

SHOBNALL PARISH COUNCIL

c/o 32 Hillcrest Rise, BURNTWOOD WS7 4SH

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Our Ref: MD

14 May 2018

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at the **Princess Street Training Education and Enterprise Centre, 25-28 Princess Street, Burton on Trent DE14 2NW** on **Monday 21 May 2018** immediately following the Annual Parish Meeting at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Parish Clerk

PUBLIC FORUM

There will be a period of Public participation prior to the start of the meeting.

AGENDA

- 2018-19/001 To elect the Chair (Declaration of Acceptance of Office to be signed at the meeting)**
- 2018-19/002 To elect the Vice Chair**
- 2018-19/003 To receive apologies**
- 2018-19/004 To receive Declarations of Interest**
- 2018-19/005 To receive written applications for dispensations under the Localism Act 2011.**
- 2018-19/006 To receive updated Councillors' Register of Interest Forms (previously emailed to all Councillors)**
- 2018-19/007 To consider the Minutes of the Council meeting held on 16 April 2018**
- 2018-19/008 To consider matters arising from the Council meeting held on 16 April 2018**
 - **Minute No. 2017-18/280 – SCC Rights of way Consultation**
To consider whether Members require additional copies of the Shobnall Parish Definitive Map to be ordered from the County Council at a cost of £5.25 per copy (a copy of the Map available at the meeting for reference)
 - **Minute No.2017-18/276 Halcyon Way Fence Project**
A response has been received from ESBC confirming that “The residents were not asked for a contribution to the installation but they have been told that the wooden screening is theirs to maintain and not ESBC”.

- 2018-19/009 To review and adopt the following policies and documents:**
- Standing Orders
 - Financial Regulations
 - Publication Scheme
 - Asset Register
 - Financial Risk Assessment
- 2018-19/010 To review the Bank Mandate signatories**
- 2018-19/011 To confirm members of the following Committees:**
- Remuneration/Finance and Administration
 - Neighbourhood Plan
- 2018-19/012 To receive a report from the PCSO**
- 2018-19/013 To receive a report from the Borough Councillors**
- Including receipt of the April issue of the ESBC Community & Civil Enforcement Officers Monthly Newsletter and consider whether an 'Action Week' should be requested for the Shobnall parish given the high number of fly tipping and dog fouling offences in the parish.
- 2018-19/014 To receive a report from the County Councillor**
- 2018-19/015 To consider financial matters:**
- Bank reconciliation
Schedule of payments
2018/19 budget showing actual receipts and payments as at 30 April 2018
- 2018-19/016 To review and approve the following General Data Protection Regulations (GDPR) policies and documentation:**
- Data Audit
 - Data Security Breach Reporting Form
 - Document Retention and Disposal Policy
 - Email Contact Privacy Notice
 - GDPR (Service) Consent to Hold Contact Information
 - Information Data Protection Policy
 - New Councillor Contact Privacy Notice
 - Privacy Impact Assessment Form
 - Social Media Policy
 - Subject Access Request Form
 - The Management of Transferable Data Policy
- 2018-19/017 To approve the 2017/18 Year End Accounts, including completion of the Annual Governance and Accountability Return Part 2**
- 2018-19/018 To receive the Internal Auditor's Report for the 2017/18 Financial Year**
- 2018-19/019 Shobnall Neighbourhood Plan**
- To receive an update and to note that the Shobnall Neighbourhood Plan Referendum has been called for Thursday 07 June 2018.
- 2018-19/020 The Link Park**
- a) To consider quotations for levelling the BMX track and returning the area to grass.

- b) To receive information from the Council's contractor regarding the condition of equipment on the site.
- c) To consider methods of consultation that might be used to liaise with users and the general public on how they would like to see the site equipped.

2018-19/021 Mural at Dallow Lock

To consider seeking quotations with a view to engaging a window cleaner to clean the mural protective cover on a regular basis, e.g. quarterly.

2018-19/022 Casual Vacancies

To consider advertising material to attract people to stand for Co-option to fill the four vacancies on the Council.

2018-19/023 Lanyards

To consider quotations for the purchase of lanyards with ID badge holders for use by Members and the Clerk and decide on whether the council wishes to accept any of the quotations.

2018-19/024 To consider a Grant Application from Burton Athletics Club

2018-19/025 To consider planning matters

2018-19/026 To receive questions from Councillors

2018-19/027 Correspondence and Circulars

2018-19/028 To receive reports from representatives

2107-18/029 Items for next meeting

Date of next meeting

Monday 18 June 2018 at The Princess Street Training Enterprise and Education Centre, 25-28 Princess Street, Burton on Trent DE14 2NW commencing at 7pm