

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

26 August 2021

Reference: 4/2022

Dear Councillors,

I hereby give notice regarding the summons to attend the Full Parish Council Meeting that will be held on the following:

Tuesday 07th September 2021 to commence at 6pm.

The meeting will be held at the NOCTON HUB and will follow any statutory social distancing guidelines as dictated by the Government.

Please could you email me at your earliest opportunity at clerk@noctonparishcouncil.gov.uk if you are unable to attend.

With regards,



Mr S R Baxter JP MIFA ADPS ADIP

Clerk and Responsible Financial Officer

Nocton Parish Council

AGENDA ITEMS FOR DISCUSSION AND DECISION

- 1. The Chair's welcome to all Councillors and any members of the public sitting in observation and opening remarks.** The Chair will also remind the attendees the meeting is being recorded
- 2. Apologies for absence from Councillors** – to agree the reasons for absence (if any)
- 3. Declarations of interest** – for the Council to note including dispensations presented to the Clerk
- 4. Motion to exclude members of press and public from participation**
For the following agenda points members of the public / press will be asked to remain silent but will be able to view the meeting.
- 5. Co-option application of Mr Graham Kempster** – discussion and decision of Council
- 6. Discussion and adoption of Scheme of Delegation to Proper Officer under Section 101 (1) (a) LGA 1972**
- 7. Ratification of decisions made at the Clerk Advisory Meeting on the 04 August 2021**
- 8. Minutes of Clerk Advisory Council Meeting (04 August 2021)** – to agree and vote as accurate record
- 9. Councillor vacancies update** – detail and update from the Clerk
- 10. Streetlights of the Village** – recommendation from the Chair
- 11. Limespring publication** – update from the Chair
- 12. Hub Management Group** – update from Cllr McDonnell and agreement for the Terms of Reference
- 13. Recycling textiles fundraising** – discussion and decision

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

14. **Clerk's report including Financial update:** Discussion and agreement
15. **Parish Council website issues** – update from the Clerk
16. **Nocton Sign damage** – update from Cllr Faulkner
17. **AGAR and Audit Publication** – Update by the Clerk
18. **Asset Register** – update by the Clerk
19. **Nocton 200 update** - Update from the clerk on the Nocton 200 funds
20. **Schedule of payments:** Guidance to the Clerk on what payments are acceptable for payment

| Payee | Amount | Reason for payment |
|-----------------------------|---------|--|
| Staff pay and overtime | | Amount withheld due to confidentiality |
| Clerk's expenses | £ 26.00 | Office & Printing allowance |
| Clerk's expenses | £ 10.00 | Credit for Hub Manager phone |
| Clerk's expenses | £ 54.90 | Travel cost for Full Council Meeting on 07 September |
| Society Local Council Clerk | £ 55.00 | Membership of Society for Clerk (third of full cost) |
| Plusnet | £ 27.40 | Wi-fi for the Hub |
| TJ Book Keeping Ltd | £ 70.00 | Payroll cost for staff |
| Firestop Services Ltd | £ 78.22 | Service and maintenance of fire extinguishers |
| EON | £321.32 | Electricity for the Hub |
| NKDC | £ 25.00 | Fee for running a gambling activity (Nocton 200) |
| Paul Waters Window Cleaning | £ 40.00 | Window cleaning for the Hub |

21. **Planning Permission applications / Application for Tree works** - Discussion and decision
22. **Housing Plan for Nocton and the surrounding area** – update from Cllr Clarke
23. **Village bench removal and plant a tree** – update from Cllr Clarke
24. **District & County Councillor Council report**
25. **Nocton Hub update**
 - i) **Hub Noticeboard:** updates by the Clerk
 - ii) **Charitable Status of the Hub:** update by the Clerk
 - iii) **Update on the snagging list and funds owed by Builder:** update by Cllr Faulkner
 - iv) **PRS Music licence:** update by the Clerk on the licence
 - v) **Alcohol licence:** update by the Clerk on the licence
 - vi) **Bar keys and security:** update by the Chair and the Hub Manager
26. **Nocton Hub redecoration and funding** - discussion of what redecoration is needed and when and agreement of moving forward
27. **Next Council meeting** – to consider recommendation for next meeting
28. **Questions from the Community** – any questions are at the Chair's discretion and limited to three minutes each
29. **Motion to exclude members of press and public**

For the following agenda points members of the public / press will be asked to be removed from the meeting due to the confidential nature of the agenda point.
30. **Staffing discussion**