

## PARISH OF HOLBROOK – NOTICE OF MEETING

I hereby give you notice that the next meeting of Holbrook Parish Council will be held in the Village Hall on Monday 15<sup>th</sup> May 2017 at 1930hrs. This will incorporate the Annual Meeting of the Council. All Parish Councillors are summoned to attend and all parishioners are invited. Any member of the public wishing to speak at Item 8 should give notice to the Clerk at or before the commencement of the meeting.

### AGENDA

- HPC1705/01 Election of Chairman and receipt of Declaration of Office Form.**
- HPC1705/02 Election of Vice Chairman.**
- HPC1705/03 Apologies:** To receive and consent to accept any apologies for absence.
- HPC1705/04 Confirmation of appointment of representatives to outside bodies:** To confirm the allocation of responsibilities to individual Councillors and amend as necessary.
- HPC1705/05 Formation of Sub Committees:** To decide on the formation of any sub committees and their respective delegated authority.
- HPC1705/06 Consideration of payment of annual subscriptions.**
- HPC1705/07 Declarations of pecuniary and local non-pecuniary interest:**
- 07.01 To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature including gifts of hospitality exceeding £25.
- 07.02 To receive requests for dispensations.
- 07.03 To confirm Councillors' Register of Members Interests submissions are still correct.
- HPC1705/08 Public Forum:**
- To receive reports for information from District and County Councillors.
- To receive questions and matters of concern from members of the public who are present.
- HPC1705/09 To consider and approve the minutes of the Parish Council meeting held on 24<sup>th</sup> April 2017.**
- HPC1705/10 Business remaining from previous meetings:**
- 10.01 Reade Field Improvement Project.
- 10.02 Alton Green update.
- HPC1705/11 Correspondence received requiring a response and new business:**
- 11.01 To consider any matters arising from the Annual Parish Meeting, including Neighbourhood Plans and Community Speedwatch.
- 11.02 To review and adopt the standing orders of the Council.
- 11.03 To review and adopt the Code of Conduct.
- 11.04 To approve a programme of policy review and implementation.
- 11.05 To receive a report on a suggestion for the SCH AONB Heritage Lottery Fund bid regarding the Brook Path.
- 11.06 To consider a request for permission to fish in Alton Green Pond.
- HPC1705/12 Finance:**
- 12.01 To consider the Internal Auditor's report and agree actions on any matters arising.
- 12.02 To approve Holbrook Parish Council's accounts for the year ending 31<sup>st</sup> March 2017.
- 12.03 To approve sections 1 and 2 of the Annual Return for the year ending 31<sup>st</sup> March 2017.
- 12.04 To receive a report from the Responsible Financial Officer for the period 1<sup>st</sup> to 30<sup>th</sup> April 2017.
- 12.05 To authorise payments: Mrs F Rolfe (Clerk's salary) £544.28, Mr P Goodchild (Community Caretaker salary) £163.30, Post Office Ltd (HMRC PAYE) £40.80, SALC (subscription) £611.29 and any others received prior to the meeting.
- HPC1705/13 Planning:**
- 13.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed.

13.02 To consider planning applications received: None

**HPC1705/14**

**Councillors' reports:**

14.01 To note Councillors' activities since the last meeting

14.02 To receive reports from Councillors on issues relating to the Parish

**HPC1705/15**

**To consider items for future agenda**

**HPC1705/16**

**Date of next Parish Council meeting 19<sup>th</sup> June 2017**

Signed: *Ferial Rolfe* Parish Clerk

Date: 10<sup>th</sup> May 2017