

# 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 12<sup>th</sup> 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

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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 14<sup>th</sup> May 2020 at 7:30 in the Hembry Room, Westfield Church**

*Tammy Weeks*

Date: Wednesday 8<sup>th</sup> January 2020

**Tammy Weeks** – Clerk to Council and Responsible Financial Officer