**CLAYBROOKE PARVA PARISH COUNCIL**

Parish Clerk, 27 Coventry Road, Lutterworth LE17 4RE

Meeting to be held on Wednesday 20th June at 7.30pm

in the School Hall, Claybrooke Parva

Councillor: R. Harrop *(Chairman)*

Councillors: C. Allen, G. Macarthur, S. Milnes, I. Robertson

You are summons to attend the next meeting of the Claybrooke Parva Parish Council when the following items will be raised for discussion.

**A G E N D A**

1. Welcome
2. Apologies of Absence
3. Declaration of Members Interests
4. Public Participation (15 minute duration)

5. Acceptance of Minutes of Meeting on 14th March 2018

Acceptance of Minutes of Meeting on 9th May 2018

6. Update on County & District Matters

7. Finance

To agree cheques paid:

870 Joint Burial Board £249

891 P.McCray £97.88

892 LRALC £40

893 P. McCray £78.30

894 P.McCray £45.50

895 LRALC £119.69

898 P. McCray £101.79

899 P. McCray £56.22

900 M E Spencer £160.00

901 BHIB £244.68

902 The Gardener £324.00

903 DGA Marketing £240.00

To receive and approve the Bank Reconciliation as at 31st March 2018

To receive and approve the Annual Governance & Accountability Return

* Annual Internal Audit Report 2017/18 {Page 4}
* Annual Governance Statement {Page 5}
* Accounting Statements {Page 6}

To note and approve the confirmation of the dates of the period for the exercise of public rights.

8. General Data Protection Regulation

To adopt the following:

* Privacy Notice (for councillors and staff)
* Privacy Notice (for members of the public)
* Data Protection Policy
* Subject Access Request Policy
* Data Breach Policy

9. Planning

Update: 17/02031/FUL – Change of use of land for siting of caravans to provide 3 No. Gypsy & Traveller pitches and conversion of existing building to day room.

Update: 18/0093/FUL – erection of extension to clubhouse, installation of a golf driving range, pitching area and putting green

10. Correspondence

11. Community Activity/Enhancement

* + First World War Centenary Commemorative Bench
  + Defibrillator – Report previously circulated
  + Salt Bins
  + Scarecrow Competition
  + Dog Waste Bins

12. Environmental Issues

 Village Green & Green Lane

13. AOB at Chairman’s discretion

14. Date of Next Meeting

12th September 2018

15. A vote will be taken to consider the following item in closed session under the 1960 Act.

Parish Clerks Remuneration with effect from 1st July 2018.

Philippa McCray – Parish Clerk/RFO

14th June 2018