**NOTICE OF SHACKLEFORD PARISH COUNCIL MEETING**

**6th November 2018**

**To the Councillors of Shackleford Parish Council - your attendance is requested at a meeting of the Council at 7.30pm on Tuesday 6th November 2018 in the Brigstocke Room at the Shackleford Centre, School Lane, Shackleford. Please let me know if you are unable to attend.**

**Kate Lingard** Clerk to the Council  Contact: shacklefordclerk@gmail.com

**PUBLIC SESSION**

Local residents are welcome to attend and raise any relevant issues or concerns informally.

**AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest -** members are requested to disclose personal or prejudicial interests they may have in the items on the Agenda
3. **Minutes of meeting held on 11 September 2018 –** to be approved and signed
4. **Matters Arising (**for information only**)**
5. **County and Borough Councillors –** to update outstanding issues and raise any new matters for attention
6. **Speed Activated Sign, Lombard Street Sign Post and Bridleway Bypass Sign –** to discuss spending to repair/activate the signs
7. **Highways and Byways –** latest update on issues
8. **Playground Committee Update**
9. **Defibrillator Training**
10. **Elections May 2019**
11. **Planning –** to discuss the following:

|  |  |  |
| --- | --- | --- |
| **Application**  | **Location** | **Proposal**  |
| 18/P/01774 | Little Gatwick, Lombard Street | Erection of a veranda  |
| 18/P/01958 | Land at Eashing Lane GU7 | Change of use from agricultural land to public open space and nature reserve with associate hard and soft landscaping, pedestrian walk, car park and access  |

1. **Finance**
2. **Expenses** – to approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Reason for expenditure** | **VAT** | **Payee** |
| 1/8/2018 | £9.95 | Website fee | 1.66 | 34SP.com |
| 1/9/2018 | £9.95 | Website fee | 1.66 | 34sp.com |
| 6/11/18 | £138.40 | Clerk’s expenses including printer ink  | 0 | Kate Lingard  |
| 6/11/18 | £25 | Hall Hire | 0 | Acorns Nursery School  |

**(b) Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Amount** | **From**  | **Reason**  |
| 29/9/2018 | £150 | Stovolds  | Annual Rent for Cyder House Field  |

 **(c) Annual Review of Internal Controls and Documents**

To approve and sign the following documents (circulated in advance by Clerk):

1. **Asset Register as at 31 September 2018**
2. **Bank Reconciliation as at 31 September 2018**
3. **Risk Assessment for 2018**

To review/note if any amendments are necessary to the following (circulated in advance by Clerk):

1. **Existing SPC Standing Orders**
2. **Existing SPC Financial Regulations**
3. **Other Correspondence**
4. **2019 Meetings:**  to change 9 September meeting date as clerk cannot come on that date…
* Monday 7 January (Main Hall)
* Tuesday 19 March (Brigstocke Room)
* Tuesday 7 May (Brigstocke Room)
* Monday 1 July (Main Hall)
* TBC September (Main Hall)
* Tuesday 12 November (Brigstocke Room) **DATED** 1/11/18