

# Marston Sicca Parish Council

**To: All Members of the Council**

**16th May 2017**

**You are hereby summoned to attend a Meeting of Marston Sicca Parish Council to be held in the Village Hall on Monday 22<sup>nd</sup> May 2017 at 7.30 pm for transacting the following business.**

Mike Hillier Councillor and Acting Parish Clerk

## **DRAFT AGENDA**

- 1. Acceptance of Apologies for Absence**
- 2. Declarations of Interest for items on the agenda**
- 3. Public Open Session relating to Agenda items.**
- 4. Actions from March 20<sup>th</sup> Minutes**
  - a. As detailed on minutes**
- 5. Allocation of councillor portfolios for 2017/18**
  - a. Roads, Highways, Speeding and Footpaths**
  - b. Village upkeep, flood team and asset maintenance**
  - c. Public Communication (Website, Newsletter, notices)**
  - d. Planning**
  - e. Neighbourhood Plan**
  - f. Village Organisations, Open Space and Community Building**
- 6. Portfolio Management**
  - a. Agreement that each portfolio holder is responsible for producing a strategy document for approval by council (As applicable) and for suggesting any sub committees or support needed to deliver strategy**
  - b. Agree on report process for portfolio holders for each council meeting**
- 7. Clerk and Councillor Vacancy update**
  - a. Agree and appoint 3 councillor interview panel for clerk role**
  - b. Approve Co-Option procedure**
  - c. Approve Casual Vacancy procedure**
  - d. Approve outline contract of employment for clerk role**
- 8. District Councillor report – Peter Barnes**
- 9. County Councillor report – Mike Brain**
- 10. Neighbourhood Plan**
  - a. Update and way forward**
- 11. Village Website**
  - a. Approval of any costs associated with establishing new website**

- b. Discussion on whether to transfer existing website maintenance to councillor who is looking after the portfolio from Mrs Lesley Kiener
  - c. Transparency Code compliance and funding application if required
- 12. Roads, Highways and Footpaths**
- a. Approval sought for portfolio holder to investigate and establish the legal position on the reinstatement of unadopted footpath sd40 that was dug up as part of the Ashmead House planning application
  - b. Confirmation of Welford to Long Marston revised speed limit – implementation 1<sup>st</sup> June 17
- 13. Planning**
- a. Update and discussion on “Glebe Field”
  - b. Update and discussion on “the Orchard”
  - c. Airfield update
  - d. Masons Arms – Asset of Community Value update
- 14. Finance and Legal Compliance**
- a. Approval of new grant application process
  - b. Confirmation of banking mandate update
  - c. Agreement that we do not have any employees for the pension auto enrolment scheme
  - d. Changes to Data Protection Act 25<sup>th</sup> May 2018 to acknowledge WALC guidance as and when made available and to implement via Clerk
- 15. Standing Orders**
- a. Agreement to review standing orders for next meeting
- 16. Correspondence Received Since Last Meeting**
- a. Council agreement to join the Plant a Tree Legacy
  - b. Jewson Building Better Communities – Update if available
  - c. Post Office Extension of Banking Services – Info only to residents
- 17. Meeting Schedules**
- a. Agreement to proposed meeting dates for the year ahead
  - b. Clerk to book village hall and confirm back at next meeting
- 18. Date of Next Meeting to be agreed in meeting schedule**

.....  
**Mike Hillier**

**Councillor and Acting Clerk**

**16<sup>th</sup> May 2017.**

1. Please note that all planning applications can be viewed on the District Council Website. [www.stratford-dc.gov.uk](http://www.stratford-dc.gov.uk), under e-planning and on Parish Council Website [www.marstonsicca-pc.gov.uk](http://www.marstonsicca-pc.gov.uk)