

HATTON PARISH COUNCIL

Mrs J Storer (Clerk)

Tel: 07398 162834

www.hattonparishcouncil.org

email: theclerk@hattonparishcouncil.org

Date: 8th May 2018

To: The Chairman and Members of Hatton Parish Council

Dear Councillor,

ANNUAL MEETING of HATTON PARISH COUNCIL

and the ORDINARY PARISH MEETING

You are summoned to attend the Annual Meeting of Hatton Parish council followed by the Ordinary Parish Council meeting of Hatton Parish Council which is to be held on Tuesday 15th May 2018 in the Jubilee Hall, Station Road, Hatton at 6:50pm

Members are asked to sign the Attendance Book and to complete any entry in the Declarations of Interest Book (if appropriate) on arrival.

Yours sincerely

Jacqui Storer
Clerk

AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL

1. Apologies
2. Election of Chairman (Standing Order 5d)
3. Chairman to take and sign the Declaration of Acceptance of Office
4. Election of Vice Chairman (Standing Order 5d)
5. Vice Chairman to take and sign the Declaration of Acceptance of Office
6. Acceptance of the new Parish Council's Standing Orders (Standing Order 5 viii)
7. Review of Financial Standing Orders (Standing Order 5 viii)
8. Arrangements for Committees for 2018 -19 (Standing Order 5i)
 - Appointment of members to Appeals committees
9. Review of Council's subscriptions to other Bodies (Standing Order 5 xv)
 - DALC
10. Review of Council's Policies, including the Code of Conduct
11. Review of Insurance arrangements (Standing Order 5 xiv)
12. To review and receive a progress report on the Five Year Plan 2017 - 2022
13. To appoint the representative to outside organisations (Standing Order 5 ix)
 - a) Marston on Dove and District Relief in Need Charity (2 positions)
 - b) Parish Council Liaison/SDDC Committee
 - c) Hatton Jubilee Hall Management Committee
 - d) Safer Neighbourhood Partnership (2 positions)
 - e) Salt Brook Working Party (3 positions)
 - f) Any other Working Party to be established
14. To review the Council's procedure for handling requests made under Freedom of Information and Data Protection Act 1998 (Standing Order 5 xvii)
15. To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of the Full Council (Standing Order 5xix)

ORDINARY PARISH COUNCIL MEETING – AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)
- (b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- 4 Public Speaking – (10 Minutes)
 - (a) A period of not more than 10 minutes, as per Standing Order 3f) will be made available for members of the public and Members of the Council to comment on any matter. Individual representations made by members of the public shall not be for more than 3 minutes (Standing Order 3g)
 - (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
 - (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
- 5 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 17th April 2018 (Copy already circulated)
- 6 To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -

“In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission

to Meetings) Act 1960, s1, in order to discuss the item.”

7. Chairman’s Announcements.
8. Report of the Clerk (at the end of this agenda)
 - (a) To receive an update on items from the last meeting
9. Governance
 - (a) To consider the Parish Council’s risk assessments
 - (b) Parish Councillor vacancies
10. Correspondence –
 1. DALC – Various circulars
 2. SDDC – Civic Council Meeting - 24th May 2018
 3. SDDC – Local Green Spaces Plan - consultation
 4. Police Crime Commissioner – Survey on crime within the rural areas of Derbyshire
11. To receive, discuss and comment upon Consultations received
 - (a) SDDC – Local Green Spaces Plan
12. Finance
 - (a) To approve payment of accounts and wages for the period ending 31st May 2018 (Schedule attached)
 - (b) To note Bank reconciliation report to 30th April 2018
 - (c) To consider requests received for funding
 - (d) To approve the accounts for the year ending 31st March 2018
 - (e) To receive the Internal Audit report from Mr B Wood for the year ending 31st March 2018
 - (f) To complete the Audit Return for the financial year 2017/2018
13. To consider Planning Applications – as per attached list
Please note:
All Planning Applications are e mailed to all members on receipt.
Any comments as a Council member should be sent to Clerk. Private comments direct to SDDC.
None received.
14. Reports on Parish Council assets
 - (a). Allotments
 - (b). Playing Fields and Pavilion
 - (c). Picnic Area adjacent to Thistly Common

15. To receive any reports from Parish Cllrs
16. To receive and consider any reports from Council representatives on outside bodies/organisations
 - (a) Hatton Community Centre
 - (b) Salt Brook Heritage Trail
 - (c) Jubilee Hall
 - (d) To receive reports from representatives on other organisations
17. Update on projects
 - (a) Plaque for the Tutbury Bridge
 - (b) To approve the scheme and costing of the Bollards outside the school
 - (c) Landscaping of the Old School Field and/or Scropton Road Recreation Ground
 - (d) Benches
 - (e) Parish Council's stand at the Heritage Day 16th June
18. Items for information only
 - (a) Reports from Meetings attended
 - (b) Notification of Forthcoming meetings
 - (c) Training Sessions
19. To move the following resolution - "That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee and commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw."
 - Bowling Green maintenance contract
 - Clerk's salary
20. Date of next meeting: Tuesday 19th June 2018 at 6:45pm at the Jubilee Hall, Station Road, Hatton

Governance Note:

Standing Orders 3w; allocates 2 hours for the meeting; any extension of time will require the Parish Council to agree to suspend Standing Order 3w.