

CLOTTON HOOFIELD PARISH COUNCIL

PARISH COUNCIL MEETING

For the attention of all Parish Councilors

You are hereby summonsed to attend the meeting of the Parish Council on
Thursday 16th July, 2020 at 7:00 pm virtually via Zoom

AGENDA

1. **CLERK** – to agree the appointment of Permanent Clerk and RFO of Clotton Hoofield Parish Council.
2. **APOLOGIES** - and reason for absence
3. **DECLARATION OF INTERESTS** - Pecuniary, Outside Bodies and family, friend or close associate interest.
4. **PUBLIC PARTICIPATION** - An opportunity for members of the public to raise any parish matters of concern.
5. **MINUTES** - To accept the Minutes of the Parish Council Meeting held on 21st May, 2020
6. **ACTIONS SINCE LAST MEETING** - To review and update on all actions since last meeting.
7. **CO-OPTION** – to provide an update on the advertising for Parish Councillor's.
8. **PLANNING.**
 - a) To note the circulated Planning Register and consider applications.
 - b) Review planning applications.
9. **ACCOUNTS.**

To accept the Cash Book to date.
To approve Income and Payments since last meeting.
To review the Budget against Actual YTD and approve any overspend.
To approve the Bank Reconciliation against Cashbook YTD.
10. **NEIGHBOURHOOD DEVELOPMENT PLAN.**

To provide the meeting with an update following the submission of the NDP.
11. **COMMUNITY COVID-19 RESPONSE** - to provide the Parish Council with an update.
12. **HIGHWAYS.**

Condition of local roads - in particular Wood Lane and Corkscrew Lane.
A51 Issues
13. **ROLES AND RESPONSIBILITIES** – to review and agree the updated Roles and Responsibilities.
14. **UPDATED POLICIES**

To review and adopt the Complaints Procedure as submitted by Cllr Roberts
To review and adopt the Information and Data Protection Policy as submitted by Cllr Nicholas
To review the adopt the Lead-Duties Protocols as submitted by Cllr Kinsey.
To consider a Subject Access Request Policy - for adoption.
Proposal for a Signage and Notices Policy and Roadside advertising.
15. **RECRUITMENT PROCESS** - to discuss the process followed and any lessons learned.

DATE OF NEXT MEETING

Monday 21st September, 2020 at 7.30pm – venue to be agreed.

Signed *Trudy Ryall-Harvey.*
Clerk 9/07/2020
clerk.clottonhoofieldpc@gmail.com