

NOTICE OF MEETING and SUMMONS TO ATTEND

A Parish Council meeting will be held on Tuesday 2 May 2017
at 7.30 pm in Spixworth Village Hall in room 89

Becky Buck

Clerk to the Parish Council

**Proceedings will commence with 15 minutes public speaking time and to receive reports from the Police, County Councillor and District Councillors.
The Parish Council meeting will thereafter commence at 7.45pm prompt.**

AGENDA

1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE
2. TO ELECT A VICE CHAIR FOR 2017/18
3. WELCOME & APOLOGIES FOR ABSENCE
To consider apologies for absence received
4. DECLARATIONS OF INTEREST
To receive Declarations of Interest under the Code of Conduct 2012
5. MINUTES OF PREVIOUS MEETINGⁱ
4.1 To confirm the minutes of the full Council meeting held 4 April 2017
6. MATTERS ARISING (NOT COVERED BY AGENDA)ⁱⁱ
5.1 Clerks report to be tabled
7. FINANCEⁱⁱⁱ
7.1 To note Balances; to approve Payments as per tabled schedule till 27 March 2017
7.2 To note bank reconciliation as at 27 March 2017
7.3 To review draft annual return and supporting information
7.4 Any Other Financial Matters (for information only)
7.4.1 To note the Internal Audit is booked for 24th May 2017
8. PLANNING MATTERS^{iv}
8.1. To ratify decisions made by the planning committee meeting held immediately before the ordinary meeting on 02 May 2017
8.2 To discuss and decide appropriate action for Hopkins Homes land.
8.3 To discuss and decide on proposal from Broadland District Council to move to electronic planning applications.
8.4 Permissions and Enforcement Matters
8.5 Any Other Planning Matters (for information only)

9. NEIGHBOURHOOD PLAN

9.1 To discuss and decide on the next steps for a neighbourhood plan

10. AMENITIES MATTERS^v

10.1 To ratify minutes from the Amenities meeting held 25th April 2017.

10.2 To approve decisions made by the Amenity Committee

10.3 To receive an update on Hopkins Home land.

10.4 Any Other Amenities Matters (for information only)

10.4.1 ROSPA inspections will take place in May/June tbc.

11. PERSONNEL COMMITTEE^{vi}

11.1 To ratify minutes from meetings held 23 February 2017 and 8th March 2017

12. HIGHWAYS MATTERS^{vii}

12.1 To review the letter received from First bus.

12.2 Any Other Highways Matters (for information only)

13. COMMITTEE MEMBER

13.1 To discuss and decide on combining amenities and highways committees

13.2 To discuss and decide on committee members for 2017/18 for

13.2.1 Highways

13.2.2 Amenities

13.2.3 Planning

13.2.4 Finance & General Purposes Committee

13.2.5 Personnel

14. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED^{viii}

14.1 List of Received attached

14.2 To receive interest in NALC conferences

14.2.1 Spring Conference in Swaffham

14.2.2 Summer Conference at Carrow Road

15. ORGANISATION DECISIONS^{ix}

15.1 To approve Mays newsletter

15.2 To receive actions for a action plan

15.3 To discuss and decide on:

15.3.1 Amendments to standing orders

15.3.2 Retention policy.

15.3.3 Business Continuity Plan.

16. AOB (FOR INFORMATION ONLY)

Highways 9th May 2017

Finance & General Purposes Committee 16th May 2017

Trustees meeting 23rd May 2017

ⁱ White

ⁱⁱ Red

ⁱⁱⁱ Pink

^{iv} White

^v Blue

^{vi} Purple

^{vii} Orange

^{viii} Green



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^{ix} White (15.3.1, 15.3.2, 15.3.3 received at April's meeting)