

# Agenda for Pulham St Mary Annual Parish Council Meeting

Councillors of Pulham St Mary Parish Council are summoned to attend the Annual Parish Council Meeting to be held at The Pennoyer Centre on 8<sup>th</sup> May 2018 at 7.30p.m  
Press and Public are invited to attend and to address the Council at its Public Forum  
(Relevant Correspondence copied or e-mailed to Councillors where marked ☒ or ☒e)

- 7.30\*** 1: To receive apologies for absence & declaration of interest  
2: The appointment of Chairman & Vice Chairman and signing of Declarations of Acceptance of Office  
3: To approve Minutes of last meeting of 10<sup>th</sup> April 2018
- 7.40\*** 4: Review and appointment of representatives to existing Committees and Sub-committees and consideration of formation of any new committees
- a) *Sports & Recreation Sub-Committee – currently Cllrs Burridge, Albon & Langshaw*  
b) *Planning Sub-Committee – currently Cllrs Albon, Langshaw, McDaniel, Ellam and Clarke*
- 7.50\*** 5: Review, consider amendments and adoption as required of;  
**Standing Orders & Financial Regulations:** Currently specific standing orders for PSM cover 1) Length of service of Chairman 2) Spending Powers of Clerk 3) Planning Applications Procedure  
**Procedure Policies:** Currently available; PSM Complaints Policy, Media Policy, PSM Health & Safety Policy and Equal opportunities Policy  
**Consider adoption of Data Protection Policy**  
**Risk assessments:** Currently available; PSM Financial Risk Assessment and PSM Risk Assessments  
**Review arrangements for;**  
**Information available under the Freedom of information Act**  
**Consider adoption of Current Data Processing Schedule & 2 x Privacy Notices**  
**Contributions made for work completed by other authorities and bodies**  
**Representation or work with other bodies**  
**Review;**  
**Inventory of assets and insurance cover**  
**Memberships of other bodies, currently NALC, NPFA and to include Data Protection Fee to ICO**  
**Dates of meetings for coming year**
- 8.05\*** 6: Matters Arising:  
a) **Parish Website** – Update  
b) **Renewal & Maintenance of Playground Equipment (include for consideration if required)** – Update  
c) **Update of Community Emergency Plan** – Update  
d) **Provision of Plaque and Tree for village Green** - Update
- 8.10\*** 8: Chairman's Report:  
**8.20\*** 9: Reports from County & District Councillors:  
**8.30\*** 10: Public Forum:  
**8.55\*** 11: Items for Discussion:  
➤ To further consider refurbishment of the BT Phone Box  
➤ To further consider village sign  
➤ To further consider renewal & maintenance of playground equipment  
➤ To ratify cost of Data Protection Fee to ICO  
➤ To further consider request for donation from Age Uk  
➤ To consider renewal of the parish insurance  
➤ To consider increase of Clerks pay scale and allowances for 2018 & 2019  
➤ To consider comment of Draft Norfolk Access Improvement Plan
- 9.15\*** 12: Accounts:  
a) Presentation of Income & Expenditure for May
- 9.20\*** 13: Other Reports:  
i. Sports & Recreation Committee  
ii. Tree &/or Footpath Wardens  
iii. SAM
- 9.25\*** 14: Planning Applications - Previously listed  
2017/1929 Upper Vaunces Farm – Proposed poultry unit  
2018/0423 25 Norwich Rd – Refused on design and scale  
2018/0561 Land West of Staion Road – Application Withdrawn  
2018/0111 & 2018/0112 Parish Council briefing session being scheduled by LPA (Date TBC)  
**New Applications**  
2018 /0879 Glebe Cottage – Re roofing
- 9.30\*** 15: Date of Next Meeting: Tuesday 12<sup>th</sup> June 2018 at 7.30p.m The Pennoyer Centre

\* Times shown are for guidance only

Lisa Shulver - Clerk to Parish Council 02/05/18