

**You are invited to attend the
Annual Salhouse Parish Council
PUBLIC MEETING
On Monday 21st May 2018 at 7.30 p.m.
At Jubilee Hall, Lower Street, Salhouse
for the purpose of transacting the following business**

Sarah Martin

Sarah Martin, Parish Clerk. Tel: 01692 535775

Planning Applications will be available for viewing from 7.00pm

AGENDA

- 1. To elect the Chairman for the coming year.**
- 2. Chairman to sign Declaration of Acceptance of Office.**
- 3. To elect a Vice Chairman for the coming year.**
- 4. To receive any apologies for absence**
- 5. To receive Declarations of Interest in items on the agenda and applications for dispensations**
- 6. To approve the minutes of the Parish Council meeting of 16th April 2018**
- 7. Chairman's Report, to include consideration to any matters arising, not on this Agenda**
- 8. To adjourn the meeting for Public Participation and to receive District Councillor and Police reports**
- 9. To consider progress reports and any make decisions relating to the following:**
 - i) Salhouse Speedwatch Report**
 - ii) Team Salhouse Report**
 - iii) Highway and footpath Report**
 - iv) War Memorial Report**
 - v) Parish Council Website**
 - vi) Any Other Reports**
- 10. To consider a planning report and agree recommendations on the following planning applications:**
 - i) Planning Applications Received**
 - ii) To report on monitoring of the Neighbourhood Plan, and consider quotes for printing**
 - iii) To report on Rackheath Development Boundary**
 - iv) Any other planning matters**
- 11. To consider the notes and make decisions on matters arising from Playing Field Management Group**
- 12. To consider Broadland Way Cycleway**
- 13. To consider a response to Broadland District Council regarding the extension of the Salhouse Conservation Area**

- 14. To consider a response to the Consultation: draft Norfolk Access Improvement Plan (2018 - 2028) _ pc8 (close 15th June 2018)**
- 15. To consider responding to the Feasibility Study into Collaborative Working**
- 16. To consider Defibrillator's within the Parish**
- 17. Update regarding General Data Protection Regulations**
 - 15.1 To approve the Information Audit**
 - 15.2 To approve the Council's privacy notice to be displayed on the website**
- 18. To approve the following documents**
 - 16.1 Asset Register**
 - 16.2 Financial Risk Assessment**
 - 16.3 Lone Worker Policy**
 - 16.4 Freedom of Information Act**
 - 16.5 Standing Orders**
- 19. Finance**
 - i) To report on Finance Meeting**
 - ii) To consider the Internal Auditors report for year ending 31st March 2018.**
 - iii) To agree the accounts for year ending 31st March 2018**
 - iv) To consider the assertions on, and complete, the Annual Governance Statement 2017/18 and to authorise the Clerk and Chairman to sign**
 - v) To consider and approve the Accounting Statements 2017/18 and to authorise the Chairman to sign.**
 - vi) To approve payments (listed separately)**
 - vii) To note monthly bank reconciliation report**
 - viii) Any other Financial matters arising**
- 20. To receive correspondence and agree response (if any)**

General Correspondence
Broads Briefing
TPO 2017 No.22 (1279) - Trees Located at Longacre, Howlett's Loke
Norwich Western Link consultation
- 21. Public Right to Reply - adjournment of meeting for public to comment**
- 22. Any items for the next Parish Council meeting 18th June 2018 at the Jubilee Hall, Salhouse.**
- 23. To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:**
 - 23.1 To receive an update from the Clerk's recent appraisal**
 - 23.2 To agree an amendment to the Clerk's job description to include role of DPO**