

PARISH of SWANTON MORLEY

Notice of a Meeting of the Parish Council

Dear Sir/ Madam,

I hereby give you notice that a meeting of the above named Council will be held at Swanton Morley Village Hall, Manns Lane on **Monday 11th March 2019 at 7.30pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 6th March 2019

Kelly Pickard ...Mrs K. Pickard – Acting Clerk to the Parish Council

Swanton Morley Village Hall, Manns Lane (01362) 637166
email: parishcouncil@swantonmorley.org

Time Allocated to the Public

To Receive District & County Councillors Report

BUSINESS TO BE TRANSACTED

1. To Accept Apologies for Absence
2. To Receive Declarations of Interest
3. Minutes from the Parish Council Meeting of 11th February 2019 to be accepted, initialled and signed.
4. Matters Arising from Minutes of 11th February 2019 (For Exchange of Information Only)
5. To Agree the Agenda for the forthcoming Annual Parish Meeting on 16th April 2019
6. Finance
 - a) Accounts to approve for payment:

Payee	Detail	Total Amount Payable	Of Which VAT Reclaimable
Staff salary	February – made under contract	£1888.78	-
Norfolk Pension Fund	Pension Payments (February)	£452.61	-
HMRC	National Insurance	£26.79	
E-On	Street Lighting Direct Debit	£72.02	£3.43
Jewson	Tough Wood Filler/Green Roll	£54.34	£9.06
CGM	Gooseberry Hill	£243.54	£40.59
Screwfix	Replacement Padlock	£23.99	£3.99
	TOTAL	£2762.07	£57.07

- b) Swanton Morley Festival Accounts to be paid.

Payee	Details	Amount	Of Which VAT Reclaimable
Tangerine Creative	Festival Domain Name	£324.00	£54.00

c) Income to be Reported

Income Received From	Details	Amount
R J Bartram	Brocklehurst Burial	£150.00
	TOTAL	£150.00

d) To agree the appointment of an Internal Auditor

e) To receive a report from Mr Atterwill regarding improvements needed to the financial management of Swanton Morley Parish Council.

i) To agree purchase of bespoke online accountancy software

ii) To agree payment terms for Swanton Morley Parish Council

iii) To agree the adoption of a bad debt policy

iv) To agree the adoption of a new financial risk assessment

v) To appoint two independent control officers (ICO)

vi) To consider the formation of a finance working group and agree terms of reference

vii) To appoint members to the finance working group

f) To consider the purchase of Swanton Morley Parish Council website domain name.

g) To agree data protection course for the Acting Clerk

7. Land and Planning

a. To consider responses to Breckland District Council for the following planning applications 3PL/2019/0198/HOU Erection of conservatory to the rear of 4 Brandon Close.

b. To Receive Report on Planning Decisions by Breckland District Council

c. To Receive Update Report on Breckland District Council's Local Plan

d. To Receive Update on the Progress of the Neighbourhood Plan

8. To Consider Matters for Attention for the Following Parish Assets

a. Churchyard at All Saints' Church

b. Swanton Morley Cemetery

c. Swanton Morley Allotments

i. To receive an update regarding the missing padlocks.

ii. To receive an update regarding new allotment holders

d. Swanton Morley Playing Fields and Village Green

i. To Receive Update Report on Installation of Replacement Bench on Village Green

e. Swanton Morley Common Lands

i. To Receive Update Report on Installation of Picnic bench at Burgh Common

f. Street Lights

g. Meadowview Estate

i) To receive an update of the purchase of a new dog bin on Meadowview estate

ii) To agree proposed communication from SMPC to residents of Meadowview estate regarding the purchase of Play equipment.

9. Highways

a. To Receive Reports of Highways Faults / Matters for Attention

i) To receive an update from the Clerk following the Meeting with Highways

b. To Consider the installation of flower boxes on the Town Street/Elsing Road traffic island

c. To receive a report from Mr Tidman concerning the volume and speed of traffic along Greengate

10. To Receive Update on Community Car Scheme and Agree any Actions Necessary

11. To Receive Update on Swanton Morley Festival

12. To review and agree the new look Mardler for the March 2019 edition including layout costs.

13. Correspondence (For Exchange of Information Only)

Meeting to Be Suspended For Further Time Allocated to the Public

14. Any item to be reported for the next agenda

15. To Confirm the Date & Time of the Next Meeting of the Parish Council to be held on Monday 8th April 2019 at 7.30pm at Swanton Morley Village Hall.

16. To receive proposal to close the meeting to the press and public for item 17 for the reason that the content of discussion relates to the terms and conditions of staff contracts (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

17. To consider terms and conditions of staff employment and agree subsequent actions.