

Durleigh Parish Council

I **HEREBY GIVE NOTICE** that the next **MEETING** of Durleigh Parish Council will be held at **The Hembry Room, Westfield Church on Thursday 12th March 2020 at 7:30 pm** and that all Members are **REQUIRED** to attend.

There will be an "Open" session prior to the Council Meeting when Parishioners are invited, by the Chairman, to ask questions or comment on relevant issues.

AGENDA

1. ATTENDANCE OF MEMBERS
2. APOLOGIES FOR ABSENCE
3. PUBLIC QUESTION-TIME
 - 3.1. Grant/donation request; support child to continue training and competing at National level for Trampolining
4. DECLARATIONS OF INTEREST
5. MINUTES OF LAST MEETING
6. MATTERS ARISING
7. CHAIRMAN'S COMMENTS
8. FINANCIAL MATTERS:
 - 8.1. Council Balances: Current Account: @ 07/01/2020 £12,908.56
 - 8.2. Accounts update to be tabled by Clerk.
 - 8.3. Accounts/invoices to be approved:
 - 8.3.1. Clerk's overtime (Dec & Jan) & expenses (for Jan) £251.18
 - 8.3.2. Clerk's Overtime (Feb) & Expenses (Feb) tbc
 - 8.3.3. Approval in advance for purchase of new laptop & MS Licence circa £400
 - 8.3.4. Schedule of Payments 2020/21 for authorisation various
9. NEW POLICIES & PROCEDURES
 - 9.1. The following have been reviewed and updated in line with National guidance and now require approval and adoption by the Parish Council:
 - 9.1.1. Standing Orders
 - 9.1.2. Code of Conduct
 - 9.1.3. Financial Regulations
 - 9.2. The following are new policies that have been written to ensure that the Parish Council is compliant with all relevant legislations/laws. These require approval and adoption by the Parish Council:
 - 9.2.1. Data Protection Policy
 - 9.2.2. Privacy Policy
 - 9.3. The following are new procedures to incorporate new working practices and require approval and adoption by the Parish Council:
 - 9.3.1. Online Payments
 - 9.3.2. Quarterly Review of Salary Payments and Other Finances
 - 9.4. The following are proposals for new working practices that will ensure that the council is running effectively and efficiently, in line with best practice, policies above and all current legislations/laws (for general discussion to gather views and comments):
 - 9.4.1. Emails
 - 9.4.2. Roles & Responsibilities
 - 9.4.3. Discussion / Agreed Responses between meetings
 - 9.4.4. Non Attendance to Meetings
10. PLANNING MATTERS

Durleigh Parish Council

10.1. *Items for decision:* **None**

10.2. *Updates:*

10.2.1. **23/19/00002:** Land to South of Quantock Road – major development by Persimmon

10.2.2. **23/19/00011:** Queenswood Reservoir – amendments to plans

10.2.3. **23/19/00013:** Danesborough, 12 Spaxton Road – new vehicular access

11. ITEMS FROM LAST AGENDA AND MEETINGS ATTENDED

11.1. Rights of Way/Footpaths

11.2. Highways, traffic matters and planned improvements

11.3. Millennium bench and viewing platform

11.4. Meetings attended

12. ANY OTHER BUSINESS AND ITEMS FOR NEXT AGENDA

13. DATE AND VENUE OF NEXT MEETING:

Thursday 14th May 2020 at 7:30 in the Hembry Room, Westfield Church

Tammy Weeks

Date: Wednesday 8th January 2020

Tammy Weeks – Clerk to Council and Responsible Financial Officer