

# NOCTON PARISH COUNCIL

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

06 April 2021

Reference: 1/2022

Dear Councillors,

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

**Tuesday 13<sup>th</sup> April 2021 to commence at 7.00pm.**

Due to the current Covid-19 pandemic, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

Please could you email me at your earliest opportunity at [clerk@noctonparishcouncil.gov.uk](mailto: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

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**The Councillors of the Nocton Parish Council are hereby summoned to attend a Full Parish Council Meeting at 7pm on Tuesday 13 April 2021 via the online digital format Zoom.**

Zoom Meeting details: ID - 822 8318 4571 Passcode – 696224

<https://us02web.zoom.us/j/82283184571?pwd=c2ovZjdPV0R2QjIjSThhbjZxOU05UT09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk)

## 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) and any implications of the lack of attendance
- 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 and press will be muted but will still be able to view the meeting.*
- 5. Minutes of Full Parish Meeting (09 March 2021)** – to agree and vote as accurate record
- 6. Minutes of the Extraordinary Meeting (23 March 2021)** – to agree and vote as accurate record
- 7. Minutes of the Personnel Committee (06 April 2021)** – to agree and vote as accurate record
- 8. Report from Local Representatives:**
  - i Local Police
  - ii District Councillors
  - iii County Councillors
- 9. Clerk's Report including Financial update** – Councillors will note there will only be overview of the bank account and not a full financial update due to very recent change of clerk
- 10. Bank Mandate** – to agree to place the new RFO on the bank mandate
- 11. Change of Banks** – to consider a recommendation from the RFO to change to a more ethically, digitally operated bank with specific expenditure safeguards, Unity Trust Bank.
- 12. Recording (and retention of) Parish Council Meetings** – to consider recommendation to retain the recordings of such meetings for a period of 12 months and to make then available for public viewing
- 13. Office Equipment and record storage** – to consider request from the Clerk to purchase secure storage equipment for Council records
- 14. Village Planters** – consider request by members of the public to revamp the of Planters with a full risk assessment for this work to take place

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- 15. Nocton Hub Management** – to receive a report from the Hub Management Group and for the Council to consider:
- i To reopen for permitted activities as from 12 April 2021
  - ii Intruder and fire alarm servicing arrangements
  - iii To consider an external noticeboard
- 16. Charitable Status** for Hub – to receive updates regarding the establishment of a group to investigate charitable status for the Hub
- 17. Nocton Hub update** – to include:
- i Receive report from Cllr Faulkner regarding Hub snagging list
  - ii To receive an update on the financial situation regarding the build
  - iii To receive report on location of fire assembly point signage
  - iv To receive a report regarding request by owners to place planters
  - v To discuss electricity supply (and separation of supply) and installation of heater in defibrillator cabinet and relocation of thermostat
  - vi Hub staff update – update from Personnel Committee Chair
  - vii To discuss and consider updates of SLA for Nocton Social Club t/a Ripon Arms
- 18. Planning permission applications for Nocton:**
- i) Application: 21/0335/HOUS Crossroads Cottage, Wellhead Lane, Nocton
- 19. Planning permission applications for Potterhanworth (*for note only*):**
- i) Application: 21/0258/FUL Land between Station Road and Cross Street
  - ii) Application: 21/0342/HOUS 42 Queensway, Potterhanworth
  - iii) Application: 21/0331/HOUS Mere Oaks Cottage, Plough Hill, Potterhanworth
  - iv) Application: 21/0293/HOUS School House, Nocton Road, Potterhanworth
- 20. Permission of Tree Works:**
- i) Application: 21/0395/TCA The Vicarage, The Green, Nocton
  - ii) Application: 21/0472/TCA 02 Potterhanworth Road, Nocton
- 21. Annual Parish Meeting** – to agree to hold the meeting on the 29 June 2021 at 7pm
- 22. Annual Meeting of the Parish Council** – to agree to hold the meeting on Tuesday 04 May 2021 at 7pm by Zoom.
- 23. Permission for Local Councils to meet remotely** – update from the Clerk on the recent decision by the Government not to continue the permission for Full Council Meetings to be held remotely
- 24. Delegated scheme of authority for the Clerk** – to consider the recommendation to approve the delegation of all permissible Council powers for decision making to the Clerk for a period of six months or until the Council next meets face to face. To also agree to schedule monthly Clerk Advisory Meetings to provide specific guidance for the Clerk on decisions of Council operations
- 25. Next Full Parish Meeting** – to agree that the next Full Parish Council Meeting to be held on Tuesday 04 May 2021 at 7pm.