

## South Muskham and Little Carlton Parish Council

<p style="text-align: center;"><b>Chairman:</b> Howard Clack The Paddocks, Ollerton Road Little Carlton, Newark NG23 6BP Tel: 01636 701520 <a href="mailto:howard.clack@btinternet.com">howard.clack@btinternet.com</a></p>	<p><b>AGENDA</b> <b>For the Annual Meeting of the Parish Council to be held in South Muskham Village Hall on Wednesday 16 May 2018 at 7.30pm or at the close of the Parish Meeting</b></p>	<p style="text-align: center;"><b>Clerk:</b> Christine Slim 4 Hatton Gardens Newark, NG24 4BX  Tel. 01636 650667 <a href="mailto:smlc.parishcouncil@gmail.com">smlc.parishcouncil@gmail.com</a></p>
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1.	<b>Apologies</b>
2.	<b>Nomination for the Election of Chairman and Vice-Chairman</b>
3.	To note the dates of <b>2018-19 scheduled meetings</b> , being <ul style="list-style-type: none"> <li>• 2018 : 18 July, 19 September, 21 November</li> <li>• 2019 : 16 January, 20 March. Annual Parish Meeting/Council Mtg 15 May</li> </ul>
4.	<b>Declarations of Interest</b>
<b>PUBLIC SESSION</b>	
5	<b>To approve the Minutes</b> of the meeting held on <b>21 March 2018</b>
6	<b>Matters Arising from the Minutes not elsewhere on the Agenda</b>
<b>FINANCIAL MATTERS</b>	
7.	To consider approval of the <b>Parish Council Statement of Accounts 2017-18</b>
8.	To consider approval of a <b>Certificate Exemption</b> as allowed for Councils with gross expenditure/income below £25000
9.	To consider approval of <b>Governance Statement, Annual Audit Return 2017-18</b>
10.	To consider approval of the remainder of the <b>Annual Audit Return 2017-18, including Internal Auditor's Report, Bank Reconciliation Statement and required explanatory notes.</b>  And to note period of <b>Public Inspection of the Accounts</b> being Monday 4 June to Friday 13 July inclusive
11.	<b>2017-18 payments &amp; income at year end</b> <b>Payments</b> To ratify cheque payments made on 31 March 2018 which related to 2017-18 agreed expenditure: Chq 100303 £16.92 Waterplus Ltd. Charges for Beckett Field Chq 100305 £54.97 (£45.81+ vat) Ebay (per Cllr Clack) advertising costs Council Mower Chq 100307 £2.50 Petty Cash - Additional payment to re-instate £50 float  <b>Income</b> To note receipt of sale of Council Mower at £500 (Net receipt £458.33 + vat (less Ebay costs)

12	<p><b>2018-19 To ratify Payments made prior to Meeting</b>  To ratify payment of the following payment in respect of 2018-19 expenditure  Chq 100304 £70.00 Notts Assn of Local Councils PLA training Cllrs Mrs Carr &amp; Gannon</p> <p>(Note two payments in respect of 2018-19 agreed at March Meeting:  Chq 100301 £100.00 to CAB Sherwood &amp; Newark (to note letter of thanks now received)  Chq 100302 £107.26 Notts Assn of Local Councils 2018-19 Subscription)</p>
13	<p><b>Bank Mandate Cheque Signatories</b>  As agreed (Min 76(3) 2017-18) current list of cheque signatories to include all Parish Councillors together with the Parish Clerk (two signatories to sign). Bank Mandate currently being updated.</p>
14	<p><b>2018-19 Invoices for Payment and Income Received</b> as follows</p> <p><b>Expenditure</b>  Chq 100308 £250 Notts CC Memorial Donation WW1 Centenary Notts Roll of Honour Memorial Project  Chq 100309 £118.14 (£98.45 + vat) Viking, re-imburement for 3 black &amp; 2 colour printer ink cartridges  Chq 100311, £55.00, to Cllr H Clack re. 2017-18 Chairman's Allowance</p> <p><b>Income.</b> To note receipt of half year Precept (£5037.50) on 20.4.18</p>
15	<p><b>Insurance Review</b>  Current three year agreement ends 30 May 2018, to consider Insurance arrangements for the year commencing 1 June 2018</p>
16	<p><b>National Pay Award</b>  To consider the application of the recently agreed NJC for Local Government Services pay award providing a 2% increase to salary scale points in both 2018-19 and 2019-20</p>
17	<p><b>Direct debit payment Beckitt Field : Electricity Charges</b>  An amount of £30.14 (£28.70 + £1.44 VAT) collected by D/D by NPower on 11.5.18 in respect an estimated reading for the period 12.1.18 to 25.4.18</p>
18	<p><b>Village Hall Management Committee</b> : Request for financial Aid towards ongoing annual costs of WiFi connection to the Hall</p>
19	<p><b>Muskham Magazine.</b> To note proposed changes to charge local groups/organisations, such as the Parish Council, Village Hall and Church in respect of news and promotional information.</p>
<b>POLICIES &amp; PROCEDURES</b>	
20	<b>ANNUAL REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</b>
21	<b>GENERAL DATA PROTECTION REGULATIONS 2018</b>
	<p>A     <b>Appointment of a Data Protection Officer</b>  Advice recently received from Notts ALC that Parish Councils will be excluded from having to appoint a DPO</p>
	<p>B     <b>To adopt the Data Map</b></p>
	<p>C     To adopt the following Policies and Procedures  <b>Data Protection Policy</b>  <b>Data Breach Policy</b>  <b>Records Retention Policy</b>  <b>Subject Access Request Procedure</b></p>

	D	To adopt the <b>Privacy Notices</b> : one for Residents and Members of the General Public and the second for Councillors/Staff/Role Holders
	E	To receive completed <b>Security Compliance Checklists from all Councillors</b>
	F	To note that the <b>Council</b> is already registered as a <b>Data Controller with the Information Commissioner's Office</b>
22	<b>Parish Council Use : Electronic Mail</b>	
	A	To consider the adoption of a Parish Council email address for all Parish Councillors and Clerk
	B	To approve the wording in respect of a Disclaimer Statement to be included at the bottom of all SMLC electronic correspondence
<b>PLANNING ISSUES</b>		
23	<b>PLA18/00602/FUL The Grange Gt North Road, South Muskham. Householder application for single storey extension</b>	
24	<b>PLA18/00851/LDC Garage House, Gt North Road, South Muskham</b> Continue the existing use of the land as residential garden	
<b>ENVIRONMENTAL ISSUES</b>		
25	<b>Flooding &amp; Drainage Issues</b>	
	A	Any Update from ENV
26	<b>Update from STW</b>	
	A	Bad Odour problems
	B	Upgrade Pumping Station, Little Carlton
27	<b>Emergency Plan</b>	
	A	Road Closure Training
	B	Update on LIS Bid
28	<b>HIGHWAYS ISSUES</b>	
	A	Church Lane Road Improvements. Chairman's meeting with VIA
	B	Church Lane Crossing closure 23:30hrs Saturday 26 May to 08:15hrs Sunday 27 May 2018
	C	Update from PAST (Parishes Against Speeding Traffic)
	D	Signage at Mini Roundabout. Chairman's meeting with VIA
	E	Mud on the Gt North Road. Comments from Piscatorial Society
	F	Public Footpaths. Update from Cllr Mrs Walsh
<b>SAFETY &amp; SECURITY ISSUES</b>		
29	Defibrillator, Little Carlton inc approach for possible financial aid from Piscatorial Society	

<b>OTHER ISSUES</b>	
30	<b>Telephone Kiosk</b> Update from Cllr Mrs Walsh
<b>CORRESPONDENCE RECEIVED</b>	
31	<b>Rural Crime Partnership Forum</b> The National Rural Crime Network is currently undertaking its rural crime survey for 2018. Details can be found at <a href="http://www.nationalruralcrimenetwork.net/research/internal/2018survey/">http://www.nationalruralcrimenetwork.net/research/internal/2018survey/</a>
32	<b>Letter from MP re Illegal Traveller Encampments</b>
<b>Matters Outstanding</b>	
<b>Date of Next Meeting</b>	
Wednesday 19 July 2018 at 7.30pm, South Muskham Village Hall	

*Christine Slim*

Signed **Christine Slim**  
Clerk to the Parish Council

**10 May 2018**

