>th</sup> June. If no election has been called by then (by 10 people) the position can be filled by co-option at this meeting.
- As at 27<sup>th</sup> May **SP** has received one application.
- Prior to co-option and after 'no election' has been confirmed, the applicant will be provided with a copy of the Code of Conduct.
- On co-option the new Councillor must sign the Declaration of Acceptance and be issued with a copy of SOs and a form for declaring financial interests.
- At a later date the new Councillor will be provided with a copy of all other procedural documents.

**100615-7 DI SALTER'S SICKNESS LEAVE – Review of long-term absence.**

**100615-8 PLANNING**

- (i) Enforcement Cases Update.
- (ii) Update re. applications considered by the Parish Council.

**100615-9 FORD END FOOTBRIDGE & FORD – anything further to report**

**100615-10 POLICING MATTERS**

**100615-11 VILLAGE HALL**

**100615-12 PLAY AREA including:-**

- (i) Transaction Report from commencement of project.
- (ii) RoSPA Safety Inspection for Playing Field – any remedial action taken.
- (iii) Appointment of Playing Field Supervisor

**100615-13 PLAYING FIELD INSURANCE – SP confirmed insured values with BE, updated insurers and obtained a revised premium at £917.81 – including discount requested by SP.**

**100615-14 CEMETERY UPDATE INCLUDING:-**

- (i) Transaction Report from commencement of project.
- (ii) Consideration of fees. Briefing from NALC and C of E Table of Parochial Fees available at meeting.

## **100615-15 COUNCILLOR RESPONSIBILITY REPORTS**

### **a. Highways & Environment**

### **b. Council controlled open spaces**

- (i) Allotments Dispute –Allotment Disputes Committee’s response to letter from a tenant distributed to all prior to meeting.
- (ii) Playing Field Risk Assessment for review in July
- (iii) Village Notice Board

### **c. Communications**

- (iv) Newsletter
- (v) Web Site

### **d. Liaison with other Authorities**

### **e. Financial Review**

## **100615-16 FINANCE**

- (i) Finance Reports and Accounts for Payment including:-
  - a. Account Balances
  - b. General Transaction Report
  - c. Separate Transaction Reports for Playing Field & Cemetery from the commencement of each project.
- (ii) Annual Return and Internal Audit,
- (iii) Other Finance – PC to install SAGE on SP’s computer – PC to be reimbursed with cost of package.

## **100615-17 CORRESPONDENCE (List to follow)**

## **100615-18 ANY OTHER BUSINESS**

## **100615-19 DATES of NEXT MEETINGS – All now to commence at 7.30pm:-**

**July 20<sup>th</sup>**  
**Thursday September 16<sup>th</sup>**  
**October 19<sup>th</sup>**  
**November 16<sup>th</sup>**

**Signed:-**      S. Penton

**Sheila Penton – Parish Clerk, June 2010**