

HARVINGTON PARISH COUNCIL.

Clerk Mrs. N. Holland – 01386 793050.

Email: harvingtonpc@gmail.com

Website: <http://e-services.worcestershire.gov.uk/myparish/>

You are hereby summoned to attend the Annual Parish Council Meeting on Wednesday May 9th 2018 at 7.45pm in Harvington Village Hall. Please inform the Clerk if you are unable to attend.

The meeting is open to all members of the public and the press.

Residents are welcome to attend and can address the meeting during Public Question Time.

AGENDA.

1.	Election of Chairman and signing of declaration of office.
2.	To consider apologies and to approve reasons for non- attendance.
3.	Election of Vice-Chairman.
4.	Declarations of Interest: with reference to items on the agenda members are reminded of their responsibility to declare interests as defined in the Code of Conduct and to update their Register of Interests as required.
5.	Dispensations: to consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote. Requests to be submitted to the Clerk prior to a meeting. (S33 of the Localism Act 2011).
6.	Annual business as per Standing Orders: 1. Review and adoption of Standing Orders inc delegation arrangements to the Clerk and Financial Regulations. 2. Review of Terms of the Finance & General Purposes Group appoint 2 members (Chairman and Vice – Chair are ex-officio members) 3. Review of appointments/representation to external bodies and arrangements for reporting back to council: a) Wychavon CALC representative x 2. b) Neighbourhood Plan Steering Group x 2. c) Village Hall Committee x 1. d) Perkins Educational Foundation x 1. e) Harvington Trust Fund x 2. f) Police PACT Group x 1. g) Flood Wardens x 2. 4. a) Review of inventory of assets. b) Asset check bi-monthly. 5. Review of risk assessment. 6. Review of the council's complaints procedure. 7. To agree the payment of the following annual subscriptions: a) Annual subscription to Worcestershire CALC of £978.38 b) Harvington Trust Annual Grant of £75. 8. Review of Balances & Reserves Policy.

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	9. Review of the Freedom of Information schedule. 10. Review of filming, Photographing, audio and social media reporting policy. 11. Review of Retention Policy. 12. Review of Grant Policy.
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7.	To receive reports from County, District Cllrs. and Police.
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The meeting will be adjourned for Public Question time.	
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8.	Minutes: to consider the adoption of the minutes of the Ordinary Parish Council meeting held on 18.04.18
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9.	Clerk's report: <u>New Homes Bonus funding</u> – currently available £14,284. <u>Condition of verges Village Street</u> – reported to Rooftop Housing Association and County Cllr. <u>Ditch Evesham Road</u> – requested annual maintenance be carried out. <u>Jubilee Orchard</u> – RHA to carry out fencing work shortly.
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10.	Neighbourhood Plan. a) To agree Neighbourhood Plan Privacy notice and comments form for public consultation events. b) To consider quotes for Banner to advertise consultation.
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11.	To receive reports from representatives: a) Flood Warden. b) PACT and Community Speed Watch. c) Harvington Trust Fund. d) Village Hall Management Committee.
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12.	Planning - correspondence received from Planning Authority. a) 18/00116/FUL – Last Stop, Station Road, Harvington. Permission granted.
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13.	Vehicle Activated Signage: rota for this year.
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14.	Financial Matters.
14.1	To consider for approval payments and expenses and bank summary to 01.04.18
14.2	To approve the Annual Effectiveness of the Internal Review document for 2017/18.
14.3	To consider documents for the External Audit: a) Annual Governance Statement. b) Statement of Accounts.
14.4	To consider increased Village News printing costs.

15.	Finance & General Purposes Group – to approve notes and consider the following:
15.1	Greenspace Warden: to review the duties and role of the post.

16.	GDPR.
16.1	To receive an update on new regulations.
16.2	To consider retention of following documents:

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	a) Data collected by the Neighbourhood Plan Steering Group. b) Records of Tree Protection Orders.
17.	Litter Bin, Crest Hill: to consider purchase of a Litter Bin, to be fitted to the Telegraph Pole, at a cost of £150 plus £21.37 to fit, £4.94 for twice a year cleaning, £61.36 per year to empty giving a total of £284.04 inc 20% admin not inc vat.
18.	To consider/note correspondence received: a) Brownies (Email to members 01.05.18). b) Land Leys Road.
19.	Under The Public Bodies (Admission to Meeting(s) Act) 1960 to consider excluding the public and press from agenda item 13 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. a) To consider Annual pay award for 2018-19 recommended by NALC and SLCC. b) Handyman.

Circulation: All members of the Parish Council; District and County Councillors.

Dated: 3rd May 2018

Signed: Mrs. N. Holland (Clerk).

Correspondence circulated to members not an agenda item unless requested by members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.

Supporting notes to agenda for meeting May 9th 2018.

<u>Min: No:</u>	<u>Update.</u>	<u>Position</u>
Agenda: 6	Standing Orders, Asset Register, Risk Assessment by email;. Revised Financial Regulations to be forwarded. All other policies members should have – please let me know if otherwise.	For approval.
Agenda : 9	Minutes of March 2018 meeting enclosed.	For approval.
Agenda: 10 a/ b	NP Privacy Policy, Comments Form and quotes for banners forwarded by email.	For consideration.
Agenda No: 14.1	Schedule of payments and expenses, bank summary.	For consideration.
Agenda: 14.2 + 3	Papers for external audit attached.	For consideration.
Agenda: 14.3	Printing costs for Village News forwarded by email.	For consideration.
Agenda : 15.1	Review of Warden role – report attached.	For consideration.
Agenda: 19 a / b.	Forwarded by email.	For consideration.