



**Date:** Wednesday, 15 January 2020

**Time:** 7.30pm

**Place:** Claxton Village Hall

Councillors are hereby summoned to this meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session, however, the law does not permit members of the public and the press to take part in the debates.

*Carla Petersen*, **Parish Clerk & RFO**

### **AGENDA**

In accordance with Public bodies (Admission to Meetings) Act 1960 s.1 (2) and the Local Government Act 1972 s100 (2) members of the public and press are likely to be excluded for consideration of item 30 owing to the confidential nature of the business.

1. To receive and approve apologies for absence
2. To receive any declarations of interest from Members & consider requests for dispensation  
*Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.*
3. To approve minutes of Parish Council meeting held on 13 November 2019
4. **Adjournment for Public Participation (15 minutes allowed for)**  
This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.
5. **Reports from:**
  - Parish Clerk
  - County Councillor, Cllr Barry Stone
  - District Councillor, Cllr Vic Thomson
6. To consider the Budget Proposals Report for 2020/2021. Agree on the Budget Requirement.
7. To consider the Parish Council Precept Requirement Report for 2020/2021. Agree upon the requirement and complete Precept form.
8. To consider the Internal Auditor Appointment Report. Agree upon and appoint an Internal Auditor.
9. To agree upon the meeting dates for 2020.
10. To consider inviting a speaker to the Annual Parish Meeting on 13 May 2020. Agree on a course of action.
11. To agree upon Councillor and Officer responsibilities.
12. To consider Councillor and Clerk email addresses for Council purposes. Agree on a course of action.
13. To receive an update on speeding Langley School traffic. Agree upon a course of action.
14. To receive an update on Claxton Corner. Agree on a course of action.
15. To consider subscription to Information Commissioner's Office. Agree on a course of action.
16. To consider and adopt Draft Data Protection Policy dated November 2019
17. To consider and adopt Draft Data Breach Policy dated November 2019
18. To receive an update on the completed Outdoor Play Equipment questionnaires. Agree on a course of action.

19. To confirm and agree the Internal Control Review carried out by Cllr Balmer in accordance with the Internal Control Policy.
20. To consider attending SLCC webinar on Creating Accessible Word and PDF documents. Agree on a course of action.
21. To receive an update on redeployment of SAM2 from Claxton to Langley with Hardley. Agree on a course of action.
22. To discuss VE Day 75<sup>th</sup> Anniversary celebrations. Agree on a course of action.
23. To consider Broadband issues in Claxton. Agree on a course of action.
24. To discuss dog coursing in Claxton. Agree on a course of action.
25. To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1 -15.
26. To confirm by resolution that Council has in place Local Council Awards Scheme Foundation Level criteria 16 - 23.
27. To confirm by resolution that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level.
28. **Planning:**
  - To receive new planning applications and make comment
  - To receive results and updates on outstanding applications
29. **Highways:**
  - To receive a report on highways issues outstanding
30. **Finance :**
  - To note the bank balance
  - To note receipts
  - To note grants
  - To agree payment of invoices and other expenses received since last meeting (see list)
  - To receive Statement of Accounts as at 15 January 2020
31. To receive updates from individual Council Members (for information only).
32. To receive any items for inclusion on the next agenda (for information only).
33. To resolve to close the meeting to the public.  
**Confidential:**  
Review of Clerk hours and salary spinal column point.
34. To confirm date and time of the next Parish Council Meeting as Wednesday 18 March 2020 at 7.30pm in Claxton Village Hall.