

**NOTICE OF MEETING and SUMMONS TO ATTEND**

A Parish Council meeting will be held on Tuesday 3 May 2016  
at 8.00 pm in Spixworth Village Hall.

*BeckyC Buck*

Clerk to the Parish Council

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**Proceedings will commence with 10 minutes public speaking time and to receive reports from the Police, County Councillor and District Councillors. The Parish Council meeting will thereafter commence at 8.15pm prompt.**

AGENDA

1. WELCOME & APOLOGIES FOR ABSENCE  
*To consider apologies for absence received*
2. ELECTION OF OFFICERS 2016/17
  - 2.1 *Chair (Chairman to sign Declaration of Acceptance of Office)*
  - 2.2 *Vice-Chair*
  - 2.3 *Election of Committee members and Committee Chair*
3. DECLARATIONS OF INTEREST  
*To receive Declarations of Interest under the Code of Conduct 2012*
4. MINUTES OF PREVIOUS MEETING
  - 4.1 *To confirm the minutes of the full Council meeting held 5 April 2016*
  - 4.2 *To confirm the minutes of the extraordinary meeting held 21 April 2016*
5. MATTERS ARISING (NOT COVERED BY AGENDA)
  - 5.1 *Clerks Report*
  - 5.2 *Microsoft Office 2010 & Publisher*
  - 5.3 *To confirm progress on the Website.*
  - 5.4 *To confirm office opening hours.*
  - 5.5 *To discuss and decide on the necessity of an August meeting.*
6. PROJECT WORKING PARTY
  - 6.1 *To identify a project on Greg's Meadow for immediate attention*
  - 6.2 *To identify which projects should be added to ear marked reserves*
7. CiLCA & LOCAL COUNCIL AWARD STATUS
  - 7.1 *To receive a progress report on CiLCA*
  - 7.2 *To clarify the Parish Council position with the Local Council Award.*

## 8. FINANCE

- 8.1 To note Balances; to approve Payments as per tabled schedule till 31 March '16*
- 8.2 To note Balances; to approve Payments as per tabled schedule*
- 8.3 To note bank reconciliation as at 3 May 2016*
- 8.4 To note quarterly Budget Control Report*
- 8.5 To note Year-End figures for financial year 2015-16*
- 8.6 To agree Governance Statement – External Audit Form*
- 8.7 To approve figures on External Audit Form subject to internal audit on 1 June 16*
- 8.8 To approve application fee for Local Council Award*
- 8.9 To approve Clerks increment from April 2016*
- 8.10 Loans to Spixworth Village Hall & Social Club*
- 8.11 To confirm Bank signatories for 2016-17*
- 8.11 Any Other Financial Matters (for information only)*

## 9. PLANNING MATTERS

- 9.1. To receive a verbal report of the Planning Committee meeting held immediately prior to the full Council meeting and ratify the recommendations*
- 9.2 Permissions and Enforcement Matters*
- 9.3 To agree items for S106 on the Land adjacent to St Mary's Care Home*
- 9.4 Any Other Planning Matters (for information only)*

## 10. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED

- 10.1 List of Received attached, to be updated at meeting*
- 10.2 To consider responses to consultations and/or invitations received*
  - 10.2.1 Consider response to the letter from the Parishioner*
- 10.3 Clerk to give a verbal report on the SLCC & NALC conference*
- 10.4 To approve draft Newsletter for May*

## 11. HIGHWAYS MATTERS

- 11.1 Maintenance matters update*
- 11.2 Any Other Highways Matters (for information only)*

## 12. AMENITIES MATTERS

- 12.1 Cedar Avenue: To approve a sign for No Ball Games*
- 12.2 To consider complaint from Youth Football*
- 12.3 To consider and approve a nature garden on Village Hall playing field*
- 12.4 To receive an update on Hopkins Homes Land.*
- 12.5 Any Other Amenities Matters (for information only)*

## 13. AOB (FOR INFORMATION ONLY)

## 14. FUTURE AGENDA ITEMS

- 14.1 Neighbourhood Plan*