

Abbots Morton Parish Council



Councillors are summoned to the Annual Meeting of the Parish Council at
8:00PM (approximately) on Thursday 24th May 2018 in Abbots Morton Village Hall

Press and public are cordially invited to attend

Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman**
3. **Co-option:** To consider applications received.
4. **Apologies for absence:** To receive apologies and to approve reasons for absence.
5. **Declarations of interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
6. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
7. **To consider and adopt the minutes** from the Parish Council meeting on the 22nd March 2018.
8. **Progress reports**
9. **Open Session:** The meeting will be adjourned for the public open session.
 1. **To receive a report from the District Councillors**
 2. **To receive a report from the County Councillor**
 3. **To receive a report from the Police**
 4. **To receive a report from the Village Hall Committee**
 5. **To receive a report from the Parish Paths Warden**
 6. **Public participation (10 minutes):** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
10. **Planning:**
 1. **18/00725/FUL** - Land To North of Rough Hill, Low Road, Church Lench. Proposed excavation of pond and carrying out of earth modelling together with new woodland and other planting.
11. **Parish matters for discussion/decision:**
 1. **C2012 Abberton Lane, Abberton:** To note proposed temporary closure order 04/06/18.
 2. **General Data Protection Regulation:** To consider the need to appoint a Data Protection Officer and revise relevant policy procedures.
 3. **Lengthsman:**
 1. To consider participation in Worcestershire County Council's Lengthsman Scheme 2018/19.
 2. To consider the work schedule for the month ahead.
 4. **Community Transport:** To note the volunteer hospital transport scheme.
12. **Annual business as per Standing Orders:** To review the following policy procedures and documents:
 1. Balances and Reserves Policy
 2. Clerk, Parish, Councillor Protocol
 3. Code of Conduct
 4. Complaints Procedure
 5. Disciplinary Procedure

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6. Financial Regulations
7. FOI Act
8. FOI Guide
9. GDPR Data Privacy Policy
10. GDPR Data Protection Policy
11. GDPR Data Security Incident Procedure
12. GDPR Subject Access
13. Grievance Procedure
14. Protocol for Planning Site Visits
15. Publication Scheme
16. Retention Policy (updated)
17. Standing Orders (NALC's 2018 revised model)
18. Data Audit
19. Insurance cover
20. Inventory of Assets
21. Risk Schedule

13. Finance:

1. Clerk's salary and expenses - £383.17
2. HMRC (PAYE) - £81.60
3. Allen Farnsworth (Lengthsman) - £210.00
4. Came and Company (insurance) - £218.00
5. Worcestershire CALC (subscription) - £97.14
6. To approve forms to remove signatories from the bank mandate
7. To consider and approve the year end accounts

14. Councillors' reports and items for the next agenda: Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.

15. Date of the next meeting

A resolution will be passed to exclude members of the public due to the confidential nature of the following item.

16. Employment matters: To review the NJC 2018-2019 National Salary Award and Clerk's working hours.

Dated 18/05/2018

Clerk and RFO
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