

## NOTICE OF MEETING

Notice is given that the Meeting of CLAYBROOKE PARVA PARISH COUNCIL will be held at the School Hall, Claybrooke Parva on WEDNESDAY 20<sup>th</sup> March 2019 at 7.30pm and members of the Council are summoned to transact the business shown on the Agenda (see below).

All meetings of the Council are open to the public and they are welcome to attend. There is a Public Participation item at which members of the public may make comment or ask questions about matters relating to the work of the Council.

### AGENDA

1. **Election of Chairman**
2. **Welcome**
3. **Apologies of Absence**
4. **Co Opted Councillors x 2**  
Declaration of acceptance of office forms to be signed before a proper officer of the council
5. **Declaration of Members Interests**
6. **Acceptance of Minutes of Meeting held on 9<sup>th</sup> January 2019**
7. **Public Participation (15 minute duration)**
8. **To receive oral report from District Councillor Page**
9. **Finance**
  - a) To receive and approve the Bank Reconciliation as at 28<sup>th</sup> February 2019  
Cheques raised during the period: -  
947 Rich & Carr Solicitors £286.00
  - b) Payments to be approved: -  
EON Electricity for the period to 31/12/18 £ 13.38  
Claybrooke Joint Burial Board to 31/03/20 £ 249.00
  - c) **RESOLUTION:** To resolve that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 of Nat West Business Banking Single Mandate be changed in accordance with section Authorised Signatories. Addition of Graham Hart and Neil Blackhall with immediate effect.
  - d) **RESOLUTION:** To resolve that the current Address for all correspondence be amended from that of the previous parish clerk to AN Other to be agreed.
  - e) Consideration of requirements required from on-line banking.
  - f) Enrol Pay – Consideration for Enrol Pay to prepare and submit the final Nil RTI Submission for March 2019 and prepare and submit the payroll year end.

**10. Parish Clerk vacancy**

- a) Update on recent applications for the post
- b) Approval for cost to re-run vacancy in Swift Flash
- c) Re-Run advert on LCC website

**11. Planning since last Parish Council Meeting**

- a) 18/02136/FUL Dog Kennels – Submitted as no objection
- b) Local Plan – Response submitted on behalf of Parish Council

**12. Correspondence**

**13. Community Activity/Enhancement**

- a) Litter Pick
- b) Village Green

**14. AOB at Chairman's discretion**

**15. To pass a resolution in accordance with the Public Bodies (Admission to Meetings) act 1960 to exclude the public and press for discussions concerning professional legal advice protected by legal and professional privilege.**

- Legal action against Claybrooke Parva Parish Council

Please note the following provisional meeting dates for 2019: -

May 8<sup>th</sup> 2019  
July 10<sup>th</sup> 2019  
September 11<sup>th</sup> 2019  
November 13<sup>th</sup> 2019