

# MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs D Sells/Mrs J Bissmire

**The public are invited to attend all meetings of the Parish Council**

## **ANNUAL MEETING OF MARKYATE PARISH COUNCIL**

Notice is hereby given that the Annual Meeting will be held in the Y2K Hall, Cavendish Road, Markyate on **Tuesday 1 May 2018 at 7.30pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.

J Bissmire

Jennifer Bissmire, Clerk to the Council  
25 April 2018

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

Please note all meetings of the parish Council and Committees may be reported by use of filming etc.

### **AGENDA**

- 01/18 Election of the Chairman to hold office until the next Annual Meeting of the Council.
- 02/18 Election of the Vice Chairman to hold office until the next Annual Meeting of the Council.
- 03/18 To receive apologies for absence (Councillors please give apologies direct to the Clerk prior to the meeting)
- 04/18 To receive any Declarations of Interest relating to items on the agenda
- 05/18 To establish and accept appointment of Committees and Working Groups of the Parish Council
- 1) Budget & Finance Committee
  - 2) Halls Committee
  - 3) Aley Green Cemetery Committee
  - 4) Cemetery Working Group
  - 5) Halls Refurbishment Working Group
  - 6) Staffing Committee
- 06/18 Election of Committee Members, Chairmen and Vice Chairmen
- 1) Budget & Finance Committee
  - 2) Halls Committee
- 07/18 To appoint members to serve on the under mentioned Working Groups/Committee:
- 1) Aley Green Cemetery Committee
  - 2) Cemetery Working Group
  - 3) Staffing Committee
  - 4) Halls Refurbishment Working Group
- 08/18 To review and note Terms of Reference for Halls Committee and Working groups, document circulated. (All)
- 09/18
- a) To review Representatives on the Watling Neighbourhood Action Group.
  - b) To consider nominating a candidate for election on 12 July 2018 for the HAPTC Executive Committee.

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10/18 To appoint and allocate individual councillors areas of particular interest and responsibility as follows:-

- Airport
- Health
- Elderly Welfare
- Emergency/Disaster
- Environment
- Markyate Monthly
- Newsletter
- Planning
- Police
- Transport
- Schools

11/18 To approve and sign the minutes of the Parish Council meeting held on 3 April 2018, as circulated

12/18 To resolve to accept the draft minutes of the Annual Gathering held on 10 April 2018 as circulated.

13/18 Public Questions, to hear representations from the public as per Standing Order 1 (c to j)

14/18 To discuss and agree day, time and venue for Parish Council and Committee meetings  
To consider and approve the draft calendar of Council and Committee meetings for 2018/19, as circulated.

15/18 To receive and approve the Chairman's Report for publication and distribution, as detailed in draft minutes of the Gathering, as circulated.

16/18 To receive planning decisions from Dacorum Borough Council as listed:-

1	4/03223/17/FHA	Raised off road parking with steps to front door	14 The Coppins	Refuse
2	4/00379/18/FHA	Proposed single storey front and rear full width extensions with pitched roof	33 Cowper Road	Grant

17/18 To consider planning applications received from Dacorum Borough Council as listed and those received between 25 April and 1 May 2018.

1	4/00788/18/LDP [Lawful Development Certificate]	Loft conversion with rear dormer and velux windows to the front  For information	94 High Street
2	4/00755/18/FHA	Garage conversion	27, Ver Brook Avenue
3	4/00850/18/FHA	Two storey and single storey rear extension	25, Corner Wood
4	4/00855/18/LDP [Lawful Development Certificate]	Garage conversion  For information	20, George Street
5	4/00841/18/FUL	Construction of one detached two bedroom dwelling to the rear of 8, Parkfield	R/O 8, Parkfield
6	4/00949/18/LBC	Removal, repair and reinstatement of timber cornice. Removal, repairs and reinstatement of leadwork along existing gutters. Repair/rebuild of chimney stacks. Front coat of arms to be refurbished and re supported	Beechwood Park School, Beechwood Park
7	4/00996/18/LDP	Construction of hip to gable rear facing dormer window and insertion of four No. front facing roof lights	16 Dammersey Close

18/18 To authorise the signing of cheques for payment and the signing of the Accounts schedule as circulated.

19/18 To receive and note 2018/19 Parish Funding from DBC, document circulated

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- 20/18 To receive and approve draft Accounts for 2017/18 as set out in attached papers and note final quarter spend, as circulated.
- 21/18 To note changes to the HSBC Bank Mandate, and agree NS&I Bank signatories as circulated.
- 22/18 To receive Information available from Markyate Parish Council Publication Scheme, as circulated.
- 23/18 To review and adopt Standing Orders for Markyate Parish Council, as circulated.
- 24/18 To review and adopt Financial Regulations for Markyate Parish Council as circulated.
- 25/18 To review and note Parish Council insurance from 1 October 2015 for 12 months, as circulated.
- 26/18 To review Class 1 – Who We Are and What We Do, as circulated.
- 27/18 To review the Council’s Recruitment Policy, as circulated
- 28/18 To review the Council’s CCTV Policy, as circulated
- 29/18 To review the Council’s Equality and Diversity Policy, as circulated
- 30/18 To review the Council’s Data Protection Policy, as circulated
- 31/18 To review the Council’s Information Security Policy, as circulated
- 32/18 To review the Council’s Race Equality Policy Statement, as circulated
- 33/18 To review the Council’s Code of Practice in handling Complaints for members of public, as circulated
- 34/18 To review the Council’s Records Management Policy, as circulated
- 35/18 To review the Council’s Policy & Procedure for Information Requests, as circulated
- 36/18 To review the Council’s Policy for Health and Safety at Work, as circulated
- 37/18 To review the Council’s policy for dealing with the press/media, as circulated
- 38/18 To receive and adopt Markyate Parish Council Privacy Policy, as circulated.
- 39/18 To receive and adopt Markyate Parish Council Staffing Committee Terms of Reference, as circulated.
- 40/18 To receive report and agree actions on Cricket Club draft lease (B/Cllr Chapman)
- 41/18 To receive report and agree actions on transfer of new Cemetery land (B/Cllr Chapman)
- 42/18 To receive updated report and agree actions on P3 (Cllr Bunyan)
- 43/18 GDPR, to note and appoint Data Protection Officer.
- 44/18 To discuss and formulate items for inclusion in Markyate Monthly/Twitter
- 45/18 To receive Clerk’s Report
- 46/18 To receive correspondence, for information only.

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47/18

Public Bodies (Admissions to Meetings) Act 1960. That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the Press and Public be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

1. To receive staff update and agree actions. (All)
2. To receive and note National Salary Award for 2018-2019, as circulated.